

**MEETING MNUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
LOCATED AT 1000 HIGHLAND VILLAGE ROAD
TUESDAY, AUGUST 28, 2018**

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Mark Stewart	Assistant Chief of Police
	Brad Goudie	Fire Chief
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Receive an Update on Annual Appointments to the City's Boards and Commissions

City Secretary Angela Miller reported on the number of positions there are on each board with terms that will expire on September 30, 2018. An update showing board preferences for current members and new applicants was also presented. On September 11th, City Council will hold a "Meet and Greet" with current board and commission members wishing to serve again, as well as with new applicants. Appointments will be made at the September 25th City Council meeting.

2. Review and Discuss Emergency Medical Service (EMS) Fees

City Manager stated the City periodically reviews EMS fees billed to patients requiring medical treatment/transport by City EMS apparatus. The current fees were established in 2010. Assistant City Manager Ken Heerman reported this review is partial cost recovery, and fees generally are determined in conjunction with prevailing market rates – with Highland Village generally on the low end of the spectrum. The City outsources the EMS billing service to a company (Emergicon) that specializes in this type of billing, with revenues totaling roughly \$200,000 per year.

Mr. Heerman reported EMS charges are first billed to insurance, with any balance not paid by insurance to be collected from the patient. Roughly one half of the billings are directed to Medicare (52%), a small percentage to Medicaid (3%), with the remainder to

be collected from insurance (27%) and patients (18%). Most of the patient balances go unpaid. He stated that Council has previously expressed desire to not pursue third party collection for these balances.

Mr. Heerman stated there are various billing models used by cities, all with primary billing to insurance. Various approaches are employed for the balance not paid by insurance, generally summarized as follows:

- **Balance Bill** – Remaining charges not paid by insurance are billed to the patient (Note: Medicare / Medicaid billings stipulate the amount they provide is considered full payment, thus not allowing any balance billing).
- **Subscription Service** – Residents can enroll in an Ambulance Subscription service for a monthly / annual fee with purpose of covering the amount of an EMS bill not paid by the insurance provider. If a person does not have health care insurance, this program covers emergency medical services delivered prior to hospital arrival. The costs generally range from \$60 - \$100 per year per family. Mr. Heerman stated staff does not recommend this option.
- **No Balance Bill (Residents only)** – Cities can simply stipulate by ordinance to not balance bill **residents**, with justification that this cost is included under the umbrella of City costs, which are already paid by property tax. This option would thus, not be available for non-residents, and balance billing would apply.

He provided a comparison of EMS fees charged by Highland Village to those of area cities. In FY 2017, just under \$30,000 was collected from 106 residents – primarily the remaining balance after insurance was applied (\$2,800 of that amount from patients without insurance).

In summary, Mr. Heerman presented the following suggested options:

- Leave rates as they are – below market
- Implement a No Balance Bill option
- Update rates to market level only

The consensus of Council is to update the rates to market level. Mr. Leavitt stated an item will be presented to Council in October to update the rates.

3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of August 28, 2018

Relating to Agenda Item #12, Councilmember Fiester asked the status of the recent repairs to some of the City's water wells. Public Works Director Scott Kriston reported the pump is being fabricated for the FM 407 water well and is estimated to be back online mid-September; he is still waiting on a report regarding the Lake Vista water well. The Highland Shores water well is up temporarily until staff can get the new motor delivered and installed. He stated residents are being vigilant in their conservation efforts, which has been a great help.

Mayor Wilcox announced Council would convene into Closed Session and read Agenda Item #4(b). Early Work Session ended at 6:51 p.m.

CLOSED SESSION

Council convened into Closed Session at 6:52 p.m.

4. Hold a closed meeting in accordance with the following sections of the Texas Government Code:

(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

This item was not discussed.

(b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation

Council concluded Closed Session at 7:15 p.m.

OPEN SESSION

5. Call to Order

Mayor Charlotte J. Wilcox called the meeting to order at 7:30 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember

Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Mark Stewart	Assistant Chief of Police
	Brad Goudie	Fire Chief
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

6. Prayer to be led by Mayor Charlotte J. Wilcox

Mayor Wilcox gave the invocation.

7. Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Charlotte J. Wilcox.

Mayor Wilcox led the Pledge of Allegiance to the U.S and Texas flags.

8. Visitor Comments

No one wished to speak.

9. City Manager/Staff Reports

City Manager Michael Leavitt reported the parks and recreation department has been using a red colored Ford Explorer previously used by the fire department, which was not representative of our parks and recreation programs. He stated the decision was made to have the car wrapped using photos taken by Guy T of *What's That Guys' Name Photography*, along with a few photos submitted by residents for the annual photo contest. The finished product is a combination of different recreation programs, parks and open spaces that more accurately represent what parks and recreation brings to the community. The vehicle wrap done by *Tiger Wraps and Graphics* in Lewisville.

- **HVTV Update**

The update informed residents of the change to Community Waste Disposal (CWD) for the City's solid waste and recycling services, including how to determine if your collection day is changing and how to request a larger recycling cart. The video also included information on the upcoming TXFallen PD Tribute Event on Saturday, October 20 and the Foodie Friday segment featuring Taco Cielo in The Marketplace at Highland Village.

10. Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety

Deputy Mayor Pro Tem Barbara Fleming invited everyone to attend the Evening for Education hosted by Lewisville Education Foundation on Saturday, September 8. The event benefits students and teachers of Lewisville ISD. She also encouraged residents to attend the Denim, Diamonds and Dice Gala on Saturday, September 15. This event benefits Special Abilities of North Texas.

- **Presentation of Life Saving Achievement Award**

Mayor Wilcox and Fire Chief Brad Goudie presented Life Saving Awards honoring the work done by our police and fire departments, and by visitors of Highland Village. Dispatchers Phillip Smallwood and Lisa Rutherford, visitors Joey Peterman and Cyndee Fullerton, Officer John Bradley, Firefighter/Driver Vince Jones, Firefighter/Paramedics Justin Moore, Jonathan Hughes, Trevis Jordan and Ryan Snider were all honored for their life saving efforts on June 24, 2018 that saved the life of a visitor to Highland Village.

- **Presentation of a Proclamation for National Preparedness Month**

Mayor Wilcox presented a proclamation to Chief Goudie declaring September as National Preparedness Month in Highland Village.

CONSENT AGENDA

11. Consider Approval of Minutes of the Regular City Council Meeting held on August 14, 2018

12. Consider Resolution 2018-2766 Ratifying the Emergency Declaration and Authorizing the City Manager to Negotiate and Execute Agreement(s) with Layne Christensen Company and Shermco Industries for Repairs to the Highland Shores Water Well

Motion by Councilmember Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #11 and #12. Motion carried 7-0.

ACTION AGENDA

13. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:

(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

(b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation

NO ACTION TAKEN

**14. Presentation of City Manager Recommended Budget for Fiscal Year 2018-2019
FY 2018-2019 BUDGET PRESENTED**

City Manager Michael Leavitt provided an overview of the recommended FY 2018-2019 Budget. He reported assessed valuations came in at an overall 5.6% increase. The proposed base General Fund Budget expenditures total \$18,373,424, which is a 4.4% increase over last year. With the combination of an increase in our tax roll along with a solid year-end projection, City staff projected a Fund Balance of 38% or \$6,744,126. Thus enabling staff to use the funds to pay cash for the purchase of a fire engine and ambulance, a major capital expenditure that was originally identified in FY 2020-2021. A Supplemental Budget totaling \$335,658 is also included in the proposed budget. A two-stage tax decrease, with the first stage implemented with the Fiscal Year 2018–2019 Budget, is also proposed. The proposed decrease would lower the tax rate from \$0.56802 to \$0.56302.

Initiatives this year include the addition of two positions. The first, an additional School Resource Officer (SRO) in the police department. Lewisville ISD (LISD) provides 50% of the funding for one SRO, which has been dividing their time between one middle school and three elementary schools. LISD adopted a new policy requiring a dedicated SRO for the middle school in order to receive the 50% funding. Our community policing model emphasizes involvement and presence in all schools, so funding for the additional SRO to focus on the elementary schools is proposed. The second position is an applicator technician in the parks and recreation department.

Over the last five years, Copperas Branch Park has been used as a staging area by a TxDOT contractor for the I-35 project and was recently returned to the City. A master plan for Copperas Branch Park, including the eastern quadrant of Highland Village over to Doubletree Ranch Park, is included in the budget in order to gather input and determine the best use and development of this area in an effort to plan for the future.

Mr. Leavitt reported, in accordance with the Texas Local Government Code and the City Charter, the recommended budget and program of services for FY 2018-2019 is available

for review and comment on the City's website and a copy has also been filed with the city secretary. He thanked Mr. Heerman, each of the department heads, Mayor and Council for their hard work on the budget. The Mayor and Council stated their appreciation of the conservative leadership of the staff.

15. Conduct a Public Hearing on the Proposed Budget and Tax Rate for Fiscal Year 2018-2019

PUBLIC HEARING CONDUCTED

Assistant City Manager Ken Heerman reported Truth in Taxation requires two public hearings before implementing a tax rate if a rate is **considered** which will exceed the lower of the rollback or effective rate. The effective rate is generally equal to the prior year's taxes divided by the current taxable value of properties that were also on the tax roll in the prior year. At their July 24th meeting, City Council voted to consider a reduced tax rate, a ½ cent decrease from \$.56802 to \$.56302. Mr. Heerman stated this is the first public hearing, with the second scheduled for the September 11th Council meeting.

Mayor Wilcox opened the public hearing. With no one wishing to speak, Mayor Wilcox closed the public hearing.

LATE WORK SESSION

16. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)

Mayor Pro Tem Busche asked for an update on the installation of a street light to illuminate the intersection of I-35 and Highland Village Road. Mr. Leavitt reported staff has contacted TxDOT with the request. Staff is working with CoServ to supply power to the area, which requires crossing US Army Corps of Engineer property, therefore a permit is required. CoServ is pursuing the permit on this.

He also thanked staff for including funds to install a safety light at the crossing on Highland Shores Boulevard that will help to protect people crossing the street.

Councilmember Kixmiller requested a future agenda item to review services provided by DCTA. He also commented on the quick response resulting from a *GoRequest* he submitted recently and encouraged residents to download and use the app.

Deputy Mayor Pro Tem Fleming inquired about HVBA conducting ribbon cuttings for new businesses in Highland Village. Mr. Leavitt reported the HVBA does a virtual ribbon cutting which includes a video that can be played multiple times across multiple mediums and that staff is also considering some of the smaller businesses to be included in an upcoming holiday video.

Mayor Wilcox reminded owners of golf carts, NEVs and SMVs to get the required permit, which is issued by the police department.

17. Adjournment

Mayor Wilcox adjourned the meeting at 8:40 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary