



## **A G E N D A**

**REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, MARCH 26, 2019, at 6:00 P.M.  
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

**Convene Meeting in Open Session  
Training Room – 6:00 P.M.**

**EARLY WORK SESSION**

1. **Receive Presentation of Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2017-2018**
2. **Receive an Update and Presentation from Upper Trinity Regional Water District (UTRWD) Board Director and Highland Village Public Works Director regarding UTRWD Projects, Operations and Services**
3. **Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of March 26, 2019**

**(Items discussed during Early Work Session may be continued or moved to Open Session and/or Late Work Session if time does not permit holding or completing discussion of the item during Early Work Session)**

**CLOSED SESSION  
Training Room**

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)**

**OPEN SESSION  
City Council Chambers – 7:30 P.M.**

5. **Call to Order**
6. **Prayer to be led by Mayor Pro Tem Fred Busche**
7. **Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Pro Tem Fred Busche: *“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”***

8. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
9. **City Manager/Staff Reports**
  - **HVTV Update**
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**
  - **Swearing In Ceremony for Highland Village Fire Chief Michael Thomson**
  - **Presentation of Citizen Certificate of Merit Award**

### **CONSENT AGENDA**

All of the items on the Consent Agenda are considered for approval by a single motion and vote without discussion. Each Councilmember has the option of removing an item from this agenda so that it may be considered separately and/or adding any item from the Action Agenda to be considered as part of the Consent Agenda items.

11. **Consider Approval of Minutes of the Regular City Council Meeting held on February 26, 2019**
12. **Consider Resolution 2019-2807 authorizing a Cooperative Purchasing Agreement with the City of Grapevine, Texas for Purchase of Goods and Services**
13. **Consider Resolution 2019-2808 authorizing the City Manager to Execute an Agreement with Terracare Associates, LLC for Turf and Landscape Maintenance Services on the FM 2499 Corridor**
14. **Receive Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2017-2018**
15. **Receive Budget Reports for Period Ending January 31, 2019**

### **ACTION AGENDA**

16. **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)**

### **LATE WORK SESSION**

(Items may be discussed during Early Work Session, Time Permitting)

17. **Receive an Update on the 86<sup>th</sup> Texas Legislative Session**

18. **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.)**

19. **Adjournment**

**I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 22<sup>ND</sup> DAY OF MARCH, 2019 NOT LATER THAN 5:00 P.M.**



**Angela Miller, City Secretary**

**This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.**

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 at  
\_\_\_\_\_ am / pm by \_\_\_\_\_.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 1**

**MEETING DATE: 03/26/19**

**SUBJECT: Receive Presentation of Comprehensive Annual Financial Report for (CAFR) FY 2018**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**COMMENTS:**

Accountability is the essence of governmental financial reporting. The audit demonstrates this accountability. The Annual Financial Report represents a yearly audit of City finances and records.

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2018.

The report is on file in the City Secretary's Office, and will be distributed to Council at the meeting. It has been submitted to the Government Finance Officers Association (GFOA) for consideration of an Excellence in Financial Reporting Award. An electronic version will be placed on the City web site.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 2**

**MEETING DATE: 03/26/19**

**SUBJECT: Receive an Update and Presentation from Upper Trinity Regional Water District (UTRWD) Board Director and Highland Village Public Works Director regarding UTRWD Projects, Operations and Services**

**PREPARED BY: Michael Leavitt, City Manager**

**COMMENTS**

Upper Trinity Regional Water District (UTRWD) Board Director/Vice President Richard Lubke and Public Works Director Scott Kriston will provide an update and presentation regarding UTRWD projects, operations and services.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 10**

**MEETING DATE: 03/26/19**

**SUBJECT: Mayor and Council Reports on Items of Community Interest**

**PREPARED BY: Karen Bradley, Administrative Assistant to City Secretary**

**COMMENTS**

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.

- Swearing In Ceremony for Highland Village Fire Chief Michael Thomson
- Presentation of Citizen Certificate of Merit Award

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 11**

**MEETING DATE: 03/26/19**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on February 26, 2019**

**PREPARED BY: Angela Miller, City Secretary**

**BACKGROUND:**

Minutes are approved by a majority vote of Council at the Council meetings and listed on the Consent Agenda.

**IDENTIFIED NEED/S:**

Council is encouraged to call the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff will make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote.

**OPTIONS & RESULTS:**

The City Council should review and consider approval of the minutes. Council's vote and approval of the minutes reflect agreement with the accuracy of the minutes.

**PROGRESS TO DATE: (if appropriate)**

The City Manager has reviewed the minutes and given approval to include the minutes in this packet.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

**RECOMMENDATION:**

To approve the minutes of the February 26, 2019 City Council meeting.



**MEETING MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILAGE ROAD  
TUESDAY, FEBRUARY 26, 2019**

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
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Absent:	Fred Busche	Mayor Pro Tem
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Mark Stewart	Assistant Police Chief
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Fince Espinoza	Park Operations & Projects Manager
	Jana Onstead	Human Resources Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

**1. Receive an Update on the 86<sup>th</sup> Texas Legislative Session**

Relative to the Denton County Transportation Authority (DCTA), City Manager Michael Leavitt reported HB 2319 / SB 1066 have been filed, with no action being taken yet. The proposed legislation would change the DCTA Board of Directors from 14 voting members to 5 voting members.

Mr. Leavitt further reported staff and City Council members attended Denton County Days held in Austin last week. Council and City staff met with our state representatives and provided information on a compromise relating to proposed legislation regarding property tax and rollback rate. When meeting with Senator Bettencourt, he referenced the City's M&O rate has increased every year. After returning, staff researched and found that the



City's M&O rate increased about 3 cents over the past 17 years. This was largely resulting from construction of a voter-approved fire station in 2007 and transition to fully paid staffing as well as needed increase in Police staffing. The existing total tax rate remained the same. Mr. Leavitt reported this updated information was sent to Representatives Dustin Burrows and Tan Parker, Senators Jane Nelson and Paul Bettencourt, as well as area cities.

**2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of February 26, 2019**

Relating to Agenda Item #17, Mr. Leavitt reported the item is on the agenda to authorize detailed design services relating to the Unity Park entry/Kids Kastle entry area only. He added that staff would seek written confirmation from the Highland Village Parks Foundation of their donation to the City before a contract is entered into with the design firm.

Mayor Wilcox announced Council would meet in Closed Session and read agenda Items #3(a) and (b).

**CLOSED SESSION**

Council convened into Closed Session at 6:13 p.m.

**3. 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)**
- (b) **Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary**

Council concluded Closed Session at 7:09 p.m.

**OPEN SESSION**

**4. Call to Order**

Mayor 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
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Absent:	Fred Busche	Mayor Pro Tem
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary

Travis Nokes	Deputy Fire Chief
Jason Collier	Assistant Fire Chief
Scott Kriston	Public Works Director
Phil Lozano	Parks and Recreation Director
Fince Espinoza	Park Operations & Projects Manager
Jana Onstead	Human Resources Director
Sunny Lindsey	Information Services Director
Priscilla Ibarra	Court Administrator
Laurie Mullens	Director of Marketing & Communications
Andrew Boyd	Media Specialist

**5. Prayer to be led by Deputy Mayor Pro Tem Barbara Fleming**

Deputy Mayor Pro Tem Fleming gave the invocation.

**6. Pledge of Allegiance to the U.S. and Texas flags to be led by Deputy Mayor Pro Tem Barbara Fleming**

Deputy Mayor Pro Tem Fleming led the pledges.

**7. Visitor Comments**

The following person spoke:

Marcus Khong (2806 Butterfield Stage Road) – Mr. Khong stated he is part of a group of 10-16 adults that have reserved a field to play soccer at Unity Park on Thursday nights in Highland Village from 9-11:00 pm. They are not part of GLASA but just play regularly for recreation & exercise. With upcoming changes to Unity Park, the group may no longer have a field at Unity. He requested more lit soccer fields in Highland Village, possibly at Copperas, so they can continue to play.

**8. City Manager/Staff Reports**

Deputy Mayor Pro Tem Fleming reported the Lewisville ISD Education Foundation's Restaurant Week is this week and continues through the weekend. Check their website for participating Highland Village restaurants & menus. She also thanked the actors that participated in the 2019 State of the City video. Lastly, she wished Mayor Wilcox a happy early birthday.

- **Presentation of the State of the City Address**

City staff presented the 2019 State of the City video, which was also shown at the State of the Cities luncheon earlier today. The luncheon is a joint event that is hosted by the cities of Lewisville, Flower Mound and Highland Village. The video tells the story of the projects and initiatives under way or soon to be underway through the eyes of LISD students serving as Council members and City staff. Mayor Wilcox thanked Andrew Boyd, Crystal Babcock and Laurie Mullens for their hard work on the video.

**9. 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**

- **Presentation of a Proclamation celebrating the 30<sup>th</sup> Anniversary of the Denton County Master Gardener Association**

Mayor Wilcox presented a proclamation to members of the Denton County Master Gardener Association in honor of their 30<sup>th</sup> Anniversary.

### **CONSENT AGENDA**

10. **Consider Approval of Minutes of the Regular City Council Meeting held on February 12, 2019**
11. **Consider Resolution 2019-2802 canceling the May 4, 2019 General Election for City Officers and Declaring Unopposed Candidates Elected to Office**
12. **Consider Resolution 2019-2803 authorizing the City Manager to Negotiate and Execute a Contract with North Rock Construction, LLC for Construction Services relating to the Unity Park Softball Field Expansion Project**
13. **Consider Resolution 2019-2804 authorizing the City Manager to Negotiate and Execute a Contract with North Rock Construction, LLC for Phase I Sunset Point Park Development Project**
14. **Consider Resolution 2019-2806 re-appointing an Alternate Judge to the City of Highland Village Municipal Court and Authorizing Negotiation and Execution of an Agreement for Such Services**

***Motion by Councilmember Lombardo, seconded by Councilmember Jaworski, to approve Consent Agenda Items #10 through #14. Motion carried 6-0.***

### **ACTION AGENDA**

15. **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 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary**

**NO ACTION TAKEN**

16. **Consider Resolution 2019-2801 approving the Appointment by the City Manager of Michael Thomson as Fire Chief for the City of Highland Village**

**APPROVED (6 – 0)**

City Manager Michael Leavitt reported an extensive recruitment effort resulted in the consideration of over 40 applicants from across the nation for the position of Fire Chief. After panel interviews involving the Highland Village executive staff, Mayor Wilcox, and the Fire Department Captains and administrative staff, Michael Thomson was selected for the Fire Chief position. Mr. Thomson has accepted the conditional offer subject to approval by City Council of the City Manager's selection, in accordance with City Charter Section 5.10.

***Motion by Councilmember Jaworski, seconded by Deputy Mayor Pro Tem Fleming, to approve Resolution 2019-2801. Motion carried 6-0.***

- 17. Consider Resolution 2019-2805 authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with la terra studio for Landscape Architectural Services relating to the Unity Park Entry and Kids Kastle Entry Area**  
**APPROVED (6 – 0)**

Parks and Recreation Director Phil Lozano reported the proposed agreement with la terra studio is for detailed design services and construction plans relating to the Unity Park entry and Kids Kastle entry feature. He added at the February 12, 2019 Council meeting, Highland Village Parks Foundation (Foundation) President Austin Adams verbally committed to donate \$125,000 to the City for the construction of the entry feature. The City will enter into an agreement with the Foundation for the donation to fund the design services and construction plans.

Mr. Lozano further reported the City would need to cover the cost of design, civil engineering, construction documents and construction administration totaling \$24,200. The City will be required to fund the remaining balance of the project construction cost, based on the consultant's completed design, probable cost and actual bid. With a current balance of \$44,000, the Unity Park Fund is identified as the designated funding source for the \$24,200.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2019-2805. Motion carried 6-0.***

#### **LATE WORK SESSION**

- 18. 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.)**

Mr. Leavitt reported County Commissioner Bobbie Mitchell held a Precinct 3 Transportation Committee meeting in Highland Village recently. Transportation and mobility issues discussed at the meeting included:

- The managed lanes on I-35 have been successful and will therefore also be included in Phase II expansion
- Efforts are being made regarding a left-lane truck exclusion on more area highways
- Due to poor visibility and dark conditions, lighting is being requested at the intersection of Highland Village Road and I-35 Service Road

Councilmember Kixmiller encouraged residents to use the EyeOnWater app, which will help residents understand how much water their household uses throughout the day. The app also includes a notification option that will inform residents any potential leaks. He reported he received an alert of a potential leak, which he investigated and was able repair more timely due to the notification.

- 19. Adjournment**

Mayor Wilcox adjourned the meeting at 8:10 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

DRAFT

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 12**

**MEETING DATE: 03/26/19**

**SUBJECT: Consider Resolution 2019-2807 authorizing a Cooperative Purchasing Agreement with the City of Grapevine**

**PREPARED BY: Phil Lozano, Director of Parks and Recreation**

**BACKGROUND:**

The City Council approved an increase in funding for Tree Maintenance in the FY 2018-2019 City Budget. In reviewing the various options for obtaining tree maintenance services, City staff has determined that the contractor with whom the City of Grapevine has contracted to provide similar services can do the same for the City of Highland Village based on the contract prices for which such services are being provided to the City of Grapevine. However, in order to take advantage of the unit prices the City of Grapevine is receiving, which were obtained through a competitive bid process as required under state law, it is necessary to enter into a cooperative purchasing agreement with the City of Grapevine pursuant to Chapter 791 of the Texas Government Code.

Staff seeks authority to enter into a cooperative purchase agreement with the City of Grapevine, Texas that will allow each city the ability to purchase goods and services from vendors selected through a competitive bidding process of the other city, such as tree maintenance services. Each city will place its own orders and pay the vendors directly from its own funds. Either city may change or cancel the agreement with a 30-day written notice to the other.

**IDENTIFIED NEED/S:**

Enter a cooperative purchasing agreement with the City of Grapevine to allow the City of Highland Village to contract with a tree maintenance service using Grapevine's contracted unit prices.

**PROGRESS TO DATE: (if appropriate)**

Grapevine City Council has approved the cooperative purchasing agreement prepared by Mr. Laughlin at its March 19, 2019 Council meeting.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

Funds have been identified in the FY 2018-2019 City budget.

**RECOMMENDATION:**

To approve Resolution 2019-2807.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2807**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING A COOPERATIVE PURCHASING AGREEMENT WITH THE CITY OF GRAPEVINE, TEXAS, FOR PURCHASE OF GOODS AND SERVICES, AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, in order to allow local governments to take advantage of better prices relating to volume purchasing of goods and services, Chapter 791 of the Texas Government Code authorizes cities and other local governments to enter into cooperative purchasing agreements with other local governments; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to enter into such an agreement with the City of Grapevine.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:**

**SECTION 1.** The City Manager is hereby authorized to negotiate and execute a cooperative purchasing agreement pursuant to Chapter 791 of the Texas Government Code with the City of Grapevine

**SECTION 2.** That this Resolution shall take effect immediately upon passage.

**PASSED AND APPROVED THIS 26<sup>TH</sup> DAY OF MARCH 2019.**

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**Charlotte J. Wilcox, Mayor**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:3/15/19:106747)



**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 13**

**MEETING DATE: 03/26/19**

**SUBJECT: Consider Resolution 2019-2808 authorizing the City Manager to Execute a Turf and Landscape Maintenance Services Agreement with Terracare and Associates, LLC.**

**PREPARED BY: Fince Espinoza, Park Operations & Project Manager and Matthew Ansted, Park and Trails Superintendent**

**BACKGROUND:**

In the late ninety's, the City began bidding out mowing services to maintain areas such as medians due to lack of City staff to maintain these areas. Later, additional sites were added for contracted landscape maintenance including the City's Fire Station, Brazos Boulevard, trail amenity stations, FM 2499 median and right of ways, and additional trail areas.

In some cases, it is more cost effective to bid out services for areas that require less detailed maintenance (such as median mowing/ maintenance) as opposed to hiring additional City staff. In other instances, hiring permanent City staff capable of providing significant attention to detailed needs such as performing sprinkler repairs, chemical applications, minor park construction projects, playground maintenance, conducting special event set up, etc. is more beneficial to the City.

**IDENTIFIED NEED/S:**

Award a new contract for the turf and landscape maintenance services for the FM2499 corridor, which consists of medians and right-of-way.

**PROGRESS TO DATE: (if appropriate)**

The City recently advertised to accept bids for turf and landscape maintenance services for the FM 2499 Corridor medians and right-of-way. The bid package base services consist of mowing, edging, chemical applications, tree trimming, blowing all turf areas and an annual irrigation system(s) check. Mowing will occur 36 times a year from March to November, allowing extra cycles for winter clean ups. Litter control will be done twice a week on Mondays and Fridays. Annual ornamental grass trimming in landscape beds will be done, and brush mowing of the Castlewood area will be done in March, June, and October.

Additional services are as follows, once a year mulching of all median beds and trees, mowing Pilot Knoll, Doubletree, Unity and Copperas three (3) times a year before our major events to maintain service levels during the growing season.

Two Bids were received:

- Terracare Associates, LLC. \$ 156,246.44
- Wingate Lawn Care \$ 379,896.15

The lowest bidder is Terracare with a total bid of \$156,246.44. The low bid has been reviewed and evaluated. Terracare has sufficient resources and experience to perform the work.

The contract may be extended upon written agreement of the parties for two (2) additional terms of one year each.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

The funds will be provided from the Parks Maintenance Budget and the General Fund.

**RECOMMENDATION:**

To approve Resolution 2019-2808.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2808**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING A TURF AND LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH TERRACARE ASSOCIATES, LLC.; AUTHORIZING FUTURE RENEWALS OF SAID CONTRACT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City Administration advertised for and received bids for turf and landscape maintenance services on medians and other rights-of-way; and

**WHEREAS**, City Administration has determined that Terracare Associates, LLC submitted the lowest qualified bid and recommends the bid be awarded to Terracare Associates, LLC; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to award the above-described bid as recommended;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:**

**SECTION 1.** The City Manager is hereby authorized to sign on behalf of the City a Turf and Landscape Maintenance Services Agreement with Terracare Associates, LLC for an amount not to exceed \$156,246.44.

**SECTION 2.** The City Manager is authorized to renew the contract described in Section 1, above, for two (2) additional terms of one (1) year each if the City Manager determines such renewal is in the best interest of the City and provided funds have been budgeted for the costs related to such contract renewal for the fiscal year in which such renewal is approved.

**SECTION 3.** This Resolution shall take effect immediately upon passage.

**PASSED AND APPROVED THIS THE 26<sup>TH</sup> DAY OF MARCH 2019.**

**APPROVED:**

\_\_\_\_\_  
**Charlotte J. Wilcox, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 14**

**MEETING DATE: 03/26/19**

**SUBJECT: Receive Comprehensive Annual Financial Report for FY 2018**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**BACKGROUND:**

Accountability is the essence of governmental financial reporting. The audit demonstrates this accountability. The Annual Financial Report represents a yearly audit of City finances and records.

**IDENTIFIED NEED/S:**

The Comprehensive Annual Financial Report (CAFR) is presented to Council for acceptance.

**OPTIONS & RESULTS:**

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2018.

The report is on file in the City Secretary's Office, and will be distributed to Council at the meeting. It has been submitted to Government Finance Officers Association (GFOA) for consideration of an Excellence in Financial Reporting Award. An electronic version will be placed on the City web site.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

**RECOMMENDATION:**

Council to receive the City Financial Report for FY 2018.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 15**

**MEETING DATE: 03/26/19**

**SUBJECT: Receive Budget Reports for Period Ending January 31, 2019**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**BACKGROUND:**

In accordance with the City Charter, Section 6.12, paragraph D, a budget report is submitted monthly for Council Review.

The budget report submitted for January represents the fourth report in the Fiscal Year.

**RECOMMENDATION:**

Council to receive the budget reports for the period ending January 31, 2019.

# General Fund Summary

## FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 9,714,258	\$ (1,144,227)	89%
Sales Tax	2,787,241	2,787,241	448,848	(2,338,393)	16%
Franchise Fees	1,685,326	1,685,326	215,655	(1,469,671)	13%
Licensing & Permits	519,407	519,407	128,938	(390,469)	25%
Park/Recreation Fees	264,595	264,595	76,119	(188,476)	29%
Public Safety Fees	40,000	40,000	9,187	(30,813)	23%
Rents	131,408	131,408	54,633	(76,775)	42%
Municipal Court	97,920	97,920	28,592	(69,328)	29%
Public Safety Charges for Svc	473,237	473,237	239,625	(233,612)	51%
Interest Income	184,000	184,000	57,246	(126,754)	31%
Miscellaneous	140,550	140,550	98,687	(41,863)	70%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 11,071,786</b>	<b>\$ (6,110,383)</b>	<b>64%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 17,716,169</b>	<b>\$ 17,716,169</b>	<b>\$ 11,071,786</b>	<b>\$ (6,644,383)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 707,882	\$ 707,882	\$ 169,841	\$ 538,041	24%
Finance (includes Mun. Court)	1,614,695	1,614,695	619,998	994,696	38%
Human Resources	520,658	520,658	109,633	411,025	21%
City Secretary Office	360,526	360,526	79,241	281,286	22%
Information Services	1,114,746	1,157,746	466,454	691,291	40%
Police	5,047,139	5,047,139	1,496,644	3,550,495	30%
Fire	4,022,597	4,022,597	1,961,142	2,061,455	49%
Community Services	471,448	471,448	132,284	339,164	28%
Streets/Drainage	1,490,696	1,581,696	364,008	1,217,688	23%
Maintenance	925,288	925,288	270,501	654,788	29%
Parks	2,011,787	2,377,787	537,683	1,840,104	23%
Recreation	532,620	532,620	138,801	393,819	26%
<b>Total Expenditures</b>	<b>\$ 18,820,082</b>	<b>\$ 19,320,082</b>	<b>\$ 6,346,230</b>	<b>\$ 12,973,853</b>	<b>33%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 1,584,000	\$ 1,993,000	\$ 1,186,031	\$ 806,969	60%

Other Uses					
Transfers Out	\$ 66,000	\$ 66,000	\$ -	66,000	0%
<b>Total Expenditures</b>	<b>\$ 18,886,082</b>	<b>\$ 19,386,082</b>	<b>\$ 6,346,230</b>	<b>\$ 13,039,853</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	6,735,401	6,735,401	6,735,401
+ Net Increase (Decrease)	(1,169,913)	(1,669,913)	4,725,557
Ending Fund Balance	\$ 5,565,488	\$ 5,065,488	\$ 11,460,958

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,823,012	\$ 2,898,012	\$ 951,934
Restricted	11,500	11,500	11,500
Unassigned	2,730,976	2,155,976	10,497,523
<b>Total Fund Balance</b>	<b>\$ 5,565,488</b>	<b>\$ 5,065,488</b>	<b>\$ 11,460,958</b>

# General Fund Expenditure Summary

## FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 12,497,378	\$ 12,497,378	\$ 3,689,276	\$ 8,808,102	30%
Services / Supplies	4,738,704	4,829,704	1,470,922	3,358,782	30%
Capital	1,584,000	1,993,000	1,186,031	806,969	60%
	\$ 18,820,082	\$ 19,320,082	\$ 6,346,230	\$ 12,973,853	33%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,024,474	\$ 9,024,474	\$ 2,577,816	\$ 6,446,658	29%
<i>Employee Benefits</i>	3,472,904	3,472,904	1,111,460	2,361,444	32%
<i>Total Personnel</i>	\$ 12,497,378	\$ 12,497,378	\$ 3,689,276	\$ 8,808,102	30%

Services / Supplies					
<i>Professional Services</i>	\$ 1,477,011	\$ 1,477,011	\$ 551,186	\$ 925,826	37%
<i>Employee Development</i>	356,261	356,261	77,497	278,764	22%
<i>Office Supplies / Equipment</i>	1,130,352	1,130,352	265,913	864,439	24%
<i>Utilities</i>	334,408	334,408	87,719	246,689	26%
<i>Other</i>	1,440,672	1,531,672	488,607	1,043,065	32%
<i>Total Services / Supplies</i>	\$ 4,738,704	\$ 4,829,704	\$ 1,470,922	\$ 3,358,782	30%

Capital					
<i>Equipment / Vehicles</i>	\$ 1,584,000	\$ 1,993,000	\$ 1,186,031	\$ 806,969	60%
<i>Total Capital</i>	\$ 1,584,000	\$ 1,993,000	\$ 1,186,031	\$ 806,969	60%

<i>Total General Fund Expenditure Summary</i>	\$ 18,820,082	\$ 19,320,082	\$ 6,346,230	\$ 12,973,853	33%
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# General Fund Revenue

## FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 9,714,258	\$ (1,144,227)	89%
Sales Tax	2,787,241	2,787,241	448,848	(2,338,393)	16%
Franchise Fees	1,685,326	1,685,326	215,655	(1,469,671)	13%
Licensing & Permits	519,407	519,407	128,938	(390,469)	25%
Park/Recreation Fees	264,595	264,595	76,119	(188,476)	29%
Public Safety Fees	40,000	40,000	9,187	(30,813)	23%
Rents	131,408	131,408	54,633	(76,775)	42%
Municipal Court	97,920	97,920	28,592	(69,328)	29%
Public Safety Charges for Svc	473,237	473,237	239,625	(233,612)	51%
Interest Income	184,000	184,000	57,246	(126,754)	31%
Miscellaneous	140,550	140,550	98,687	(41,863)	70%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 11,071,786</b>	<b>\$ (6,110,383)</b>	<b>64%</b>



# City Manager Office FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 413,579	\$ 413,579	\$ 114,887	\$ 298,692	28%
Services / Supplies	294,303	294,303	54,954	239,349	19%
Capital	-	-	-	-	0%
	<u>\$ 707,882</u>	<u>\$ 707,882</u>	<u>\$ 169,841</u>	<u>\$ 538,041</u>	<u>24%</u>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 327,604	\$ 327,604	\$ 86,053	\$ 241,551	26%
<i>Employee Benefits</i>	85,975	85,975	28,834	57,141	34%
<b>Total Personnel</b>	<u>\$ 413,579</u>	<u>\$ 413,579</u>	<u>\$ 114,887</u>	<u>\$ 298,692</u>	<u>28%</u>

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 165,760	\$ 165,760	\$ 33,799	\$ 131,961	20%
<i>Employee Development</i>	14,045	14,045	3,617	10,428	26%
<i>Supplies / Equipment</i>	4,210	4,210	1,851	2,359	44%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	15,688	94,600	14%
<b>Total Services / Supplies</b>	<u>\$ 294,303</u>	<u>\$ 294,303</u>	<u>\$ 54,954</u>	<u>\$ 239,349</u>	<u>19%</u>

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>

<b>Total City Manager</b>	<u>\$ 707,882</u>	<u>\$ 707,882</u>	<u>\$ 169,841</u>	<u>\$ 538,041</u>	<u>24%</u>
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# Finance Department FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 999,683	\$ 999,683	\$ 304,041	\$ 695,641	30%
Services / Supplies	615,012	615,012	315,957	299,055	51%
Capital	-	-	-	-	0%
	\$ 1,614,695	\$ 1,614,695	\$ 619,998	\$ 994,696	38%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 722,935	\$ 722,935	\$ 215,763	\$ 507,172	30%
<i>Employee Benefits</i>	276,748	276,748	88,278	188,469	32%
<b>Total Personnel</b>	\$ 999,683	\$ 999,683	\$ 304,041	\$ 695,641	30%

Services / Supplies					
<i>Professional Services</i> <small>(City-wide liability insurance - \$126,376 / DCAD - \$79,636)</small>	\$ 531,737	\$ 531,737	\$ 293,563	\$ 238,174	55%
<i>Employee Development</i>	21,708	21,708	5,982	15,726	28%
<i>Supplies / Equipment</i>	10,667	10,667	1,460	9,207	14%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$29,000)]</i>	50,900	50,900	14,951	35,949	29%
<b>Total Services / Supplies</b>	\$ 615,012	\$ 615,012	\$ 315,957	\$ 299,055	51%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,614,695	\$ 1,614,695	\$ 619,998	\$ 994,696	38%

# Human Resources FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 387,236	\$ 387,236	\$ 82,379	\$ 304,857	21%
Services / Supplies	133,422	133,422	27,254	106,168	20%
Capital	-	-	-	-	0%
	\$ 520,658	\$ 520,658	\$ 109,633	\$ 411,025	21%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 287,718	\$ 287,718	\$ 60,902	\$ 226,817	21%
<i>Employee Benefits</i>	99,518	99,518	21,478	78,040	22%
<b>Total Personnel</b>	\$ 387,236	\$ 387,236	\$ 82,379	\$ 304,857	21%

Services / Supplies					
<i>Professional Services</i>	\$ 51,050	\$ 51,050	\$ 11,472	\$ 39,578	22%
<i>Employee Development</i>	73,972	73,972	14,107	59,865	19%
<i>Supplies / Equipment</i>	1,575	1,575	113	1,462	7%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	1,563	5,262	23%
<b>Total Services / Supplies</b>	\$ 133,422	\$ 133,422	\$ 27,254	\$ 106,168	20%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%

<b>Total Human Resources</b>	\$ 520,658	\$ 520,658	\$ 109,633	\$ 411,025	21%
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# City Secretary Office FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 211,309	\$ 211,309	\$ 64,035	\$ 147,274	30%
Services / Supplies	149,217	149,217	15,206	134,011	10%
Capital	-	-	-	-	-
	\$ 360,526	\$ 360,526	\$ 79,241	\$ 281,286	22%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 162,369	\$ 162,369	\$ 48,696	\$ 113,673	30%
<i>Employee Benefits</i>	48,941	48,941	15,339	33,602	31%
<b>Total Personnel</b>	\$ 211,309	\$ 211,309	\$ 64,035	\$ 147,274	30%

Services / Supplies					
<i>Professional Services</i>	\$ 41,900	\$ 41,900	\$ 2,427	\$ 39,473	6%
<i>Employee Development</i> <small>(City Council related \$36,142)</small>	50,262	50,262	8,502	41,760	17%
<i>Supplies / Equipment</i>	16,055	16,055	4,276	11,779	27%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	41,000	41,000	-	41,000	0%
<b>Total Services / Supplies</b>	\$ 149,217	\$ 149,217	\$ 15,206	\$ 134,011	10%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%

<b>Total City Secretary Office</b>	\$ 360,526	\$ 360,526	\$ 79,241	\$ 281,286	22%
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# Information Services FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 677,843	\$ 677,843	\$ 196,760	\$ 481,083	29%
Services / Supplies	436,903	436,903	226,885	210,018	52%
Capital	-	43,000	42,810	190	0%
	\$ 1,114,746	\$ 1,157,746	\$ 466,454	\$ 691,291	40%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<b>Salaries / Wages</b>	\$ 511,425	\$ 511,425	\$ 148,282	\$ 363,143	29%
<b>Employee Benefits</b>	166,417	166,417	48,477	117,940	29%
<b>Total Personnel</b>	\$ 677,843	\$ 677,843	\$ 196,760	\$ 481,083	29%

Services / Supplies					
<b>Professional Services</b> <i>(Maintenance Contracts \$137,440)</i>	\$ 190,440	\$ 190,440	\$ 56,700	\$ 133,740	30%
<b>Employee Development</b>	28,755	28,755	5,359	23,396	19%
<b>Supplies / Equipment</b>	2,300	2,300	1,179	1,121	51%
<b>Utilities</b>	24,308	24,308	4,276	20,032	18%
<b>Other (Data Processing)</b>	191,100	191,100	159,370	31,730	83%
<b>Total Services / Supplies</b>	\$ 436,903	\$ 436,903	\$ 226,885	\$ 210,018	52%

Capital					
<b>Equipment / Vehicles - Network Storage Device</b> <i>(Added via Budget Amendment)</i>	-	43,000	42,810	190	0%
<b>Total Capital</b>	\$ -	\$ 43,000	\$ 42,810	\$ 190	0%

<b>Total City Secretary Office</b>	\$ 1,114,746	\$ 1,157,746	\$ 466,454	\$ 691,291	40%
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# Police Department FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,492,789	<b>\$ 4,492,789</b>	<b>\$ 1,312,139</b>	\$ 3,180,650	29%
Services / Supplies	389,350	<b>389,350</b>	<b>153,061</b>	236,289	39%
Capital	<u>165,000</u>	<u><b>165,000</b></u>	<u><b>31,444</b></u>	<u>133,556</u>	<u>19%</u>
	<b>\$ 5,047,139</b>	<b>\$ 5,047,139</b>	<b>\$ 1,496,644</b>	\$ 3,550,495	30%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 3,309,810	<b>\$ 3,309,810</b>	<b>\$ 941,024</b>	\$ 2,368,786	28%
<i>Employee Benefits</i>	<u>1,182,979</u>	<u><b>1,182,979</b></u>	<u><b>371,115</b></u>	<u>811,864</u>	<u>31%</u>
<b>Total Personnel</b>	<b>\$ 4,492,789</b>	<b>\$ 4,492,789</b>	<b>\$ 1,312,139</b>	\$ 3,180,650	29%

Services / Supplies					
<i>Professional Services</i>	\$ 139,838	<b>\$ 139,838</b>	<b>\$ 102,198</b>	\$ 37,640	73%
<i>Employee Development</i>	45,309	<b>45,309</b>	<b>12,692</b>	32,617	28%
<i>Supplies / Equipment</i>	140,915	<b>140,915</b>	<b>18,369</b>	122,546	13%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>63,288</u>	<u><b>63,288</b></u>	<u><b>19,802</b></u>	<u>\$ 43,486</u>	<u>31%</u>
<b>Total Services / Supplies</b>	<b>\$ 389,350</b>	<b>\$ 389,350</b>	<b>\$ 153,061</b>	\$ 236,289	39%

Capital					
<i>Equipment / Vehicles</i>	165,000	<b>165,000</b>	<b>31,444</b>	133,556	19%
<b>Total Capital</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 31,444</b>	\$ 133,556	19%

<b>Total Police Department</b>	<b>\$ 5,047,139</b>	<b>\$ 5,047,139</b>	<b>\$ 1,496,644</b>	\$ 3,550,495	30%
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# Fire Department FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,443,276	\$ 2,443,276	\$ 730,104	\$ 1,713,172	30%
Services / Supplies	475,321	475,321	235,722	239,599	50%
Capital	<u>1,104,000</u>	<u>1,104,000</u>	<u>995,316</u>	<u>108,684</u>	<u>90%</u>
	\$ 4,022,597	\$ 4,022,597	\$ 1,961,142	\$ 2,061,455	49%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<b>Salaries / Wages</b>	\$ 1,709,983	\$ 1,709,983	\$ 486,750	\$ 1,223,233	28%
<b>Employee Benefits</b>	<u>733,293</u>	<u>733,293</u>	<u>243,354</u>	489,939	33%
<b>Total Personnel</b>	\$ 2,443,276	\$ 2,443,276	\$ 730,104	\$ 1,713,172	30%

Services / Supplies					
<b>Professional Services</b>	\$ 71,025	\$ 71,025	\$ 26,259	\$ 44,766	37%
<b>Employee Development</b> <i>(Training - \$50,450)</i>	65,495	65,495	17,852	47,643	27%
<b>Supplies / Equipment</b>	159,751	159,751	27,689	132,062	17%
<b>Utilities</b>	1,800	1,800	405	1,395	23%
<b>Other</b> <i>(Capital Lease Pmt - \$134,000)</i>	<u>177,250</u>	<u>177,250</u>	<u>163,516</u>	<u>13,734</u>	<u>92%</u>
<b>Total Services / Supplies</b>	\$ 475,321	\$ 475,321	\$ 235,722	\$ 239,599	50%

Capital					
<b>Equipment / Vehicles</b>	1,104,000	1,104,000	995,316	108,684	90%
<b>Total Capital</b>	\$ 1,104,000	\$ 1,104,000	\$ 995,316	\$ 108,684	90%

<b>Total Fire Department</b>	\$ 4,022,597	\$ 4,022,597	\$ 1,961,142	\$ 2,061,455	49%
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# Community Services FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 447,995	\$ 447,995	\$ 130,498	\$ 317,496	29%
Services / Supplies	23,453	23,453	1,786	21,667	8%
Capital	-	-	-	-	0%
	\$ 471,448	\$ 471,448	\$ 132,284	\$ 339,164	28%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 316,041	\$ 316,041	\$ 96,144	\$ 219,897	30%
<i>Employee Benefits</i>	131,954	131,954	34,355	97,599	26%
<i>Total Personnel</i>	\$ 447,995	\$ 447,995	\$ 130,498	\$ 317,496	29%

Services / Supplies					
<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 55	9,145	1%
<i>Employee Development</i>	5,795	5,795	410	5,385	7%
<i>Supplies / Equipment</i>	8,458	8,458	1,321	7,137	16%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 23,453	\$ 23,453	\$ 1,786	\$ 21,667	8%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%

<i>Total Building Operations</i>	\$ 471,448	\$ 471,448	\$ 132,284	\$ 339,164	28%
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# Streets Division FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 697,195	\$ 697,195	\$ 229,808	\$ 467,387	33%
Services / Supplies	718,501	809,501	70,464	739,037	9%
Capital	<u>75,000</u>	<u>75,000</u>	<u>63,736</u>	<u>11,264</u>	<u>85%</u>
	\$ 1,490,696	\$ 1,581,696	\$ 364,008	\$ 1,217,688	23%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 484,653	\$ 484,653	\$ 152,854	\$ 331,799	32%
<i>Employee Benefits</i>	<u>212,543</u>	<u>212,543</u>	<u>76,955</u>	<u>135,588</u>	<u>36%</u>
<b>Total Personnel</b>	\$ 697,195	\$ 697,195	\$ 229,808	\$ 467,387	33%

Services / Supplies					
<i>Professional Services</i>	\$ 78,771	\$ 78,771	\$ 3,622	\$ 75,149	5%
<i>Employee Development</i>	10,825	10,825	719	10,106	7%
<i>Supplies / Equipment</i>	48,355	48,355	7,760	40,595	16%
<i>Utilities (Streetlights)</i>	90,000	90,000	28,088	61,912	31%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u>581,550</u>	<u>30,275</u>	<u>551,275</u>	<u>5%</u>
<b>Total Services / Supplies</b>	\$ 718,501	\$ 809,501	\$ 70,464	\$ 739,037	9%

Capital					
<i>Equipment / Vehicles</i>	75,000	75,000	63,736	11,264	85%
<b>Total Capital</b>	\$ 75,000	\$ 75,000	\$ 63,736	\$ 11,264	85%

<b>Total Streets</b>	\$ 1,490,696	\$ 1,581,696	\$ 364,008	\$ 1,217,688	23%
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# Maintenance Division FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 345,803	\$ 345,803	\$ 112,980	\$ 232,823	33%
Services / Supplies	579,485	579,485	157,521	421,964	27%
Capital	-	-	-	-	0%
	\$ 925,288	\$ 925,288	\$ 270,501	\$ 654,788	29%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 244,696	\$ 244,696	\$ 78,279	\$ 166,417	32%
<i>Employee Benefits</i>	101,107	101,107	34,701	66,407	34%
<b>Total Personnel</b>	\$ 345,803	\$ 345,803	\$ 112,980	\$ 232,823	33%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 63,978	\$ 63,978	\$ 6,803	\$ 57,175	11%
<i>Employee Development</i>	4,495	4,495	196	4,299	4%
<i>Supplies / Equipment</i> <i>(Fuel &amp; Oils - \$159,777, Repair Parts / Contract Repairs - \$195,610)</i>	425,912	425,912	128,303	297,609	30%
<i>Utilities</i>	85,000	85,000	22,219	62,781	26%
<i>Other</i>	100	100	-	\$ 100	0%
<b>Total Services / Supplies</b>	\$ 579,485	\$ 579,485	\$ 157,521	\$ 421,964	27%

<b>Capital</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%

<b>Total Maintenance</b>	\$ 925,288	\$ 925,288	\$ 270,501	\$ 654,788	29%
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# Parks Division FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,168,532	\$ 1,168,532	\$ 357,654	\$ 810,878	31%
Services / Supplies	603,255	603,255	127,304	475,951	21%
Capital	240,000	606,000	52,725	553,275	9%
	\$ 2,011,787	\$ 2,377,787	\$ 537,683	\$ 1,840,104	23%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<b>Salaries / Wages</b>	\$ 777,453	\$ 777,453	\$ 222,498	\$ 554,955	29%
<b>Employee Benefits</b>	391,078	391,078	135,156	255,923	35%
<b>Total Personnel</b>	\$ 1,168,532	\$ 1,168,532	\$ 357,654	\$ 810,878	31%

Services / Supplies					
<b>Professional Services</b> <i>(ROW Contract Mowing - \$108,000)</i>	\$ 133,312	\$ 133,312	\$ 14,287	\$ 119,025	11%
<b>Employee Development</b>	25,045	25,045	6,786	18,259	27%
<b>Supplies / Equipment</b>	310,648	310,648	73,499	237,149	24%
<b>Utilities</b>	133,300	133,300	32,732	100,568	25%
<b>Other</b>	950	950	-	950	0%
<b>Total Services / Supplies</b>	\$ 603,255	\$ 603,255	\$ 127,304	\$ 475,951	21%

Capital					
<b>Equipment / Vehicles - Budget</b> <i>Amend added \$91K for eng. for Chapel Hill Trail and \$275K for DTR shade covers and playground equip.</i>	240,000	606,000	52,725	553,275	9%
<b>Total Capital</b>	240,000	606,000	52,725	553,275	9%

<b>Total Parks</b>	\$ 2,011,787	\$ 2,377,787	\$ 537,683	\$ 1,840,104	23%
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# Recreation Division FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 212,138	\$ 212,138	\$ 53,991	\$ 158,147	25%
Services / Supplies	320,482	320,482	84,810	235,672	26%
Capital	-	-	-	-	0%
	\$ 532,620	\$ 532,620	\$ 138,801	\$ 393,819	26%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 169,788	\$ 169,788	\$ 40,572	\$ 129,215	24%
<i>Employee Benefits</i>	42,351	42,351	13,419	28,932	32%
<b>Total Personnel</b>	\$ 212,138	\$ 212,138	\$ 53,991	\$ 158,147	25%

Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,555	10,555	1,274	9,281	12%
<i>Supplies / Equipment</i>	1,506	1,506	95	1,412	6%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	308,421	308,421	83,441	224,980	27%
<b>Total Services / Supplies</b>	\$ 320,482	\$ 320,482	\$ 84,810	\$ 235,672	26%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%

<b>Total Recreation</b>	\$ 532,620	\$ 532,620	\$ 138,801	\$ 393,819	26%
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# Equipment Replacement / Capital Schedule FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	<b>43,000</b>	<b>42,810</b>	-	100%
Police Dept Capital Outlay	165,000	<b>165,000</b>	<b>31,444</b>	133,556	19%
Fire Dept Capital Outlay	1,104,000	<b>1,104,000</b>	<b>995,316</b>	108,684	90%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	75,000	<b>75,000</b>	<b>63,736</b>	11,264	85%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	240,000	<b>606,000</b>	<b>52,725</b>	553,275	9%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 1,584,000</b>	<b>\$ 1,993,000</b>	<b>\$ 1,186,031</b>	<b>\$ 806,969</b>	<b>60%</b>

# Utility Fund Revenues

## FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (175,000)	\$ (175,000)	\$ (51,880)	\$ (123,120)	30%
<i>Charges / Penalties</i>	86,750	86,750	31,801	54,949	37%
<b>Total Fees</b>	<b>\$ (88,250)</b>	<b>\$ (88,250)</b>	<b>\$ (20,079)</b>	<b>\$ (68,171)</b>	<b>23%</b>

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	0%
<b>Total Licenses &amp; Permits</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>0%</b>

### Charges for Services

<i>Water Sales</i>	\$ 5,618,870	\$ 5,618,870	\$ 996,299	\$ 4,622,571	18%
<i>Sewer Sales</i>	4,435,083	4,435,083	1,225,639	3,209,444	28%
<i>Inspection Fees</i>	3,000	3,000	1,680	1,320	56%
<b>Total Charges for Service</b>	<b>\$ 10,056,953</b>	<b>\$ 10,056,953</b>	<b>\$ 2,223,618</b>	<b>\$ 7,833,335</b>	<b>22%</b>

### Interest

<i>Interest (Operations)</i>	\$ 35,000	\$ 35,000	\$ 16,621	\$ 18,379	47%
<i>Interest (Capital Projects)</i>	26,000	26,000	29,011	(3,011)	112%
<b>Total Interest</b>	<b>\$ 61,000</b>	<b>\$ 61,000</b>	<b>\$ 45,631</b>	<b>\$ 15,369</b>	<b>75%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 99,920	\$ 165,080	38%
<b>Total Impact Fees</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>	<b>\$ 99,920</b>	<b>\$ 165,080</b>	<b>38%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 33,298	\$ (28,298)	666%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 33,298</b>	<b>\$ (28,298)</b>	<b>666%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,309,703</b>	<b>\$ 10,309,703</b>	<b>\$ 2,382,388</b>	<b>\$ 7,927,315</b>	<b>23%</b>
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# Utility Division FY 2018/2019 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	<b>33.3%</b>
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,767,684	<b>\$ 1,767,684</b>	<b>\$ 576,062</b>	\$ 1,191,621	33%
Services / Supplies	6,222,872	<b>6,222,872</b>	<b>1,986,316</b>	4,236,556	32%
Capital	40,000	<b>40,000</b>	-	40,000	0%
<b>Total Utility Division</b>	<b>\$ 8,030,555</b>	<b>\$ 8,030,555</b>	<b>\$ 2,562,378</b>	\$ 5,468,177	32%

--- Detail - Operations ---					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 1,181,869	<b>\$ 1,181,869</b>	<b>\$ 381,890</b>	\$ 799,978	32%
<i>Employee Benefits</i>	585,815	<b>585,815</b>	<b>194,172</b>	391,643	33%
<b>Total Personnel</b>	<b>\$ 1,767,684</b>	<b>\$ 1,767,684</b>	<b>\$ 576,062</b>	\$ 1,191,621	33%

Services / Supplies					
<i>Professional Services</i>	\$ 342,644	<b>\$ 342,644</b>	<b>\$ 93,807</b>	\$ 248,837	27%
<i>Employee Development</i>	57,141	<b>57,141</b>	<b>16,476</b>	40,665	29%
<i>Supplies / Equipment</i>	86,959	<b>86,959</b>	<b>18,265</b>	68,694	21%
<i>Utilities</i>	404,380	<b>404,380</b>	<b>101,653</b>	302,727	25%
<i>Other (Well Lot Maintenance)</i>	975,416	<b>975,416</b>	<b>324,906</b>	650,510	33%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,866,541</b>	<b>\$ 1,866,541</b>	<b>\$ 555,108</b>	\$ 1,311,433	30%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 5,105	<b>\$ 5,105</b>	<b>\$ 5,103</b>	\$ 2	100%
<i>UTRWD - Water Volume Cost</i>	915,070	<b>915,070</b>	<b>203,260</b>	711,810	22%
<i>UTRWD - Water Demand Charges</i>	1,318,950	<b>1,318,950</b>	<b>439,650</b>	879,300	33%
<i>UTRWD - Sewer Effluent Volume Rate</i>	526,776	<b>526,776</b>	<b>253,432</b>	273,344	48%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,355,495	<b>1,355,495</b>	<b>451,832</b>	903,663	33%
<i>UTRWD - HV Sewer Line to UTRWD</i>	234,935	<b>234,935</b>	<b>77,932</b>	157,003	33%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,356,331</b>	<b>\$ 4,356,331</b>	<b>\$ 1,431,208</b>	\$ 2,925,123	33%

<b>Total Services / Supplies</b>	<b>\$ 6,222,872</b>	<b>\$ 6,222,872</b>	<b>\$ 1,986,316</b>	\$ 4,236,556	32%
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Capital					
<i>Equipment / Vehicles</i>	40,000	<b>40,000</b>	-	40,000	0%
<b>Total Capital</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	-	\$ 40,000	0%

<b>Total Utility Division - Operations</b>	<b>\$ 8,030,555</b>	<b>\$ 8,030,555</b>	<b>\$ 2,562,378</b>	\$ 5,468,177	32%
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# Utility Fund Working Capital FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Water Sales</b>	\$ 5,618,870	\$ 5,618,870	\$ 996,299	\$ 4,622,571	18%
<b>Sewer Sales</b>	4,435,083	4,435,083	1,225,639	3,209,444	28%
<b>Other Fees / Charges</b>	104,750	104,750	66,779	37,971	64%
<b>Electronic Payment Credit</b>	(175,000)	(175,000)	(51,880)	(123,120)	30%
<b>Interest</b>	35,000	35,000	16,621	18,379	47%
<b>Total Revenues</b>	\$ 10,018,703	\$ 10,018,703	\$ 2,253,458	\$ 7,765,245	22%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Administration</b>	\$363,072	\$363,072	\$ 139,580	\$ 223,492	38%
<b>Operations</b>	3,271,152	3,271,152	991,590	2,279,562	30%
<b>UTRWD</b>	4,356,331	4,356,331	1,431,208	2,925,123	33%
<b>Debt Service</b>	1,216,814	1,216,814	1,250	1,215,564	0%
<b>Capital Projects</b>	-	-	-	-	0%
<b>Equipment Replace / Capital</b>	40,000	40,000	-	40,000	0%
<b>Total Expenditures</b>	\$ 9,247,369	\$ 9,247,369	\$ 2,563,628	\$ 6,683,741	28%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Transfers In (Applied Impact Fees)</b>	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
<b>Operating Transfers Out / Utility Capital Projects</b>	(300,000)	(300,000)	-	(300,000)	0%
<b>Operating Transfers Out / General Fund</b>	(470,000)	(470,000)	-	(470,000)	0%
<b>Total Other Sources (Uses)</b>	\$ (620,000)	\$ (620,000)	\$ 150,000	\$ (770,000)	-24%

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Net Increase/Decrease</b>	151,334	151,334	(160,170)
<b>Beginning Working Capital</b>			
Operations	2,404,004	2,404,004	2,404,004
Available Impact Fees	906,474	906,474	906,474
<b>Total Available Working Capital</b>	\$ 3,310,478	\$ 3,310,478	\$ 3,310,478
<b>Ending Working Capital</b>			
Operations	2,555,338	2,555,338	2,243,834
Designated Capital Project	-	-	-
Available Impact Fees	1,021,474	1,021,474	856,394
<b>Total Available Working Capital</b>	\$ 3,576,812	\$ 3,576,812	\$ 3,100,228

<b>Impact Fees</b>			
Beginning Balance	906,474	906,474	906,474
+ Collections	265,000	265,000	99,920
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	1,021,474	1,021,474	856,394

\*The working Capital Analysis is prepared to provide a picture of the "cash position" of this enterprise fund. Income restricted for specific use and non-operating expenses are excluded. Impact fees are excluded from revenues, however included for working capital balances - as they are available to address contingency expenditures.



# Corps Leased Parks Fund FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 433,725	\$ 433,725	\$ 120,327	\$ 313,398	28%
<i>Annual Park Passes</i>	37,000	37,000	3,510	33,490	9%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	300	300	8	292	3%
<b>Total Revenues</b>	<b>\$ 471,025</b>	<b>\$ 471,025</b>	<b>\$ 123,845</b>	<b>\$ 347,180</b>	<b>26%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 179,892	\$ 179,892	\$ 61,283	\$ 118,609	34%
<i>Services / Supplies</i>	209,235	209,235	76,891	132,344	37%
<i>Capital</i>	-	-	8,499	(8,499)	0%
<b>Total Expenditures</b>	<b>\$ 389,126</b>	<b>\$ 389,126</b>	<b>\$ 146,673</b>	<b>\$ 242,453</b>	<b>38%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In / General Fund</i>	-	-	-	-	0%
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,028	\$ 149,028	\$ 149,028
<i>+ Net Increase (Decrease)</i>	81,899	81,899	(22,827)
<b>Ending Fund Balance</b>	<b>\$ 230,927</b>	<b>\$ 230,927</b>	<b>\$ 126,201</b>

# Debt Service Fund

## FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$1,884,171	\$ 1,884,171	\$ 1,684,956	\$ 199,215	89%
<i>Interest Income</i>	1,400	1,400	3,388	(1,988)	242%
<b>Total Revenues</b>	<b>\$ 1,885,571</b>	<b>\$ 1,885,571</b>	<b>\$ 1,688,344</b>	<b>\$ 197,227</b>	<b>90%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,930,000	\$ 1,930,000	\$ -	\$ 1,930,000	0%
<i>Interest Payments</i>	800,999	800,999	-	800,999	0%
<i>Paying Agent Fees</i>	3,000	3,000	1,250	1,750	42%
<b>Total Expenditures</b>	<b>\$ 2,733,999</b>	<b>\$ 2,733,999</b>	<b>\$ 1,250</b>	<b>\$ 2,732,749</b>	<b>0%</b>

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	856,827	856,827	-	\$ 856,827	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 856,827</b>	<b>\$ 856,827</b>	<b>\$ -</b>	<b>\$ 856,827</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 151,980	\$ 151,980	\$ 151,980
<i>+ Net Increase (Decrease)</i>	8,399	8,399	1,687,094
<b>Ending Fund Balance</b>	<b>\$ 160,379</b>	<b>\$ 160,379</b>	<b>\$ 1,839,074</b>

# Capital Projects Fund

## FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	50,000	50,000	48,775	1,225	98%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 48,775</b>	<b>\$ 1,225</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2018 Proposed Bond</b> (Parks/Streets/Drainage)	5,375,281	5,375,281	415,524	4,959,757	8%
2018 Bond Issue (Streets)		2,500,000	31,840	2,468,160	1%
2018 Bond Issue (Parks)		2,875,281	383,684	2,491,597	13%
<b>Total Expenditures</b>	<b>\$ 5,375,281</b>	<b>\$ 5,375,281</b>	<b>\$ 415,524</b>	<b>\$ 4,959,757</b>	<b>8%</b>

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ -	\$ -	\$ -	\$ -	0%
Bond Discount / Premium	-	-	-	-	0%
Debt Issuance	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 6,119,643	\$ 6,119,643	\$ 6,119,643
<i>+Net Increase (Decrease)</i>	(5,325,281)	(5,325,281)	(366,749)
<b>Ending Fund Balance</b>	<b>\$ 794,362</b>	<b>\$ 794,362</b>	<b>\$ 5,752,894</b>

# Drainage Utilities FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 2,757	\$ (2,757)	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	143,715	346,285	29%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	2,102	1,898	53%
<b>Total Revenues</b>	<b>\$ 494,000</b>	<b>\$ 494,000</b>	<b>\$ 148,574</b>	<b>\$ 345,426</b>	<b>30%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 381,972	\$ 381,972	\$ 123,057	\$ 258,915	32%
<i>Services / Supplies</i>	150,665	150,665	42,956	107,709	29%
<i>Capital</i>	50,000	50,000	-	50,000	0%
<b>Total Expenditures</b>	<b>\$ 582,637</b>	<b>\$ 582,637</b>	<b>\$ 166,013</b>	<b>\$ 416,624</b>	<b>28%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 66,000	\$ 66,000	\$ -	\$ 66,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 288,759	\$ 288,759	\$ 288,759
<i>+ Net Increase (Decrease)</i>	(38,637)	(38,637)	(17,439)
<b>Ending Fund Balance</b>	<b>\$ 250,122</b>	<b>\$ 250,122</b>	<b>\$ 271,320</b>

# Park Development Fee Fund FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 400	\$ 400	\$ 530	\$ (130)	132%
<i>Community Park Fees</i>	-	-	-	-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	\$ 400	\$ 400	\$ 530	\$ (130)	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	0%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	0%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out (Funding for projects at Unity Park with FY2012 bond)</i>	-	-	-	-	0%
<b>Total Other Sources (Uses)</b>	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 69,586	\$ 69,586	\$ 69,586
<i>+ Net Increase (Decrease)</i>	(23,600)	(23,600)	530
<b>Ending Fund Balance</b>	\$ 45,986	\$ 45,986	\$ 70,116

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 45,986	70,116
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 45,986	\$ 70,116

# Public Safety Special Revenue Fund

## FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 29,134	\$ (3,534)	114%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,600	3,600	11,411	(7,811)	317%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,600	\$ 3,600	\$ 11,411	\$ (7,811)	0%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out</i>	(22,000)	(22,000)	-	(22,000)	0%
<b>Total Other Sources (Uses)</b>	\$ (22,000)	\$ (22,000)	\$ -	\$ (22,000)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 36,980	\$ 36,980	\$ 36,980
<i>+ Net Increase (Decrease)</i>	-	-	17,724
<b>Ending Fund Balance</b>	\$ 36,980	\$ 36,980	\$ 54,704

# Municipal Court Technology Fee Fund FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 997	2,503	28%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 5,700	\$ 5,700	\$ 5,352	\$ 348	94%
<i>Total Expenditures</i>	\$ 5,700	\$ 5,700	\$ 5,352	\$ 348	94%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out</i>	-	-	-	-	0%
<i>Total Other Sources (Uses)</i>	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 31,939	\$ 31,939	\$ 31,939
<i>+ Net Increase (Decrease)</i>	(2,200)	(2,200)	(4,355)
<i>Ending Fund Balance</i>	\$ 29,739	\$ 29,739	\$ 27,584

# Municipal Court Building Security Fund FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,700	\$ 2,700	\$ 748	\$ 1,952	28%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel (Bailiff)</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Services / Supplies</b>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 32,719	\$ 32,719	\$ 32,719
<b>+ Net Increase (Decrease)</b>	2,700	2,700	748
<b>Ending Fund Balance</b>	\$ 35,419	\$ 35,419	\$ 33,467



Highland Village Community Development Corporation  
Working Capital Analysis (FY 2019)

	<i>Actual 2016-2017</i>	<i>Projected 2017-2018</i>	<i>Budget 2018-2019</i>	<i>YTD 2018-2019</i>
<b>Beginning Fund Balance</b>	\$ 373,513	\$ 106,954	\$ 95,532	\$ 95,532
<b>Revenues</b>				
4B Sales Tax	1,242,599	1,262,392	1,334,766	210,219
Park Fees (Rental)	24,384	74,400	79,500	20,551
Linear Park Fees	575	-	574	-
Miscellaneous Income	590	600	600	-
Interest Income	508	500	800	632
<b>Total</b>	<b>\$ 1,268,656</b>	<b>\$ 1,337,892</b>	<b>\$ 1,416,240</b>	<b>\$ 231,402</b>
<b>Expenditures</b>				
Personnel	205,020	266,907	283,470	91,436
Services / Supplies	145,584	213,722	200,630	64,197
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	870,124	800,685	856,827	-
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,248,728</b>	<b>\$ 1,309,314</b>	<b>\$ 1,368,927</b>	<b>\$ 155,633</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ 281,152	\$ -	\$ -	\$ -
<b>Equipment</b>	<b>5,335</b>	<b>40,000</b>	<b>-</b>	<b>-</b>
<b>Net Increase / (Decrease)</b>	<b>(266,559)</b>	<b>(11,422)</b>	<b>47,313</b>	<b>75,769</b>
<b>Working Capital Balance</b>	<b>\$ 106,954</b>	<b>\$ 95,532</b>	<b>\$ 142,845</b>	<b>\$ 171,301</b>

## Highland Village Community Development Corporation Capital Projects

	<i>Actual 2016-2017</i>	<i>Actual 2017-2018</i>	<i>Budget 2018-2019</i>	<i>YTD 2018-2019</i>
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>Funding</b>				
Debt Issuance	-	-	-	-
Bond Discount	-	-	-	-
Debt Issuance Cost	-	-	-	-
Funding from Operations	281,152	-	-	-
Capital Projects (HV RR Crossing)	-	-	-	-
Denton County	-	-	-	-
I-35 Mitigation	-	-	-	-
Interest Earnings	-	-	-	-
<b>Total Available Project Funding</b>	<b>\$ 281,152</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
<b>Castlewood Trail</b>				
Engineering - \$131,200	-	-	-	-
Project Cost - \$1.312M (Estimated)	-	-	-	-
<b>Copperas Trail</b>				
Engineering - \$112,380	-	-	-	-
Project Cost - \$1.5M (Estimated)	-	-	-	-
<b>HV Rd Trail (Phase IIa - CH to Svc Cntr)</b>				
Engineering - \$25,000	-	-	-	-
Project Cost - \$250,982 (Estimated)	-	-	-	-
<b>HV Rd Trail (Phase IIb - Lions Club Park to Doubletree Ranch Park)</b>				
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-	-	-
Project Cost - \$250,000 (Estimated)	-	-	-	-
<b>FM 2499 Sidewalk</b>				
Engineering - \$12,500	-	-	-	-
Project Cost - \$117,678 (Estimated)	-	-	-	-
<b>Pedestrian Crosswalk Enhancement</b>				
Engineering	-	-	-	-
Project Cost - \$26,000/Crossing	-	-	-	-
<b>Marauder Park Lake Access</b>				
Engineering - \$31,000 (Estimated)	-	-	-	-
Project Cost - \$58,178 (Estimated)	-	-	-	-
<b>HV Rd RR Crossing</b>				
Engineering - \$7,200 (Estimated)	-	-	-	-
Project Cost - \$48,000 (Estimated)	-	-	-	-
<b>Lakeside Community Park (707 HV Rd Trailhead)</b>				
Engineering - \$40,000	-	-	-	-
Project Cost - \$420,000	-	-	-	-
<b>Misc. Small, Fill-In/Connector Sections</b>				
Project Cost - \$20,000 (Per Year)	-	-	-	-
<b>Doubletree Ranch Park</b>				
Engineering - \$779,300	-	-	-	-
Project Cost - \$8,500,000 (Estimated)	659,483	-	-	-
<b>Total Capital Projects</b>	<b>\$ 659,483</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Remaining Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# PEG Fee Fund

## FY 2018/2019 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	0%
<b>Total Revenues</b>	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	19,400	19,400	4,929	14,471	25%
<i>Capital</i>	-	-	3,416	(3,416)	0%
<b>Total Expenditures</b>	\$ 19,400	\$ 19,400	\$ 8,345	\$ 11,055	43%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out</i>	-	-	-	-	0%
<b>Total Other Sources (Uses)</b>	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 111,866	\$ 111,866	\$ 111,866
<b>+Net Increase (Decrease)</b>	35,600	35,600	(8,345)
<b>Ending Fund Balance</b>	\$ 147,466	\$ 147,466	\$ 103,521

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 18**

**MEETING DATE: 03/26/19**

**SUBJECT: Status Reports on Current Projects and Discussion on Future  
Agenda Items**

**PREPARED BY: Karen Bradley, Administrative Assistant to City Secretary**

**COMMENTS**

This item is on the agenda to allow a Councilmember to inquire about a subject of which notice has not been given. A statement of specific 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.



## UPCOMING EVENTS

<b>March 26, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
April 4, 2019	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
April 15, 2019	Park Board Mtg. 6:00 pm (if needed)
April 16, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>April 23, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
May 2, 2019	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<b>May 14, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
May 20, 2019	Park Board Mtg. 6:00 pm (if needed)
May 21, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>May 28, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
June 6, 2019	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<b>June 11, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
June 17, 2019	Park Board Mtg. 6:00 pm (if needed)
June 18, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>June 25, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>

Note - Please visit [www.highlandvillage.org](http://www.highlandvillage.org) or the City Hall bulletin board for the latest meeting additions and updates.

By: Karen Bradley, Administrative Assistant - City Secretary Office