



A G E N D A

**REGULAR MEETING
OF THE HIGHLAND VILLAGE CITY COUNCIL
TUESDAY, JULY 11, 2017, at 5:30 P.M.
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

**Convene Meeting in Open Session
Training Room – 5:30 P.M.**

**EARLY WORK SESSION
Training Room**

1. Receive an Economic Development Update from BlackEagle Real Estate Partners
2. Discuss Appointment to Fill a Vacancy for a City Representative Position on the Highland Village Community Development Corporation
3. Discuss Proposed Ordinance 2017-1228 Amending the Code of Ordinances by Increasing the City Homestead Exemption for Disabled Persons and Persons Age 65 and Over
4. Discuss the General Fund Budget for Fiscal Year 2017-2018
5. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of July 11, 2017

(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**

6. 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 551.072 – Deliberate the purchase, sale, lease, or value of real property generally located north of FM 407 and east of Highland Village Road

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

7. Call to Order

8. Prayer to be led by Deputy Mayor Pro Tem Barbara Fleming
9. Pledge of Allegiance to the U.S. and Texas Flags to be led by Deputy Mayor Pro Tem Barbara Fleming
10. 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.)*
11. City Manager/Staff Reports
 - 2017 Utility Rate Video
12. 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

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.

13. Consider Approval of Minutes of the Regular Meeting held on June 27, 2017

ACTION AGENDA

14. 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 551.072 – Deliberate the purchase, sale, lease, or value of real property generally located north of FM 407 and east of Highland Village Road
15. Consider Ordinance 2017-1228 Amending the Code of Ordinances by Increasing the City Homestead Exemption for Disabled Persons and Persons Age 65 and Over (1st of two reads)
16. Consider Resolution 2017-2688 Appointing a Member to Fill a Vacancy for a City Representative Position on the Highland Village Community Development Corporation

LATE WORK SESSION

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

17. 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.)

- 35Express Project Update

18. 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 7TH DAY OF JULY, 2017 NOT LATER THAN 4:00 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 _____, 2017 at
_____ am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1	MEETING DATE: 07/11/17
SUBJECT:	Receive an Economic Development Update from BlackEagle Real Estate Partners
PREPARED BY:	Angela Miller, City Secretary

COMMENTS

Ms. Debra Morgan will be present to provide an economic development update.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2	MEETING DATE: 07/11/17
SUBJECT:	Discuss Appointment to Fill a Vacancy on the Highland Village Community Development Corporation
PREPARED BY:	Angela Miller, City Secretary

COMMENTS:

City ordinance states that Council shall make annual appointments to the City's Boards and Commissions no later than the second regularly scheduled Council meeting in September. Citizens interested in volunteering their time to serve on one of the City's boards or commissions may submit an application to the City Secretary's Office for consideration by Council.

The annual appointments are for terms of two years, unless an individual is appointed to fill a vacancy. A "term year" shall be from October 1st until September 30th of the following year. The terms shall expire on the 30th day of September of the second year.

In the case of a vacancy, the Council shall appoint a replacement to fill an unexpired term.

The Highland Village Community Development Corporation is composed of seven (7) members, with at least three (3) members of the board of directors being persons who serve as Citizen Members. The remaining four (4) members of the board of directors serve as City Representatives, which can include City employees, officers or members of the City Council.

Former Deputy Mayor Pro Tem William Meek was appointed to a City Representative position on the Highland Village Community Development Corporation in September, 2015, for a term expiring on September 30, 2017. As a result of the May 6, 2017 General Election, Mr. Meek is no longer serving on City Council. Therefore a vacancy now exists on the Highland Village Community Development Corporation for a City Representative position.

This item has been placed on the agenda to provide Council an opportunity to discuss an appointment to fill the vacancy on the Highland Village Community Development Corporation, for the term expiring on September 30, 2017. There is an item on the Action Agenda tonight for Council to take formal action to fill the vacancy, or Council may choose to delay filling this vacancy until September when other appointments are made to City boards and commissions.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 3

MEETING DATE: 07/11/17

SUBJECT: Discuss Proposed Ordinance 2017-1228 Amending the Code of Ordinances Section 18.02.001 by Increasing the City Homestead Exemption for Disabled Persons and Persons Age 65 and Over to \$75,000

PREPARED BY: Ken Heerman, Assistant City Manger

COMMENTS:

Code of Ordinances §18.02.001 currently provides for a \$50,000 exemption in the taxable value of a residence homestead owned by people age 65 and over and those with a disability. This exemption has been in effect since 2000. With increases in real property valuation, it has been suggested the amount of that exemption amount should be considered. A review of many area cities with similar demographics to Highland Village shows that most have adopted an exemption of \$75,000 of the valuation.

Based on the 2016 Certified Tax Roll, Highland Village showed a total of 1,167 residential properties having either the 65 and Over or Disabled Person exemption (out of a total of roughly 5,200 homes). The 65 and Over exemptions claimed totaled 1,141, with claims for the Disabled Persons exemption being 26. The average assessed valuation of these properties was \$313,265 – compared to the City average of \$344,913. The exemption amount is intended to reduce the tax burden on this demographic to address this groups' traditionally reduced earning potential. This is not reflective of a reduction in demand of City services.

The exemption amount decreases the taxable value of the home, thus reducing the amount of associated property tax.

Based on the average value for properties having qualified for this exemption, the current \$50,000 exemption amount provides an annual savings of \$285 on the average valued homestead. Increasing the exemption to \$75,000 would provide an additional annual savings of \$142 in City property taxes on the average valued homestead. The property qualifying for exemption, based on the average valuation of \$313,265, would reflect an annual City property tax bill of \$1,357, compared to \$1,784 if the exemption amount remained unchanged.

Pursuant to staff request, the City Attorney has prepared an ordinance amending Sec. 18.02.001 of the Code of Ordinances increasing the exemption from \$50,000 to \$75,000 and providing a number of other clean ups to the section. The ordinance is written to be effective retroactively so that it applies to tax bills for the 2017 tax year. DCAD has a deadline of July 15th to make changes to the exemption amount to be reflected on the Certified Tax Roll. As this is an ordinance, Council will have an opportunity to approve only one reading before the deadline. But if it is desired by Council to include on the 2017 Tax Roll, they have agreed to accept notification of first read approval to make the change – to be followed up with the final

approved ordinance when passed.

At the current tax rate in effect, the annual budgetary impact would be a reduction in collected property taxes of \$166,000. The total annual income reduction from the 65 and Over / Disabled exemptions would now total \$500,000 annually.

This item is for discussion purposes. If Council wishes to take action, there is an item on tonight's Action Agenda to approve Ordinance No. 2017-1228.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 4

MEETING DATE: 07/11/17

SUBJECT: Discuss the General Fund Budget for Fiscal Year 2017-2018

PREPARED BY: Ken Heerman, Assistant City Manager

COMMENTS

City staff will provide a presentation of the General Fund Budget for Fiscal Year 2017-2018.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 9 **MEETING DATE: 07/11/17**

SUBJECT: Pledge of Allegiance

PREPARED BY: Angela Miller, City Secretary

COMMENTS

A Councilmember will lead the Pledge of Allegiance to the U.S. and Texas Flags.

The Pledge to the Texas Flag is as follows:

“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 07/11/17

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Angela Miller, 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.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE 07/11/17

SUBJECT: Consider Approval of Minutes of the Regular Meeting held on June 27, 2017

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 June 27, 2017 City Council meeting minutes.

**MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
LOCATED AT 1000 HIGHLAND VILLAGE ROAD
TUESDAY, JUNE 27, 2017**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 27th day of June, 2017 prior to the Regular Council Meeting.

Call to Order

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

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Mike Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Kevin B. Laughlin	City Attorney
	Angela Miller	City Secretary
	Scott Kriston	Public Works Director
	Linda Cornelius	Parks and Recreation Director
	Brad Goudie	Fire Chief
	Jana Onstead	Human Resources Director
	Heather Miller	Assistant Finance Director
	Jeff Sun	Staff Accountant
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Discuss Capital Improvement Program (CIP) Budget for Fiscal Year 2017-2018

Assistant City Manager Ken Heerman explained capital improvement projects are non-operational, "big ticket" items/projects that typically require outside funding sources, such as debt issuance, grant, or lease/purchase arrangements. The City Charter calls for submission to Council of a five-year CIP budget, which provides an opportunity for Council to see a multi-year outlook that helps for planning purposes and to provide the framework for consideration of the current year's budget and resulting tax rate.

Mr. Heerman stated after years of substantial growth and approaching substantial build-out, the community is more settled. Capital improvements related to basic infrastructure are widely supported and improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for the past few years has been in controlling on-going operating costs in a context of sustainability within the anticipated revenue base.

Potential capital projects relating to street projects and park projects have been identified and could be considered for a potential 2018 bond issuance. Details are as follows:

Street Projects

The City has a program to evaluate and maintain street infrastructure. Generally, needed street overlays are addressed each year in the annual budget, while bonds are issued periodically to fund street reconstruction projects, as needed. Streets that have been identified in need of reconstruction within a 5 -7 year window total \$5M based on current costs. These will likely be addressed in two equal segments (FY 2018 - \$2,750,000 and FY 2023 - \$2,750,000), with debt issuance corresponding with reductions in exiting debt service.

Park Projects

Unity Park – This community park is heavily utilized by residents. Primarily constructed in the 1990's, and further supplemented with enhancements since, current identified needs are largely related to maintenance and/or rehab:

- Kids Kastle is substantially at the end of its useful life. It was constructed with treated wood that has been closely monitored to ensure safety, however it will require replacement. Plans are to use new recycled plastic materials that provide increased safety and less maintenance. The projected cost to complete this project is \$600,250.
- The ponds at Unity Park have been compromised with accumulation of silt, and will require dredging along with related improvements to mitigate this issue for the future. A drainage study for this area was completed in FY 2017 to identify the scope of improvements needed to address drainage considerations. The recommendation emanating from this study is to make improvements associated with a 50-year flood. The projected cost to complete this project is \$925,431.
- An expressed need for a softball field to complement the existing baseball fields prompts consideration to redevelop a section of the park for this addition. This will also include addressing adjacent sidewalk sections needing repair and adjustment to meet ADA guidelines. The projected cost to complete this project is \$1,021,250.

Councilmember Busche asked who would be using the proposed softball field. Parks and Recreation Director Linda Cornelius reported the field would have a skinned infield and would be designed and set up as a multi-use field in order to maximize its use. Councilmember Jaworski asked if a league would have a contract for use of that field, making its use regulated by that league. Ms. Cornelius replied it would fall under the current Facility Use Agreement with Highland Village Baseball/Softball Association (Association). She added it would be available for tournaments and rentals when not in use by the Association.

Brazos Park Parking Lot Extension – The original parking concept for this park included 104 parking spaces. At that time, it was decided to construct only a portion (54 spaces) of the parking lot concept and, in hopes of providing sufficient parking, a connection was added to allow use of the parking lot adjacent to the Municipal Complex. Resulting from popularity of these fields, the current parking is no longer sufficient. People are parking along side streets and on the grassy areas along Highland Village Road. An additional fifty (50) parking spaces are proposed. The projected cost to complete this project is \$353,000.

Councilmember Jaworski asked if the league had been contacted to see if there was interest in helping with some of the funding, as originally discussed. Ms. Cornelius reported the City co-sponsors that league and that Neighborhood Sports was contacted. The league is willing to help with the capital campaign. She further reported the league may be able to help with some of the cost but is unsure of just how much they would be able to contribute.

Councilmember Busche raised the question of the need for additional parking if the fields were scheduled on more than one day. Councilmember Jaworski reported the league is working on that but is still growing by approximately twenty percent (20%) each year. He also added that residents living close to the park would appreciate the additional parking so it would cut down on park patrons using nearby side streets for parking. Councilmember Lombardo voiced concern that fifty (50) additional spaces would not be enough. Councilmember Busche asked what percentage of players are from Highland Village. Councilmember Jaworski reported 30-40% are from Highland Village. City Manager Michael Leavitt reported the initial phase was a success and that overflow parking is also being used on days that Municipal Court is held, board and commission meetings are held, and during elections – both early voting and election day, and that adequate parking needs to be provided for those using our recreational facilities.

Sunset Point Park - This park site is classified as a mini park and it serves local residents as a neighborhood park site that provides water access to Lewisville Lake. By developing the park site, it will hopefully eliminate existing erosion issues and safety concerns. Roadway completion will allow emergency vehicle access and turn around capabilities. Estimated cost for this is \$162,700. The design was completed in FY 2017. Public input was solicited, followed by City Council approval.

Victoria Park Walking Trail – The trail has deteriorated and is in severe need of replacement. Staff proposes to remove the three foot (3') asphalt track and replace it with a six foot (6') concrete trail. Estimated cost is \$198,000.

Mr. Heerman reported the City will have some debt expiring in FY 2018 and FY 2023, which would be an opportunity for potential debt issuance. Projects considered for Fiscal Year 2017-2018, as listed above, could potentially be part of a future bond election totaling \$6M.

Mr. Heerman stated there may be some challenges next year depending on if any legislation is passed during the special session. A preliminary look at five (5) year projections shows the ability to fund identified capital projects while maintaining the current tax rate and staying at the minimum desired fund balance level. Further discussion will take place during the budget process regarding new programs and consideration of contingency for unexpected occurrences. As mentioned previously, Mr. Heerman reported targeted windows if considering bond issuance are in Fiscal Year 2018 and Fiscal Year 2023. These dates coincide with reduction of exiting debt service. He also stated given the outlook, a tax rate reduction might be considered. Mr. Leavitt reported staff will have more information once the final tax roll information is received at the end of July.

2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of June 27, 2017

Relating to Agenda Item #11, Councilmember Jaworski asked if the Infiltration/Inflow Analysis is routine testing or if it is a result of any state/federal regulation. Public Works Director Scott Kriston reported it is normal testing, but it is tied to TCEQ mandates. Councilmember Jaworski asked if there could be something put on record regarding how much TCEQ mandates are costing. Mr. Leavitt reported he would put together a full matrix that will capture that information and will provide that to Representative Ron Simmons.

Early Work Session ended at 7:03 p.m.

CLOSED SESSION

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)**

Council did not meet in Closed Session.

OPEN SESSION

4. Call to Order

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

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Mike Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Kevin B. Laughlin	City Attorney
	Angela Miller	City Secretary
	Scott Kriston	Public Works Director
	Doug Reim	Police Chief
	Brad Goudie	Fire Chief
	Laurie Mullens	Public Affairs Manager
	Crystal Babcock	Public Affairs Administrative Spec
	Andrew Boyd	Media Specialist

5. Prayer to be led by Councilmember Mike Lombardo

Councilmember Lombardo gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas Flags to be led by Councilmember Mike Lombardo

Councilmember Lombardo asked members of Boy Scout Troop #265 to lead the pledge to the U.S. and Texas Flags.

7. Visitor Comments

No one wished to speak.

8. City Manager/Staff Reports

- **HVTV Update**

Choosing a Roofing Contractor – factors to consider when choosing a roofing contractor include:

- ❖ Cost – get an itemized quote
- ❖ Logistics – get a written scope of services, set a schedule, and check on future availability
- ❖ Buy Experience – hire a well established contractor
- ❖ Properly Licensed – make sure the contractor is licensed and that all registration and permits have been filed for and received
- ❖ Be Covered – request a certificate of insurance from the contractor and make sure they have properly trained employees
- ❖ Ventilation Pipes – have your contractor properly re-install and connect ventilation pipes
- ❖ Schedule an Inspection – contact the City to set up

WaterMyYard.org – provides a free customized watering schedule, enter your address and type of system; service is free to residents

The Flour Shoppe Bakery - stop by the snack bar located at Doubletree Ranch Park to enjoy snow cones or one of their signature treats; open from 10:00 a.m. until dusk; free wi-fi is also available

Hot Cars and Your Pets – a reminder to leave your pets at home and not in your vehicle; the inside of your vehicle can raise by 30 degrees within just 30 minutes

Mayor Wilcox asked who should call to schedule an inspection. Mr. Leavitt stated the contractor should, but the homeowner can also. Councilmember Lombardo reminded everyone that properly permitted projects will have a bright pink tag displayed in a visible location.

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**

Councilmember Jaworski announced that two (2) Briarhill Robotics teams recently competed at a state competition. The teams were made up of mostly sixth graders. The Advanced Team, competing against sixth through twelfth graders, finished 46th. The Intermediate Team competed against 60 teams, and finished 26th. Members of the teams included: Jake Crim, Javier Buendia, Jacob Vaughan, Collin Harvey, Wesley Schiegg, Hudson Bathish, Lucky Nelson and Rahul Kodali. Mayor Wilcox congratulated the students while parents and staff took photos of the group.

- **Presentation of TAMI Award from the Texas Association of Municipal Information Officers (TAMIO) for the Highland Village Police Department Fallen Officer Bike Race and 5K in the Recurring Special Event Category**

Mayor Wilcox presented the award to the following members of the Fallen Officer Bike Race Committee: Police Chief Doug Reim, Public Affairs Manager Laurie Mullens, Public Affairs Administrative Specialist Crystal Babcock, and Media Specialist Andrew Boyd. This year the City received the TAMI Award in the Recurring Special Event Category from the Texas Association of Municipal Information Officers for this event.

- **Presentation of Award of Excellence from the Texas Association of Municipal Information Officers (TAMIO) for the Journey to Dream Non-Profit of the Year finalist video in the Special One-Time Video Category**

Mayor Wilcox presented the award to Crystal Babcock and Andrew Boyd. The City received the Award of Excellence from the Texas Association of Municipal Information Officers for their work in producing this video.

CONSENT AGENDA

10. **Consider Approval of Minutes of the Regular Meeting held on June 13, 2017**
11. **Consider Resolution 2017-2686 Authorizing the City Manager to Execute a Task Order with BW2 Engineers, Inc. for Infiltration/Inflow Analysis Testing for the Southwest Part of the City**
12. **Consider Resolution 2017-2687 Authorizing the City Manager to Extend an Agreement with Valley View Consulting for an Additional Two Years for the Purpose of Investment Advisory Services**

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember McGee, to approve Consent Agenda Items #10 through #12. Motion carried 7-0.

ACTION AGENDA

13. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
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NO ACTION TAKEN

Council did not meet in Closed Session.

14. **Receive Capital Improvement Program (CIP) for Fiscal Year 2017-2018**

Assistant City Manager Ken Heerman explained capital improvement projects are non-operational, “big ticket” items/projects that typically require outside funding sources, such as debt issuance, grants, or lease/purchase arrangements. The City Charter calls for submission to Council of a five-year CIP budget, which provides an opportunity for Council to see a multi-year outlook that helps for planning purposes and to provide the framework for consideration of the current year’s budget and resulting tax rate.

Mr. Heerman stated after years of substantial growth and approaching substantial build-out, the community is more settled. Capital improvements related to basic infrastructure are widely supported and improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for the past few years has been in controlling on-going operating costs in a context of sustainability within the anticipated revenue base.

Potential capital projects relating to street projects and park projects have been identified and could be considered for a potential 2018 bond issuance. Details are as follows:

Street Projects

The City has a program to evaluate and maintain street infrastructure. Generally, needed street overlays are addressed each year in the annual budget, while bonds are issued periodically to fund street reconstruction projects as needed. Streets that have been identified as needing reconstruction within a 5 -7 year window total \$5M based on current costs. These will likely be addressed in two equal segments (FY 2018 - \$2,750,000 and FY 2023 - \$2,750,000), with debt issuance corresponding with reductions in exiting debt service.

Park Projects

Unity Park – This community park is heavily utilized by residents. Primarily constructed in the 1990's, and further supplemented with enhancements since, current identified needs are largely related to maintenance and/or rehab:

- Kids Kastle is substantially at the end of its useful life. It was constructed with treated wood that has been closely monitored to ensure safety, however it will require replacement. Plans are to use new recycled plastic materials that provide increased safety and less maintenance. The projected cost to complete this project is \$600,250.
- The ponds at Unity Park have been compromised with accumulation of silt, and will require dredging along with related improvements to mitigate this issue for the future. A drainage study for this area was completed in FY 2017 to identify the scope of improvements needed to address drainage considerations. The recommendation emanating from this study is to make improvements associated with a 50-year flood. The projected cost to complete this project is \$925,431.
- An expressed need for a softball field to complement the existing baseball fields prompts consideration to redevelop a section of the park for this addition. This will also include addressing adjacent sidewalk sections needing repair and adjustment to meet ADA guidelines. The projected cost to complete this project is \$1,021,250.

Brazos Park Parking Lot Extension – The original parking concept for this park included 104 parking spaces. At that time, it was decided to construct only a portion (54 spaces) of the parking lot concept and, in hopes of providing sufficient parking, a connection was added to allow use of the parking lot adjacent to the Municipal Complex. Resulting from popularity of these fields, the current parking is not sufficient to accommodate the number of people using the park. People are parking along side streets and on the grassy areas along Highland Village Road. An additional fifty (50) parking spaces are proposed. The projected cost to complete this project is \$353,000.

Sunset Point Park - This park site is classified as a mini park and serves local residents as a neighborhood park site that provides water access to Lewisville Lake. Developing the park site should help to eliminate existing erosion issues and safety concerns. Roadway completion will allow emergency vehicle access and turn around capabilities. Estimated cost for this is \$162,700. The design was completed in FY 2017. Public input was solicited, followed by City Council approval.

Victoria Park Walking Trail – The trail has deteriorated and is in severe need of replacement. Staff proposes to remove the three foot (3') asphalt track and replace it with a six foot (6') concrete trail. Estimated cost is \$198,000.

Mr. Heerman reported the City will have some debt expiring in FY 2018 and FY 2023, which would be an opportunity for potential debt issuance. Projects considered for Fiscal Year 2017-2018, which are listed above, could potentially be part of a future bond election totaling \$6M. He stated there may be some challenges next year depending on if any legislation is passed during the special session.

Mr. Heerman stated a preliminary look at five (5) year projections shows the ability to fund identified capital projects while maintaining the current tax rate and staying at the

minimum desired fund balance level. Further discussion is anticipated during the budget process regarding new programs and consideration of contingency for unexpected occurrences. He reported targeted windows, if considering bond issuance, are in Fiscal Year 2018 and Fiscal Year 2023, which coincide with reduction of exiting debt service. He also stated given the outlook, a tax rate reduction might be considered.

He suggested putting the street and park project bonds before residents for a vote. An election could be held in November, 2017 or in May, 2018. Councilmember McGee stated interest rates were low for our last bond package and asked Mr. Heerman if he felt the City could secure low interest rates for a future bond package. Mr. Heerman responded that all indications are that interest rates are starting to go up, but are still in a good range for 20-year bonds.

Mayor Wilcox stated this is the start of the annual budget process and encouraged residents to attend upcoming City Council meetings or for audiences to watch the meetings live from the City's website.

LATE WORK SESSION

- 15. 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.)**

- **35Express Project Update**

Mr. Leavitt provided the following update:

The Oak Drive/Lake Dallas Drive intersection, including the Texas u-turn, is expected to open after the 4th of July holiday.

AGL Constructors is continuing to work on the main lanes of I-35, laying the final permanent layer of pavement. Expect various lane closures on north and southbound I-35 between the hours of 8:00 p.m. and 6:00 a.m. during the week and until 10:00 a.m. on Saturday, July 1 and noon on Sunday, July 2. Specifically this week they are working on the southbound lanes between Business 121 to Whitlock Lane and northbound lanes between FM 3040 and Corporate Drive. Several ramps will be closed during this time as well.

Councilmember Jaworski asked the status of funding for Phase II of the 35Express Project. Mr. Leavitt stated staff and Council had received an update earlier this year that an announcement would come in May or June, and that Phase II might receive funding from the Federal Administration's Infrastructure Plan. However the plan still has not received approval by Congress.

Mayor Wilcox reported solicitors in Highland Village, per the ordinance, are allowed until sunset. Mr. Leavitt stated our ordinance does allow residents to post "No Solicitor" signs. He reported solicitors are required to register with the City and are made aware of rules and regulations, including allowed hours. He advised if a resident has a sign posted and a solicitor still comes to your door to contact the Police Department with the name of the organization. He also reported religious organizations are exempt from background checks, but still have to register with the City and are required to wear a badge that is visible.

Mayor Wilcox also reminded everyone fireworks are prohibited in the City, including City parks and Corps of Engineers property.

16. Adjournment

Mayor Wilcox adjourned the meeting at 8:15 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 07/11/17

SUBJECT: Consider Ordinance No. 2017-1228 Amending the Code of Ordinances Section 18.02.001 Increasing the City Homestead Exemption for Disabled Persons and Persons Age 65 and Over to \$75,000

PREPARED BY: Ken Heerman, Asst. City Manger

BACKGROUND:

Code of Ordinances §18.02.001 currently provides for a \$50,000 exemption in the taxable value of a residence homestead owned by people age 65 and over and those with a disability. This exemption has been in effect since 2000. With increases in real property valuation, it has been suggested the amount of that exemption amount should be considered. A review of many area cities with similar demographics to Highland Village shows that most have adopted an exemption of \$75,000 of the valuation.

IDENTIFIED NEED/S:

Based on the 2016 Certified Tax Roll, Highland Village showed a total of 1,167 residential properties having either the 65 and Over or Disabled Person exemption (out of a total of roughly 5,200 homes). The 65 and Over exemptions claimed totaled 1,141, with claims for the Disabled Persons exemption being 26. The average assessed valuation of these properties was \$313,265 – compared to the City average of \$344,913. The exemption amount is intended to reduce the tax burden on this demographic to address this groups' traditionally reduced earning potential. This is not reflective of a reduction in demand of City services.

PROGRESS TO DATE:

The exemption amount decreases the taxable value of the home, thus reducing the amount of associated property tax.

Based on the average value for properties having qualified for this exemption, the current \$50,000 exemption amount provides an annual savings of \$285 on the average valued homestead. Increasing the exemption to \$75,000 would provide an additional annual savings of \$142 in City property taxes on the average valued homestead. The property qualifying for exemption, based on the average valuation of \$313,265, would reflect an annual City property tax bill of \$1,357, compared to \$1,784 if the exemption amount remained unchanged.

Pursuant to staff request, the City Attorney has prepared an ordinance amending Sec. 18.02.001 of the Code of Ordinances increasing the exemption from \$50,000 to \$75,000 and providing a number of other clean ups to the section. The ordinance is written to be effective retroactively so that it applies to tax bills for the 2017 tax year. DCAD has a deadline of July

15th to make changes to the exemption amount to be reflected on the Certified Tax Roll. As this is an ordinance, Council will have an opportunity to approve only one reading before the deadline. But if it is desired by Council to include on the 2017 Tax Roll, they have agreed to accept notification of first read approval to make the change – to be followed up with the final approved ordinance when passed.

BUDGETARY IMPACT/ORDINANCE CHANGE:

At the current tax rate in effect, the annual budgetary impact would be a reduction in collected property taxes of \$166,000. The total annual income reduction from the 65 and Over / Disabled exemptions would now total \$500,000 annually.

RECOMMENDATION:

Council to approve Ordinance No. 2017–1228 as submitted.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2017-1228

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, CHAPTER 18 "TAXATION," ARTICLE 18.02 "PROPERTY TAX," SECTION 18.02.001 "HOMESTEAD EXEMPTION FOR DISABLED PERSONS AND PERSONS OVER 65" TO INCREASE THE AMOUNT OF THE EXEMPTION TO \$75,000; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council finds it to be in the public interest to amend the Code of Ordinances §18.02.001 to increase the amount of exemption from the assessed value of the residence homestead owned by a disabled person or person 65 years of age or older as authorized by Texas Tax Code §11.13;

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

SECTION 1. Chapter 18 "Taxation," Article 18.02 "Property Tax," Section 18.02.001 "Homestead Exemption for Disabled Persons and Persons Over 65" of the Code of Ordinances of the City of Highland Village, Texas, is amended to read as follows:

Sec. 18.02.001 Homestead exemption for disabled persons and persons 65 and over

(a) Pursuant to Texas Tax Code sec. 11.13(d) and (e), \$75,000.00 of the assessed value of a residence homestead owned by a person 65 years of age or older as of January 1 of the tax year shall be exempt from city ad valorem taxes if the owner of the residence homestead, or one of the spouses if the residence homestead is owned by a married couple, files an exemption application with the chief appraiser of the Denton Central Appraisal District in accordance with Texas Tax Code sec. 11.43 and is determined to qualify for said exemption.

(b) Pursuant to Texas Tax Code sec. 11.13(d) and (e), \$75,000.00 of the assessed value of the residence homestead of a disabled person who is disabled as of January 1 of the tax year shall be exempt from City ad valorem taxes upon the owner of the residence homestead, or one of the spouses if the residence homestead is owned by a married couple, files an exemption application with the chief appraiser of the Denton Central Appraisal District in accordance with Texas Tax Code sec. 11.43 and is determined to qualify for said exemption.

(c) A disabled person who is 65 year of age or older may not receive both the exemption provided in paragraph (a) and in paragraph (b) of this section, but may elect which exemption to receive.

(d) Any person who makes a false affidavit in claiming a residence homestead exemption provided by this section and who was determined to be qualified for said exemption based on the false information shall be subject to all

penalties, interest, and attorney fees that may accrue for the failure to timely pay ad valorem taxes to the City pursuant to this Code and the Texas Tax Code, in addition to other applicable criminal and civil penalties.

(e) For purposes of this section, "residence homestead" shall have the meaning set forth in Texas Tax Code sec. 11.13(j)(1).

(f) For purposes of this section, "disabled" shall have the same meaning set forth in Texas Tax Code sec. 11.13(m).

SECTION 2. Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

SECTION 3. This ordinance shall take effect upon its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village and shall be applicable to the taxable value of property within the City of Highland Village for the tax year beginning January 1, 2017, and it is accordingly so ordained.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 11TH DAY OF JULY, 2017.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE _____ DAY OF _____, 2017

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:7/5/17:87755)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 07/11/17

SUBJECT: Consider Resolution 2017-2688 Appointing a Member to Fill a Vacancy for a City Representative Position on the Highland Village Community Development Corporation

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

City ordinance states that Council shall make annual appointments to the City's Boards and Commissions no later than the second regularly scheduled Council meeting in September. Citizens interested in volunteering their time to serve on one of the City's boards or commissions may submit an application to the City Secretary's Office for consideration by Council.

The annual appointments are for terms of two years, unless an individual is appointed to fill a vacancy. A "term year" shall be from October 1st until September 30th of the following year. The terms shall expire on the 30th day of September of the second year.

In the case of a vacancy, the Council shall appoint a replacement to fill an unexpired term.

IDENTIFIED NEED/S:

The Highland Village Community Development Corporation is composed of seven (7) members, with at least three (3) members of the board of directors being persons who serve as Citizen Members. The remaining four (4) members of the board of directors serve as City Representatives, which can include City employees, officers or members of the City Council.

Former Deputy Mayor Pro Tem William Meek was appointed to a City Representative position on the Highland Village Community Development Corporation in September, 2015, for a term expiring on September 30, 2017. As a result of the May 6, 2017 General Election, Mr. Meek is no longer serving on City Council. Therefore a vacancy now exists on the Highland Village Community Development Corporation for a City Representative position.

OPTIONS & RESULTS:

The Council may take this time to consider and make an appointment to fill the vacancy of City Representative on the Highland Village Community Development Corporation, for the term expiring on September 30, 2017, or Council may choose delay filling this vacancy until September when other appointments are made to City boards and commissions.

PROGRESS TO DATE: (if appropriate)

As a result of the May 6, 2017 General Election, there is one vacancy for a City Representative position on the Highland Village Community Development Corporation.

Council discussed filling the vacancy earlier tonight during Early Work Session.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2017-2688 appointing a member to serve as City Representative on the Highland Village Community Development Corporation.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2017-2688

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING A MEMBER TO THE HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION TO FILL A VACANCY FOR AN UNEXPIRED TERM, AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Highland Village desires to make an appointment to the Highland Village Community Development Corporation to fill a vacancy for an unexpired term.

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

SECTION 1. The following person is hereby appointed to the indicated position on the Highland Village Community Development Corporation with a term ending as indicated below:

Name	Place	Expiration
_____	City Representative	September 30, 2017

SECTION 2. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED this the 11th day of July, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/5/17:87759)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17

MEETING DATE: 07/11/17

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

PREPARED BY: Angela Miller, 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 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.

- 35Express Update



UPCOMING EVENTS

Expected Absences: Councilmember McGee (July 11th, August 8th and August 22nd)

July 11, 2017 HV Community Development Board (4B) Mtg. 5:00 pm

July 11, 2017 Regular City Council Mtg. 7:30 pm

July 17, 2017 Park Board Mtg. 6:00 pm (if needed)

July 18, 2017 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

July 20, 2017 Public Art Advisory Board Mtg. 7:00 pm (if needed)

July 25, 2017 HV Community Development Board (4B) Mtg. 5:30 pm

July 25, 2017 Regular City Council Mtg. 7:30 pm

August 3, 2017 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

August 8, 2017 Regular City Council Mtg. 7:30 pm

August 15, 2017 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

August 17, 2017 Public Art Advisory Board Mtg. 7:00 pm (if needed)

August 21, 2017 Park Board Mtg. 6:00 pm (if needed)

August 22, 2017 Regular City Council Mtg. 7:30 pm

September 4, 2017 Labor Day Holiday (City Offices Closed)

September 7, 2017 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

September 12, 2017 Regular City Council Mtg. 7:30 pm

September 18, 2017 Park Board Mtg. 6:00 pm (if needed)

September 19, 2017 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

September 21, 2017 Public Art Advisory Board Mtg. 7:00 pm (if needed)

September 26, 2017 Regular City Council Mtg. 7:30 pm

UPCOMING EVENTS CALENDAR

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*****Please visit www.highlandvillage.org or the City Hall bulletin board for latest additions, updates and changes*****

By: Karen Bradley, Administrative Assistant - City Secretary Office