



**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, JULY 23, 2019**

Mayor Charlotte J. Wilcox called the meeting to order at 6:08 p.m.

Roll Call

| | | |
|----------------|---------------------|-------------------------------------|
| Present: | Charlotte J. Wilcox | Mayor |
| | Jon Kixmiller | Councilmember |
| | Michael Lombardo | Mayor Pro Tem |
| | Barbara Fleming | Deputy Mayor Pro Tem |
| | Tom Heslep | Councilmember |
| | Robert A. Fiester | Councilmember |
| | Daniel Jaworski | Councilmember |
| Staff Members: | Michael Leavitt | City Manager |
| | Ken Heerman | Assistant City Manager |
| | Kevin Laughlin | City Attorney |
| | Angela Miller | City Secretary |
| | Doug Reim | Chief of Police |
| | Mark Stewart | Assistant Police Chief |
| | Michael Thomson | Fire Chief |
| | Travis Nokes | Assistant Fire Chief |
| | Scott Kriston | Public Works Director |
| | Phil Lozano | Parks and Recreation Director |
| | Jana Onstead | Human Resources Director |
| | Sunny Lindsay | Information Services Director |
| | Crystal Babcock | Marketing Administrative Specialist |
| | Andrew Boyd | Media Specialist |

EARLY WORK SESSION

- 1. Discuss the General Fund Budget and Special Revenue Funds for Fiscal Year 2019-2020**

General Fund Budget

Assistant City Manager Ken Heerman reported Fiscal Year 2018-2019 is projected to have an ending fund balance of 32%, which is higher than originally anticipated. Relating to the proposed General Fund Budget for FY 2019-2020, Mr. Heerman stated the proposed base budget is \$18,260,005, which reflects a decrease of 3% from last year's budget. With the supplemental requests included in the proposed budget, there is a decrease of .7% from last year. He reported the City received the final property tax roll from Denton Central

Appraisal District (DCAD), which reflects an approximate decrease of \$60,000 less than predicted from property tax revenue.

Mr. Heerman reviewed the proposed budget for FY 2019-2020, detailing revenues, which include property tax, sales tax, and the following fees: franchise, licenses/permits, public safety, parks & recreation, municipal court, and interest income. Overall he reported a slight increase in revenues over the current fiscal year. He also provided a sales tax receipts history for FY 2015 through FY 2020; 2.9% is reflected for FY 2019 and 3.3% is anticipated for FY 2020. Mr. Heerman reported revenue from franchise fees will decline due to recent legislation relating to cable and telephone fees. Rather than the ability to charge for both fees, the new legislation only allows cities to charge for the lesser of the two (2). Overall, the end result for projected total revenues is an estimated 2.7% increase for FY 2019-2020.

Supplemental Requests

Supplemental requests for the FY 2019-2020 budget were shown. Initial requests totaled \$512,366, however after further review by City staff, that total amount was reduced to \$424,986, which is included in the proposed budget for next fiscal year.

Due to time constraints, Mayor Wilcox announced further budget discussions would continue during Late Work Session.

2. Receive an Update and Discuss Submission of a Resolution of Support relating to Expansion of Truck Lane Use Restrictions to include additional Corridors throughout the Dallas-Fort Worth Area

City Manager Michael Leavitt reported that currently some highways located within the Dallas-Fort Worth area have truck lane use restrictions. The Texas Department of Transportation and North Central Texas Council of Governments are presently studying several corridors throughout the Dallas-Fort Worth area to determine if truck lane use restrictions should be expanded to include additional locations, including the portion of IH 35E located adjacent to the City of Highland Village. The Texas Department of Transportation and North Central Texas Council of Governments will conduct a public hearing and are seeking comments from the public and the affected local entities until Monday, August 12, 2019 at 5:00 p.m.

Mr. Leavitt reported the expansion of such restrictions would improve the mobility and safety of travelers on highways, and City staff recommends supporting the expansion. If Council wishes to take formal action to support such, Mr. Leavitt added that a resolution has been included on tonight's regular meeting agenda, under consent. Consensus of Council was to move forward with the proposed resolution.

3. Clarification of Consent or Action Items listed on Today's City Council Regular Meeting Agenda of July 23, 2019

Relating to Agenda Item #12, Mayor Wilcox reminded everyone that Sue Tejml was nominated earlier this year by the Council to serve on the Denco Area 9-1-1 Board of Managers; she recommended Council's vote to reflect the same. Consensus of Council was to cast the City's vote for Sue Tejml.

Early Work Session ended at 7:27 p.m.

CLOSED SESSION

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)**

Council did not meet in Closed Session.

OPEN SESSION

5. Call to Order

Mayor Charlotte J. Wilcox called the meeting to order at 7:34 p.m.

Roll Call

| | | |
|----------------|---------------------|-------------------------------|
| Present: | Charlotte J. Wilcox | Mayor |
| | Jon Kixmiller | Councilmember |
| | Michael Lombardo | Mayor Pro Tem |
| | Barbara Fleming | Deputy Mayor Pro Tem |
| | Tom Heslep | Councilmember |
| | Robert A. Fiester | Councilmember |
| | Daniel Jaworski | Councilmember |
| Staff Members: | Michael Leavitt | City Manager |
| | Ken Heerman | Assistant City Manager |
| | Kevin Laughlin | City Attorney |
| | Angela Miller | City Secretary |
| | Doug Reim | Chief of Police |
| | Michael Thomson | Fire Chief |
| | Travis Nokes | Assistant Fire Chief |
| | Scott Kriston | Public Works Director |
| | Phil Lozano | Parks and Recreation Director |
| | Jana Onstead | Human Resources Director |
| | Crystal Babcock | ????? |
| | Andrew Boyd | Media Specialist |

6. Prayer to be led by Councilmember Tom Heslep

Councilmember Heslep gave the invocation.

7. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Tom Heslep

Councilmember Heslep led the pledges.

8. Visitor Comments

No one wished to speak.

9. City Manager/Staff Reports

- **Presentation of the 2019 Non-Profit of the Year Video**

The 2019 Non-Profit of the Year video was presented. Mr. Leavitt reported that each year, the Highland Village Business Association (HVBA) partners with the Flower Mound and Lewisville Area Chambers of Commerce to recognize the work of local non-profit organizations who serve our community and honors one non-profit as "Non-Profit of the Year". This year's winner is Ally's Wish, which grants a last wish to young, terminally ill mothers with children.

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**

Mayor Wilcox reminded everyone to participate in the survey that is available on the City's website. The survey is to gather thoughts about the community, businesses and restaurants in Highland Village. Mr. Leavitt reported there has been over 550 survey responses so far.

National Weather Service Recognition of Highland Village as a StormReady Community

Highland Village was recognized as a StormReady Community by the National Weather Service. The StormReady program recognizes communities that have the necessary communication and safety program in place to save lives and property before, during and after a weather event. City Manager Michael Leavitt commended Chief Thomson for taking the initiative and making this a reality to help keep our residents safe.

CONSENT AGENDA

11. **Consider approval of Minutes of the Regular City Council Meeting held on June 25, 2019**
12. **Consider Resolution 2019-2825 casting the City's Vote for Representation to the Denco Area 9-1-1 District Board of Managers**
13. **Consider Resolution 2019-2826 receiving an Annual Report from the Highland Village Community Development Corporation and Approving the Facilities Development Capital Improvement Program (FDCIP)**
14. **Consider Resolution 2019-2827 awarding and authorizing a Contract with Reynolds Asphalt & Construction Company for the 2019 Asphalt Overlay Project**
15. **Consider Resolution 2019-2828 supporting the Expansion of Truck Lane Use Restrictions to include additional Corridors throughout the Dallas-Fort Worth Area**
16. **Consider Resolution 2019-2829 authorizing the City Manager to Enter into an Interlocal Agreement with Denton County for Collection of Ad Valorem Taxes**
17. **Receive Budget Reports for Period Ending May 31, 2019**

Relating to Agenda Item #12, Mayor Wilcox reported the consensus of the Council during the Early Work Session discussion was to cast a vote for Sue Tejml to serve as a member of the Denco Area 9-1-1 District Board of Directors.

Motion by Mayor Pro Tem Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #11 through #17. Motion carried 7-0.

ACTION AGENDA

18. 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)**

NO ACTION TAKEN

Council did not meet in Closed Session.

LATE WORK SESSION

Discussion during Early Work Session relating to Agenda Item #1 was continued in Late Work Session.

1. Discuss the General Fund Budget and Special Revenue Funds for Fiscal Year 2019-2020

A status update was presented on the 2018 Bond Projects. As part of the Unity Park Pond Expansion project, staff was hoping to include within the scope of the project improvements that would address a 50-year flood occurrence. However, Mr. Heerman reported bids for the pond improvement project exceeded the amount of funds budgeted. With that, City staff recommended rejecting all bids and reducing the scope of the pond expansion project to fit within the bond budget. Councilmember Heslep asked if bids have been received for the Kids Kastle project; Mr. Heerman reported they have not. He added that City staff will also seek sponsors for the Kids Kastle project to help offset costs. Parks and Recreation Director Phil Lozano reported a future date will be scheduled for design input with the three (3) local elementary schools in Highland Village, with bids probably awarded in late October/early November 2019. Mr. Leavitt reported an update would also be provided to residents regarding the pond project. He added there is still the need for improvements downstream, which can possibly be included in the budget process over the next few years; he added that the 2018 bond proceeds cannot be used for the improvements downstream.

Mr. Heerman presented a Five-Year Forecast, which included revenue and fund balance projections. He reported the City's future revenue will be impacted by SB 2. He added that approximately \$200,000 is all that would be available for capital projects in future years due to the revenue cap. Councilmember Jaworski asked if Lewisville ISD was going to assist in the funding of the second school resource officer in Highland Village. Mr. Leavitt reported the City received notice today that LISD would be terminating the joint use agreement with the City and proposing new agreements, so probably not.

Mr. Heerman reported the Utility Fund and Special Revenue Funds would be presented at the August 13th City Council meeting.

19. Discuss the Schedule for Annual Board and Commission Appointments

Mayor Wilcox reported she will be out of town and will miss the September 10 City Council meeting, which is usually when Council hosts a Meet and Greet with residents wanting to serve on a board or commission. She requested the Meet and Greet be moved to the September 24 City Council meeting. Consensus of Council was to hold the Meet and Greet on September 24.

20. 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.)

No items were discussed.

21. Adjournment

Mayor Wilcox adjourned the meeting at 8:48 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary