

**MINUTES OF THE SPECIAL MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL SERVICE CENTER  
PUBLIC WORKS BUILDING TRAINING ROOM  
LOCATED AT 948A HIGHLAND VILLAGE ROAD  
SATURDAY, JUNE 23, 2018**

**Convene Meeting in Open Session**

**1. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 8:30 p.m.

**Roll Call**

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

Absent:	Fred Busche	Mayor Pro Tem
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Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Brad Goudie	Fire Chief
	Jana Onstead	Human Resources Director
	Sunny Lindsay	Director of Information Services
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications

**2. Presentation by City Attorney regarding Duties and Obligations of Members of the Highland Village City Council relating to laws, ordinances and policies governing such, and other related topics including, but not limited to:**

City Attorney Kevin Laughlin provided an orientation for Councilmembers. Topics included the council-manager form of government; powers of the City Council; review of appointive positions; boards and commissions; Open Meetings Act – including meeting notices, violations, secret deliberations and closed session; citizen appearance and visitor comments; rules of order – including meeting procedures, motions, and voting; Public Information Act; electronic communications; social media; Code of Ethics, standards of conduct and conflicts of interest.

Council took a break at 10:00 a.m. and continued with Agenda Item #3 at 10:10 a.m.

**3. Presentation by City Manager: City Council, City Management Relationships**

City Manager Michael Leavitt provided a short presentation to Council relating to the responsibilities of City staff and City Council. Mr. Leavitt reported Council establishes goals and

policies, and City staff uses those goals to develop an action plan. He also stressed the importance of the budget document and sustainability.

Mr. Leavitt stated the mission statement and City core values, which were previously discussed at Council's June 12<sup>th</sup> meeting, would be incorporated into the budget message and budget document. With the proposed Fiscal Year Budget for 2018-2019, he reported the mission statement and core values would be the guiding principal in the development of our City objectives and departmental objectives, which serve as a work plan to direct City staff in meeting the challenges and opportunities of serving Highland Village residents. Mr. Leavitt reported the mission statement and core values will be brought before Council at a future meeting for approval. He encouraged Councilmembers to contact him with comments or any questions.

#### **4. Receive an Update on Economic Development Funds for Current Fiscal Year 2017-2018 Budget**

Assistant City Manager Ken Heerman provided a history of the sales tax collection in Highland Village based on rolling 12-month collections for the last 20+ years. In looking at the collected sales tax slide for FY 2011 to FY 2017, he reported the average percentage of growth was 2.4%. Mr. Leavitt reported staff would be conducting an audit of collected sales tax from the business locations in Highland Village to ensure everything is being correctly collected.

Mr. Leavitt reported an additional \$500,000 is included in the current fiscal year budget for economic development incentive relating to Highland Village Town Center. However, the funds were not used. He presented potential projects that could be funded if Council wished to redirect the use of the unspent funds:

##### **Street Repairs** – includes concrete panel replacement

- Replacement of 22 panels - \$50,000
- Replacement of 46 panels - \$91,500

##### **Doubletree Ranch Park**

- Shade structures for the splash pad (Phase 1 of 3) - \$125,000
- Playground equipment - \$125,000
- Air conditioning for the barn - \$250,900

##### **IT Data Storage**

- Assureon's advanced archive and security – for primary storage and optimization of data - \$96,000

Of the three projects presented, Mr. Leavitt stated he favors the street repairs and installation of some of the shade structures at Doubletree Ranch Park. Potential locations for the shade structures at Doubletree Ranch Park were presented. Councilmember Kixmiller voiced he favors street repairs. He stated he would like to see more information regarding the life of the shade structures being proposed at Doubletree Ranch Park and asked about using temporary/rentals for shade structures or allowing park patrons to bring their own. He also asked about resident/non-resident use of the barn and splash pad.

Councilmember Jaworski suggested using some of the funding to attend the annual International Council of Shopping Centers (ICSC) Convention. Mr. Leavitt reported he has attended the convention and participated in meetings with potential businesses to showcase Highland Village. Councilmember Fiester stated he had attended the conference in Dallas and it is well attended, with brokers typically making deals. He asked if the funds could just be rolled into the next fiscal year budget. Mr. Leavitt reported the funds could be rolled to next year.

Councilmember Jaworski stated he was concerned because the city is close to build out and some of our commercial property is vacant and/or looking older and asked what could be done to make Highland Village more attractive to business development. He asked how the City could be more proactive at similar conferences and conventions. Mr. Leavitt stated performance measures have been used in the past. He added that retailers look at number of rooftops when looking at a city so they can ensure the area has enough consumers to support their business.

Relating to the proposed projects, Councilmember Jaworski stated he would like to see the funds spent on IT data storage and playground equipment at Doubletree Ranch Park rather than air conditioning for the barn.

Councilmember Fiester stated the shade structures are important for the facility and he worries that temporary/rental shade structures might be unsightly. He also stated he did not want to pass the rental cost on to our residents. In addition to the rental fees, staff time would also need to be considered. He stated he would like to see playground equipment at the park. Relating to proposed street repairs, Councilmember Fiester also asked if the costs presented for the concrete panel replacement is set. Public Works Director Scott Kriston reported it is a set cost for each identified panel, which was based on the street survey that was previously completed.

Deputy Mayor Pro Tem Fleming stated she would like to have more information on the barn rentals at Doubletree Ranch Park. She voiced that we may be excluding some rentals because of the lack of air conditioning. She stated she favors the shade structures and playground equipment projects at Doubletree Ranch Park, along with street repairs.

Councilmember Lombardo stated he favors the shade structures since we also have them at some of our other parks in Highland Village. Mayor Wilcox stated installing air conditioning in the barn at Doubletree Ranch Park might increase the number of rentals and that she favors installing shade structures at the park.

In conclusion, Mr. Leavitt stated there is a consensus of Council to move forward with the street repairs and that staff will provide information to Council in July regarding use of the barn at Doubletree Ranch Park. Staff will receive direction from Council at that time.

## **5. Discuss Potential FM 2499 Utility Expansion**

Mr. Leavitt reported the current water service provider for the area at FM 2499 and Orchid Hill Lane is the Cross Timbers Water Supply District. There is no wastewater provider, only private septic systems. He further reported the Cross Timbers Water Supply District system has been outgrown by new population in the area and therefore there is no firefighting capabilities in this area. Extending the City's water system to this area by using FM 2499 would provide water for domestic use for existing Brooks Court residents and other future developments in this area, along with enhanced firefighting capabilities, and water for park users at Pilot Knoll Park. He added this does not include wastewater service, only water service to the area.

Councilmembers questioned what the return would be for such a project. Mr. Leavitt reported the earliest construction on the project could start would be three (3) years - just for the water line, with a total projected cost of \$6 million, over twenty (20) years. He added that impact fees would be a huge element in recovering the City's capital cost. He added the City would initially only complete 60% of the project. Any area served outside of Highland Village would be required to pay their portion of the capital cost of the water line extension, which is approximately the remaining 40%.

Mr. Leavitt stated this is a planning opportunity and reported at the June 26<sup>th</sup> City Council meeting, a professional services task order for planning and design services only will be presented, which includes investigation of receiving the Certificate of Convenience and Necessity (CCN) from the Public Utility Commission, obtaining the permit to cross Poindexter Branch from the U.S. Army Corps of Engineers, working with TxDOT to obtain the permit to locate a water line in their corridor, obtaining an emergency interconnect agreement & potential water transmission facility agreement with Cross Timbers Water Supply Corporation. Total cost of services for the task order is \$117,900.

Council took a break at 12:30 p.m. and returned at 12:35 p.m.

## **6. Discuss Proposed School Resource Officer for Fiscal Year 2018-2019 Budget**

Mr. Leavitt and Chief of Police Doug Reim provided a brief staffing and funding history of the City's School Resource Officer (SRO), which was first utilized in 1999. From 2004-2008 funding for the SRO was provided through a COPS in Schools grant. In 2007, the City and Lewisville ISD entered into an interlocal agreement enacting a SRO for all four schools located in Highland Village, with both entities sharing the cost 50/50 for salary and benefits. In 2008, another Highland Village officer assisted the SRO at Marcus High School, until one retired. From that time and since, there has only been one (1) SRO for the four schools in Highland Village.

There have not been any new agreements with Lewisville ISD since the one in 2007. From 2008 to present, LISD has provided 50% of the SRO salary and benefits. Based on recent communication with School Superintendent Dr. Rogers, Mr. Leavitt reported he anticipates LISD will propose a new agreement in the near future, which will likely include the following LISD contractual requirements:

- Full-time coverage during school days/hours – beginning just before school starts until shortly after school ends for the day
- Highland Village Police Department will be responsible for staffing the position when the primary SRO is out (due to training, emergency, sick, etc)
- Coverage only at Briarhill Middle School – no coverage at the elementary schools

Chief Reim reported SRO Harney has maintained a presence for many years in Highland Village schools, and is well known by the students. Originally, the SRO was present to deter any criminal activity, but now focuses on building relationships with the students. Chief Reim presented SRO best practices, which recommends 1-SRO for every 1,000 students. The National Association of SRO suggests a minimum of 1-SRO in every school. Other factors to consider include size of the campus, school climate and location, and number of sworn-safety team members on campus. In anticipating the possible LISD contractual requirements, Chief Reim presented a total cost of \$154,150 to add another position so a SRO will still be utilized at the elementary schools. The cost is higher for the first year due to the cost of a patrol vehicle.

Councilmember Kixmiller asked about using an existing officer rather than adding a new position. Mr. Leavitt reported that due to the rotating shifts it creates a ripple effect if you pull an existing officer. Councilmember Lombardo asked why LISD does not have their own officers. Mr. Leavitt stated he asked the same question and was told the current LISD model of relying on cities is what they are going to maintain.

Impact statements showing support for a SRO at their campus was written by the Principals of each of the Highland Village elementary schools and presented. Consensus of the City Council is to continue the practice of having a SRO in the elementary schools and to request more funding from LISD to help offset that cost.

## **7. Adjournment**

With no further business, Mayor Wilcox adjourned the meeting at 1:03 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary