



A G E N D A
REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, JULY 8, 2025 at 6:00 P.M.

EARLY WORK SESSION
Training Room – 6:00 P.M.

Convene Meeting in Open Session

1. **Receive a Presentation and Discuss the General Fund Budget for Fiscal Year 2025-2026**
2. **Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 8, 2025**

CLOSED SESSION
Training Room

3. **Hold a Closed Meeting in accordance with the following Section(s) 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)**

(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.)

OPEN SESSION
Council Chambers – 7:00 P.M.

4. **Call Meeting to Order**
5. **Prayer led by Councilmember Rhonda Hurst**
6. **Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Rhonda Hurst: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."***

We are committed to promoting a spirit of integrity, partnership and excellence of service for the benefit of our citizens, guests and neighboring communities; to ensure that Highland Village continues to be a vital and dynamic city with a vision for the future.

7. **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 to Commemorate the 50th Anniversary of the Highland Village Police Department**
8. **City Manager/Staff Reports**
 - **DCTA Board Meeting Update**
 - **Experience Highland Village Video Presentation**
9. **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.)*

Anyone wishing to address the City Council on any item posted on the City Council agenda for possible action, including matters placed on the Consent Agenda or posted as a Public Hearing, must complete a Speakers' Request Form available at the entrance to the City Council Chambers and present it to the City Secretary prior to the Open Session being called to order. Speakers may be limited to three (3) minutes and given only one opportunity to speak on an item. Other procedures regarding speaking on matters posted for action on the City Council agenda are set forth on the Speakers' Request Form. Subject to applicable law, the City Council reserves the right to modify or waive at any time the procedures relating to members of the public speaking on matters placed the Council's agenda.

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. An item will be moved to the Action Agenda for discussion if a Speaker's Request Form is submitted indicating the person desires to comment on an item posted on the Consent Agenda.

10. **Consider approval of Minutes of the Regular City Council Meeting held on June 24, 2025**
11. **Consider Resolution 2025-3196 awarding and authorizing a Contract with Advanced Paving Company for the 2025 Street Asphalt Overlay and Copperas Branch Park Parking Overlay Project**
12. **Receive the Capital Improvement Program (CIP) for Fiscal Year 2025-2026**
13. **Consider Resolution 2025-3198 authorizing the City Manager to Enter into an Interlocal Agreement with Denton County for Collection of Ad Valorem Taxes**
14. **Receive Budget Reports for Period ending May 31, 2025**

ACTION AGENDA

15. Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) 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)
16. Discuss and Consider all Matters Incident and Related to approving and authorizing Publication of Notice of Intention to Issue Certificates of Obligation, including the adoption of Resolution 2025-3197 Pertaining Thereto

LATE WORK SESSION

(Items may be discussed during Early Work Session, time permitting)

17. Receive a Presentation and Discuss Highland Shores Boulevard Reconstruction Project Design
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 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 3RD DAY OF JULY 2025 NOT LATER THAN 6:00 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 for additional information.

Removed from posting on the _____ day of _____, 2025 at _____
am / pm by _____.



CITY COUNCIL MEMORANDUM AGENDA ITEM 1

MEETING DATE: July 8, 2025

SUBJECT: Receive a Presentation and Discuss the General Fund Budget for Fiscal Year 2025-2026

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

City staff will provide a presentation on the Fiscal Year 2025-2026 General Fund Budget.

BUDGETARY IMPACT

Included within the presentation.

RECOMMENDATION

This item is for informational purposes only.



CITY COUNCIL MEMORANDUM AGENDA ITEM 7

MEETING DATE: July 8, 2025

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen McCoy, Executive Assistant

BACKGROUND

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 to Commemorate the 50th Anniversary of the Highland Village Police Department

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A

Proclamation

The City of Highland Village

Whereas, the City of Highland Village, Texas, was incorporated in 1963 and has continually strived to provide a safe and secure environment for its residents and visitors; and

Whereas, on July 8, 1975, the City Council of Highland Village officially created the Highland Village Police Department in response to the growing need for a dedicated law enforcement agency to serve and protect the community; and

Whereas, the establishment of the Police Department marked a pivotal moment in the City's development, ensuring that professional and accountable public safety services would be available to the citizens of Highland Village; and

Whereas, the Highland Village Police Department has, since its inception, upheld a proud tradition of service, integrity, and excellence, evolving to meet the changing needs of the community while embracing innovation and community policing; and

Whereas, the Department has been led by a succession of committed law enforcement professionals, sworn officers, and civilian staff who have contributed to the safety and well-being of the City through decades of dedicated service.

NOW THEREFORE, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, hereby recognizes, honors and celebrates the founding of the Highland Village Police Department and celebrates 50 years of unwavering service to the community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 8th day of July 2025.

Charlotte J. Wilcox, Mayor



CITY COUNCIL MEMORANDUM AGENDA ITEM 8

MEETING DATE: July 8, 2025

SUBJECT: City Manager/Staff Reports – DCTA Board Meeting Report for June 26, 2025

PREPARED BY: Paul Stevens

BACKGROUND

Following is a report from the DCTA Board Meeting, which was held on June 26, 2025. Consent agenda items were all approved and are as follows:

1. Consider Approval of Monthly Financial Statement for April 30, 2025
2. Consider Approval of a Cooperative Purchasing Agreement with Washington State Department of Enterprise Services for Transit Buses, Contract 06719
3. Consider Approval of Regular Meeting Minutes May 22, 2025

The regular agenda items, which needed action, were approved. The items are as follows:

1. Discuss Update on A-train Enhancement Program and Project Delivery Alternatives

DCTA continues to advance key elements of the A-train Enhancement Program, anticipated to occur in three (3) phases, including: runtime improvements, corridor extension to Downtown Carrollton, and construction of track and signal infrastructure to enable 15-minute operating frequency.

Task Order 1 with HW Lochner, DCTA's Program Management consultant, has focused on validating track geometry and operating conditions along with the design for curve and speed improvements to implement Phase 1 with increased speed and reduced overall runtime on the corridor.

Key Highlights

• Validated Technical Basis for Curve and Speed Enhancements

Using AREMA-based modeling and geometry data collected in 2023–2024, the consultant team confirmed that many curves already meet or can meet higher speed thresholds with minimal upgrades. Design has been completed for these upgrades and construction estimates are underway for speed code upgrades and minor civil construction along the corridor.

• Cost Refinement Reduces Near-Term Design Commitments for Downtown Carrollton

The design scope focuses 30% design work on the Downtown Carrollton extension, while treating 15-minute headway improvements at a 15% conceptual level. This reduces anticipated cost from \$7.1M to \$4.6M and labor hours by nearly half.

• Program Schedule Phased by Element

The master program schedule distinguishes workstreams for curve/speed improvements, the Carrollton extension, service headways, and the Corinth station. Each phase includes its own timeline for design, funding, and construction planning.

• Delivery Method Evaluation

Underway Staff are evaluating multiple project delivery models — including Design-Bid-Build (DBB), Construction Manager at Risk (CMAR), and Progressive Design-Build (PDB). Each model has advantages depending on project complexity, risk profile, stakeholder coordination needs,



CITY COUNCIL MEMORANDUM AGENDA ITEM 8

and market conditions. Staff will seek feedback from the Board on preferred project delivery method for the Downtown Carrollton extension, which could cause revision to the upcoming design scope.

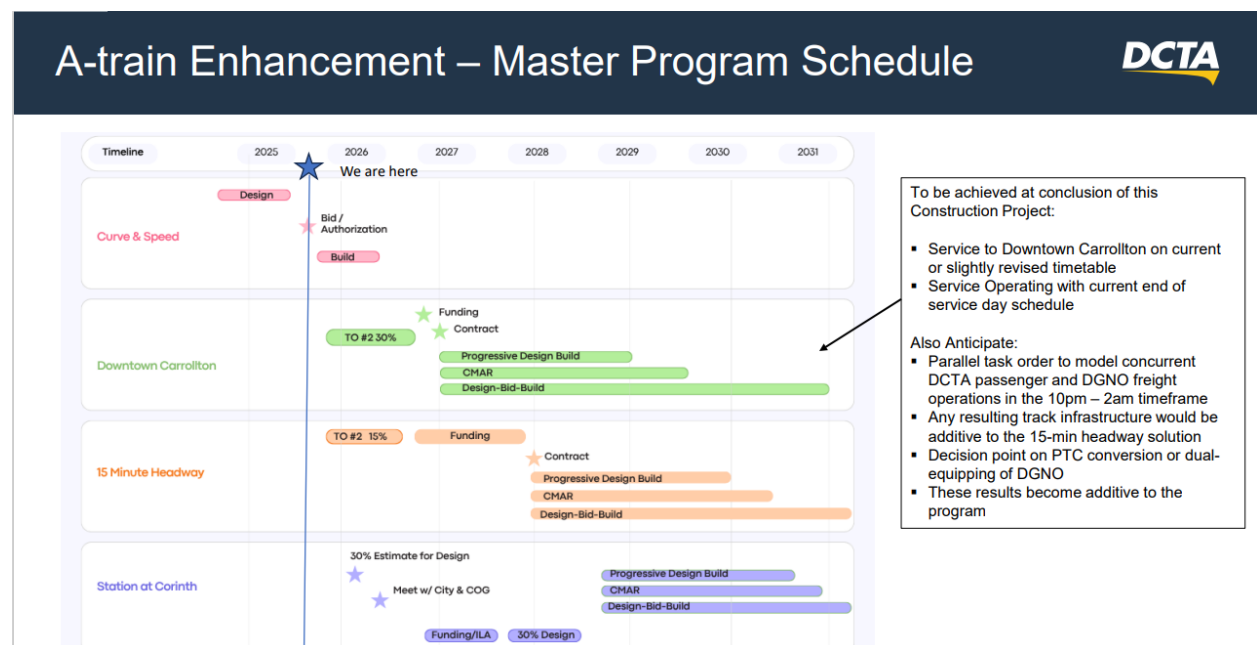
Delivery Method Considerations

- Factors Under Evaluation Include:
 - Project size and schedule sensitivity
 - Coordination with DGNO and DART
 - Regulatory requirements and grant funding alignment
 - Level of control vs. risk-sharing desired by DCTA
 - Contractor interest and readiness in the North Texas market

Peer Practices Noted: DART has increasingly shifted from DBB to CMAR/Design-Build in recent projects, citing reductions in change orders and improved delivery outcomes.

Next Steps

- Conclude design validation and cost modeling for curve and speed (June 2025)
- Complete estimate for curve and speed construction (June 2025)
- Complete comparative evaluation and recommendation of delivery options (Summer 2025)
- Return to the Board in July/August with updated scope, cost, and procurement strategy for consideration for:
 - Curve and Speed Enhancements
 - Extension to Downtown Carrollton
- Initiate phased procurement and permitting steps (Fall 2025 onward)
- Staff anticipates future Program Management Task Orders to provide design development for the Downtown Carrollton extension and conceptual work related to 15-minute headways, as well as additional operational modeling to understand infrastructure requirements that enable concurrent freight and passenger operations in the nighttime hours.





CITY COUNCIL MEMORANDUM AGENDA ITEM 8

2. Discussion of the Proposed Fiscal Year (FY) 2026 Operating & Capital Budget and Reserve Policies

This was a very in-depth presentation. Attached is a link to the Power Point presentation.

[2026 Operating & Capital Budget and Reserve Policies](#)

3. Discuss and Consider Approval of a Task Order with Structured Construction, LLC in the Amount Not to Exceed \$141,613.43 for the Construction Renovation of the Denton County Transportation Authority Administrative Headquarters at 1955 Lakeway Drive, Suite 260 and 265 in Lewisville, Texas

Background In response to DCTA's growing administrative and operational needs, the Board took action in the March 2025 Regular Meeting to expand office capacity at its headquarters located at 1955 Lakeway Drive in Lewisville. As a result, DCTA pursued an expansion into the adjacent Suite 265, adding 5,088 square feet of office space under a Triple Net Lease (NNN) structure. The briefing in March 2025 identified programmatic cost estimates for interior renovations, IT infrastructure, access control, and security. Since then, staff has refined those cost estimates and prepared a Task Order with Structured Construction for interior renovation.

Staff has also refined cost estimates with a different contractor for IT infrastructure, access control, and security that total \$70,000 for that work. This contract is within the CEO's signature authority and does not require Board approval.

This strategic move aligns with long-term goals to drive organizational efficiency and future service opportunities.

The overall expansion includes:

- Construction build-out in Suite 265 and incidental work in Suite 260
- Installation of IT infrastructure (structured cable, access points, A/V systems, and access control)
- Purchase of furniture, fixtures, and equipment (FFE) to outfit new workstations, offices, and shared spaces in Suite 265

Summary of Construction Work Covered Under This Board Item:
Suite 265 – Estimated Cost: \$107,070.96 The construction scope for Suite 265 includes a full interior build-out to convert the raw space into functional administrative offices. Key components include:

- Demolition of existing interior elements to prepare for new layout
- Framing and drywall to construct new office walls, shared workspaces, and collaboration areas
- Installation of doors and hardware for enclosed offices and conference rooms
- Painting of all wall surfaces to meet DCTA's standard interior finish palette
- Flooring installation throughout the suite for consistency and durability

17 Regular Agenda Item 03, Memo

- Electrical relocations and new wiring to support new wall layouts, outlets, lighting, and data locations resulting from the revised floor plan

Suite 260 – Estimated Cost: \$10,940.23

Work in Suite 260 involves selective upgrades and adjustments to support integration with the expanded space in Suite 265:

- Demolition of targeted areas to open connectivity and optimize workspace use
- Painting of modified areas
- Flooring replacement in Suite 260 modified area to align with new finishes in Suite 265



CITY COUNCIL MEMORANDUM AGENDA ITEM 8

- Electrical modifications to relocate outlets, switches, and lighting as required by demolition and new wall configurations

The not to exceed amount above includes a 20% contingency that would cover any unforeseen conditions related to the construction effort. The expansion of Suite 265 represents an infrastructure improvement that supports the agency's operational effectiveness and positions DCTA for future growth.

4. Discuss and Consider Approval of a Resolution Approving Budget Revision 2025-11 in the amount of \$259,603.43 for the Construction Renovation of the Denton County Transportation Authority Administrative Headquarters at 1955 Lakeway Drive, Suite 260 and 265 in Lewisville, Texas

In response to DCTA's growing administrative and operational needs, the agency initiated efforts earlier this year to expand office capacity at its headquarters located at 1955 Lakeway Drive in Lewisville.

This strategic move aligns with long-term organizational goals around workspace efficiency, interdepartmental coordination, and future service growth opportunities.

The expansion includes:

- Construction build-out of Suite 265 and incidental work in Suite 260
- Installation of IT infrastructure (structured cabling, access points, A/V systems, and access control)
- Purchase of furniture, fixtures, and equipment (FFE) to outfit new workstations, offices, and shared spaces

Details of Construction Work:

- Suite 265 (\$107,070.96) Includes demolition, framing/drywall, doors and hardware, painting, and flooring
- Suite 260 (\$10,940.23) Includes selective demolition, painting, and flooring to integrate with the expanded footprint

IT Infrastructure:

- Structured cabling, wireless access points, workstation connectivity, and A/V installations \$30,000
- Access control systems for security and entry management \$40,000

FFE Elements:

- Suite 265: Includes 12 cubicles, office furniture for 6 offices, kitchen equipment, conference table, shared seating, lobby furniture

Details of Maintenance and Utilities for Suite 265 through end of FY25:

- Common Area Maintenance/ Taxes/ Insurance: \$5,400 – 3-month total (Jul, Aug, Sept)
- Facilities Maintenance (Janitorial, Waste removal, pest control, misc): \$5,400 (Aug, Sept)
- Utilities (Electricity and Gas): \$3,000

The expansion of Suite 265 represents a critical infrastructure improvement that supports the agency's operational effectiveness and positions DCTA for continued growth. This investment ensures that staff have the workspace, technology, and environment necessary to support service delivery and strategic goals.



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5. Discuss Update on Consolidated Denton County Transportation Authority (DCTA) Customer Service Function

The DCTA Customer Service Department is the central hub for transit-related inquiries, handling calls through a centralized phone line and providing in-person support at the Downtown Denton Transit Center (DDTC). In October 2023, an initial briefing was conducted to explore opportunities for improving customer service functions. This effort coincided with hiring a new Customer Service Manager to lead these initiatives.

Key developments since then include the successful transition of NTMC customer service employees to DCTA, fostering a more integrated approach to customer service delivery. Call volume data pulls for Fiscal Year (FY) 2024 and Fiscal Year (FY) 2025 Year-To-Date (YTD) have also provided updated insights to inform decision-making and service optimization.

The team has also explored insourced customer service options for the GoZone service to streamline operations and enhance customer experience. With the recent solicitation for continuing GoZone service, staff gained clarity on the cost of GoZone customer service for the next 3 – 5 years. This enabled the completion of financial analysis for insourcing alternatives that will be reviewed in this item.

This discussion seeks to update the Board on our progress, explore the potential benefits of a unified service model, and gain Board feedback on the potential path forward.

6. Discuss and Consider Authorizing the Chief Executive Officer (CEO) to Apply for Bus and Bus Facilities Grant Competitive Program with 15% Local Matching Funds in Amount of \$405,000 to Purchase Three (3) 35' Diesel Transit Buses

The Federal Transit Administration (FTA) provides capital assistance through the 5339(b) Bus and Bus Facilities Discretionary Grant Program to support the replacement, rehabilitation, and purchase or leases of buses and related equipment, as well as the construction, rehabilitation, purchase, or lease of bus-related facilities. This includes the advancement of low or no-emission vehicle technologies. Funding under this program is awarded through a competitive process to designated recipients, states, local governmental authorities and Indian tribes. DCTA staff is currently preparing a grant application under the Fiscal Year (FY) 2025 funding opportunity of the Bus and Bus Facilities Discretionary Program to request funding for the purchase of three (3) 35' diesel transit buses. This initiative aligns with our revenue fleet plan. The application requires a commitment of 15% local matching funds. Staff is requesting capital, through the annual budget process, to purchase three (3) Diesel Transit Buses in FY2026 and is recommending purchase of three (3) additional Diesel Transit Buses in FY2027. Staff anticipates the buses being purchased with FY2025 budget authority will be the standard for the agency moving forward. The purchase price of those buses was approximately \$773K each, with contingency. Considering the buses purchased with a potential grant award would likely be ordered at least one (1) year from now, it is appropriate to escalate the cost estimate based on what we have seen in the escalation of costs on the current Washington State DOT contract. Therefore, staff is assuming a not to exceed amount of \$900,000 per bus for this request, or \$2.7M total. The 15% local match for this purchase is \$405,000. These are not to exceed amounts that will only be spent if the grant is awarded. Because there is no guarantee of a grant award and given the agency's need to purchase six (6) new buses with FY2025 and FY2026 authority, staff intends to proceed with a standard purchase of three (3) buses using FY2026 authority if the purchase is approved in the FY2026 budget. This advance authority is in support of the planned FY2027 purchase.



CITY COUNCIL MEMORANDUM AGENDA ITEM 8

For your convenience, here is a link to the agenda packet:

[DCTA Agenda Packet June 26, 2025](#)

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A



CITY COUNCIL MEMORANDUM AGENDA ITEM 10

MEETING DATE: July 8, 2025

SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on June 24, 2025

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

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

Council is encouraged to contact the City Secretary's Office prior to the meeting if there are any suggested changes. Upon doing so, staff can 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, or could be moved to a future meeting for approval.

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.

BUDGETARY IMPACT

N/A

RECOMMENDATION

To approve minutes of the Regular City Council Meeting held on June 24, 2025.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, JUNE 24, 2025**

EARLY WORK SESSION

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

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Robert Fiester	Deputy Mayor Pro Tem
	Brian A. Fiorenza	Mayor Pro Tem

Absent:	Rhonda Hurst	Councilmember
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Staff Members:	Paul Stevens	City Manager
	Joe Gorfida, Jr	City Attorney (arrived at 6:25 p.m.)
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Police Chief
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Kim Lopez	Human Resources Director
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing and Communications Director

1. Review the Capital Improvement Program (CIP) Budget for Fiscal Year 2025-2026

Finance Director Miller presented a status update on street/drainage improvements and park improvement projects funded from the most recent bond program in 2021. She also reported issuance of certificates of obligation are proposed in 2025 for the Highland Shores Boulevard and Highland Village Road projects, with a possible 50% match included in Denton County's 2022 Bond Program.

In 2024, a tax note of \$2,758,000 was issued to replace larger, equipment items over the next few years for the Police, Parks, Streets and Drainage Departments. Ambulances and a brush truck were also included for the Fire Department.

Director Miller presented drainage and facilities projects identified for inclusion with a 2028 bond issuance. Based on the Copperas Branch Park Master Plan, a list of potential

projects was shown. Director Miller reported there will be capacity to fund \$4M of those projects in the 2028 bond issuance.

Capital Improvement Program

Director Miller reported the program would include a proposed bond issue in FY 2025 to fund the Highland Shores Boulevard and Highland Village Road construction projects, with another projected in FY 2028 for the remaining street/drainage projects, facility improvements and park improvements.

Budget presentations will continue at each meeting through July and August, with public hearings and approvals in September.

Relating to the Facilities Projects referenced in the presentation, City Manager Stevens added that a facilities assessment was done and the City Hall foundation project was identified. Public Work Director Kriston reported that a portion of the foundation on the Police Department side of the Municipal Complex has sunk several inches. He provided some history on issues with the building since it was first completed. Based on a third-party assessment, recommendation is removal/replacement of a portion of the foundation located in the Administrative offices area of the Police Department.

2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for June 24, 2025

Relating to Agenda Item #15, City Secretary Miller reported Council had received resumes for the two nominees and that tonight's item allows for Council to cast their vote for one of the nominees.

Relating to Agenda Item #12, Mayor Pro Tem Fiorenza asked for clarification on some of the services provided in the Task Order. Director Kriston reported the cost is for engineering and surveying services.

Relating to Agenda Item #13, Mayor Pro Tem Fiorenza asked for clarification on work to be done. Director Kriston reported this project is for the roofing membrane to be replaced on the buildings.

Early Work Session ended at 6:33 p.m.

CLOSED SESSION

3. Hold a Closed Meeting in accordance with the following Section(s) 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 Meeting to Order

Mayor Wilcox called the meeting to order at 7:00 p.m.

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Robert Fiester	Deputy Mayor Pro Tem
	Brian A. Fiorenza	Mayor Pro Tem
Absent:	Rhonda Hurst	Councilmember
Staff Members:	Paul Stevens	City Manager
	Joe Gorfida, Jr.	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Police Chief
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Kim Lopez	Human Resources Director
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing and Communications Director

5. Prayer led by Councilmember Shawn Nelson

Councilmember Nelson gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Shawn Nelson

Councilmember Nelson led the Pledge of Allegiance to the U.S. and Texas flags.

7. 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

No items were reported.

- **Presentation of Proclamations, Awards, and Recognition celebrating the Retirement of Assistant Chief Mark Stewart**

Mayor Pro Tem Fiorenza read a resolution and presented a flag that flew over the capital from Senator Tan Parker's office recognizing Assistant Chief Stewart. Mayor Wilcox and Chief Reim also recognized Assistant Chief Stewart's retirement with a proclamation and plaque.

8. City Manager/Staff Reports

City Manager Stevens reported on the launch of a safe routes to school survey for parents of children attending Highland Village schools, and encouraged residents to participate in the survey.

- **The Village Report**

The Village Report provided a recap of the recent Celebrate Highland Village event.

9. Visitor Comments

The following person spoke:

Brynn Haag (620 Timber Way) – Ms. Haag voiced concern about a proposed roundabout at Highland Shores Boulevard and Hillside. She reported her concern is about pedestrians, specifically children trying to cross Highland Shores Boulevard, and that cars traveling westbound on Highland Shores Boulevard are coming over a hill, and without having to come to a complete stop, it could make the area dangerous.

CONSENT AGENDA

10. **Consider approval of Minutes of the Regular City Council Meeting held on June 10, 2025**
11. **Consider Ordinance 2025-1325 amending Section 20.03.053 of the City's Code of Ordinances to repeal Certain School Zones relating to Highland Village Elementary School and Making Other Amendments (2nd and final read)**
12. **Consider Resolution 2025-3193 authorizing a Task Order with SPI, Inc. for Engineering and Survey Services related to the Highland Shores Boulevard Underdrain System Project**
13. **Consider Resolution 2025-3194 awarding and authorizing a Contract with Chamberlin Dallas, LLC for the Public Works and The Robert & Lee DuVall Center TPO Roof Replacement Project through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System Program (TIPS)**

Motion by Councilmember Nelson, seconded by Councilmember Cox, to approve Consent Agenda Items #10 through #13. Motion carried 6–0.

ACTION AGENDA

14. **Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) 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

15. **Consider Resolution 2025-3195 casting the City's Vote for a Member to the Denco Area 911 District Board of Managers**

VOTE CAST FOR STEVE SO

APPROVED 6 - 0

Mayor Wilcox reported Council had received some clarification during Early Work Session on this item and that two nominations had been submitted by participating cities for Council consideration.

Motion by Mayor Pro Tem Fiorenza, seconded by Deputy Mayor Pro Tem Fiester, to approve Resolution 2025-3195 casting the City's vote for Steve Southwell as a member to the Denco Area 911 District Board of Managers. Motion carried 6-0.

LATE WORK SESSION

16. **Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific 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.

17. **Adjournment**

Mayor Wilcox adjourned the meeting at 7:29 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

MEETING DATE: July 8, 2025

SUBJECT: Consider Resolution 2025-3196 authorizing and awarding a contract with Advanced Paving Company for the 2025 Street Asphalt Overlay and Copperas Branch Park Parking Overlay Project

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND

The City of Highland Village typically overlays certain asphalt roadways each year as part of the City's Pavement Condition Index Program (PCI) to assist in maintaining these roadways and increasing their longevity. City staff targets existing roadways that have shown pavement deterioration and/or pavement failures. City staff identified Craig Circle and Spruce Drive as meeting the criteria for recommended asphalt overlay improvements as part of the City's PCI Program. The roadways will have new asphalt pavement placed on them. Also, wedge milling of the edges of the pavement will be done in order to facilitate connection to existing driveways. The project also includes the Copperas Branch Park and Marina Parking Lots in order to assist in maintaining these parking areas and increasing their longevity. Public Works budgets \$230,000.00 annually for an asphalt overlay project. The Parks Department budgeted \$209,000.00 for an asphalt overlay project.

The City issued the project for bid for the asphalt overlay improvements for these roads and parking areas. The bids were received on Thursday, June 26, 2025 for the project from six general contractors. The bid total for each responsive bidder is provided below:

BIDDER	TOTAL BID
Advanced Paving Co.	\$277,567.50
Texas Materials	\$383,835.01
JWC Excavation	\$446,218.15
Overland Corporation	\$510,207.10
Reynolds Asphalt and Construction Co.	\$526,329.00
K Tillman Construction	\$1,735,756.00

The lowest responsive bidder is Advanced Paving Company with a total bid in the amount of \$277,567.50. The bid has been reviewed and evaluated and is considered the lowest responsive bid. Advanced Paving Company has completed previous projects in the City, and they have sufficient resources to construct this project.

BUDGETARY IMPACT

Funded through the General and Corp. Lease Funds.

General Fund – Streets Division - \$146,881.25

Corp Lease Fund – Parks Dept. - \$130,686.25

RECOMMENDATION

To approve Resolution 2025-3196 awarding and authorizing a contract with Advanced Paving Company for the 2025 Street Asphalt Overlay and Copperas Branch Park Parking Overlay.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3196

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDING AND AUTHORIZING A CONTRACT WITH ADVANCED PAVING COMPANY FOR THE 2025 STREET ASPHALT OVERLAY AND COPPERAS BRANCH PARK PARKING OVERLAY PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration, having solicited, received, and reviewed the bids for the 2025 Street Asphalt Overlay and Copperas Branch Park Parking Overlay Project (the "Project"), has determined that Advanced Paving Company (the "Contractor") has submitted the lowest responsive bid in an amount of \$277,567.50, and recommends award of a contract for the Project to the Contractor; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and authorize the above-described contract.

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 execute a contract with Advanced Paving Company in the amount of \$277,567.50 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

SECTION 2. This Resolution shall become effective immediately upon passage.

PASSED AND APPROVED THIS 8TH DAY OF JULY 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/1/2025:4903-8625-5854 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

MEETING DATE: July 8, 2025

SUBJECT: Receive Capital Improvement Program (CIP) for Fiscal Year 2025-2026

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

The City Charter calls for submission to Council of a five-year capital budget. This provides opportunity for Council to see a multi-year outlook for planning purposes. In essence, this should provide the framework for consideration of the current year's budget and resulting tax rate.

Capital improvements currently in process, as well as additional proposed programs have been identified by City Staff. The potential programs can come from various sources including City Council, boards/commissions, residents, and Staff members. These projects are non-operational, "big-ticket" items that typically require outside funding sources such as debt issuance, grant, or lease/purchase arrangements.

A summary of the identified programs follows – presented in context of a five-year window. With the City nearing build-out, there are limited capital programs anticipated in relation to primary City infrastructure. As substantial build-out approaches, capital improvements are largely related to basic infrastructure. Improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for will continue to be that of controlling on-going operating costs in a context of sustainability within the anticipated revenue base. A focus on staffing has been to maintaining existing staffing levels if possible – with emphasis on efficiency and leveraging technology enhancements to not compromise the high level of service that currently exists, with new positions to be evaluated only if a demonstrated need warrants consideration. A five-year outlook will be developed including the capital program recommendations, with the current year of the five-year outlook serving as the proposed FY 2026 Budget. The capital program recommendations were largely developed in FY 2021 in conjunction with a bond issuance, and are continued – and refined over the next few years. The multi-year outlook is intended to provide a larger picture to serve as framework for the current year consideration. Outstanding projects at this time are related to the Capital Projects Fund, specifically the 2022 bond program. The following tables depict a summary of the capital projects in process as well as potential projects to be considered in the subsequent five years. Debt issuances are timed Capital Improvement Program to coincide with reduction in scheduled debt service to minimize impact to the tax rate. The next issuance opportunity would likely be at the end of the five-year outlook in FY 2027 or 2028.

BUDGETARY IMPACT

Current-Year Capital Projects

2021 Certificate of Obligation

Expiring debt in FY 2022 provided an opportunity to address identified capital projects that would be funded with a bond issue. Accordingly, a certificate of obligation was issued to address targeted rehab / maintenance projects for both streets and parks. Additionally, a new program is to be introduced through this issuance – constructing cabins in Pilot Knoll Park to enhance camping options, also providing an ongoing revenue source for the Corps leased parks operations. Public Works, in consultation with the City Engineering firm, identified projects within



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

an ongoing infrastructure assessment process that would have priority need of being addressed in the next five years. Concurrently, a process was initiated with the Parks and Recreation Advisory Board to provide priority and recommendations to potential capital improvements identified by board members and City Staff. The exercise was in context to consideration of three upcoming windows (FY 2022, FY 2025, and FY 2028) coinciding with expiring debt. A recommendation was provided to City Council – ultimately determining the project list associated with the debt issued. In turn, the Certificate of Obligation issued in 2021 totaled \$15M.

Proposed Bond Issue	Existing
	FY 2021
Street / Drainage Improvements	\$8,850,000
Park Improvements	\$6,413,400
	\$15,263,400

A number of streets will be improved as part of this issue. These street improvements will be accomplished in several phases in an effort to concentrate on different areas of the City, one area at a time, in an effort to minimize disruption during construction. Because of their current condition, these streets require restoration, and full-depth reclamation needs to be done on these streets.



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

Identified projects Associated with 2021 Bond Issue (\$8.85M)		Actual Awards to Date		Comments
<u>Reconstruction Projects</u>	<u>Cost</u>	<u>Eng</u>	<u>Construction</u>	
Highland Shores Blvd (Briarhill to Twin Coves-engineering)	\$500,000	787,200	Denton County included these projects in their 2022 bond program (50%/50%)	Partial - Mobility Plan (\$48,000). Geotech survey (\$16,200). ROW Acquisition (\$28,000). Engineering (\$695,000).
Highland Village Rd (Brazos to KCS RR - engineering)	250,000	227,500		
Various (28 streets meeting criteria)	3,600,000	391,250		Engineering (\$374,000). Survey (\$5,000). Geotech survey (\$12,250).
Phase I			1,295,892	Complete (Glenmere Dr, Camden Dr, Turpin Dr, La Mesa Dr, Medina Dr, Catlin Cr, Catlin Tr, Ranney Dr, Moran Dr, Lakeland Dr.
Phase II			923,944	Complete (Sander Dr, Bexar Dr, Victoria Dr, Malibu Dr, Inca Pl, Cuero Pl, Perro Pl, Medina Dr, Savanna Dr, Edgewood Dr)
Phase III				Scheduled for FY 2026 (Oak St, Ferndale Dr, Gayle Ln, Cedar Dr, Meadowbrook Dr, Redwood Dr, Merriman Dr)
<u>Overlay Projects</u>				
Sellmeyer Lane (Foggy Glen to Brazos)	250,000			Scheduled for FY 2026
Sellmeyer Lane (Brazos to Victoria)	275,000			Scheduled for FY 2027
Sellmeyer Lane (Victoria to FM 407)	275,000			Scheduled for FY 2028
Highland Shores Blvd (HV Rd to Briarhill)	600,000	47,500	651,848	Complete (FY 2025)
<u>Traffic Control</u>				
Traffic signal Imp. Brazos / HV Rd	345,000	47,935	469,383	Complete (FY 2024)
Pedestrian crossing HS Blvd. at Community Center Dr.	230,000			Combined with HS Overlay project - Complete (FY 2025)
<u>Drainage Projects</u>				
Drainage pond adjacent to Wal-Mart dredge	300,000			Anticipated in FY 2025
Quail Cove pond dredge	200,000	58,800		Anticipated in FY 2025
Turpin Dr / Sellmeyer Lane drainage improvements	500,000			Scheduled for FY 2030
Silverthorne Park creek bank stabilization	400,000			Scheduled for FY 2027
Highland Shores Blvd. underdrain	600,000			Scheduled for FY 2026
Brazos Blvd. underdrain	300,000			Scheduled for FY 2030
Contingency	225,000			
Total	\$8,850,000		4,901,252	



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

STREET / DRAINAGE CAPITAL PROJECTS

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Previous Balance	\$8,141,606	\$5,157,852	\$12,222,634	\$5,993,313	\$2,423,466	\$2,776,517	\$2,271,466
Sources of Funds							
Bond Proceeds		7,075,000			2,175,000		
Denton County bonds (Highland Shores)			3,000,000	1,660,000			
Denton County bonds (Highland Village Rd)			1,000,000	800,000			
Interest Income (Projected)	165,173	88,523	657,984	333,693	143,051	129,949	112,202
Total Sources	165,173	7,163,523	657,984	333,693	2,318,051	129,949	112,202
Streets Expenses							
Streets Reconstruction (28 streets)	1,886,114	11,961	1,014,825				
Highland Shores Blvd. concrete reconstruct Briarhill to Twin Coves (Denton County 50% Match)	102,450	22,720	3,053,540	3,053,540			
Highland Village Rd. Brazos to KCS RXR (Denton County 50% Match)	45,692	5,160	1,702,740				
Sellmeyer Lane Overlay Foggy Glen to Brazos				250,000			
Sellmeyer Lane Overlay Brazos to Victoria					275,000		
Sellmeyer Lane Overlay Victoria to FM407						275,000	
Highland Shores Blvd. Overlay HV Rd. to Briarhill	623,028	45,820					
Traffic signal Improvement. Brazos / HV Rd.	479,733						
Pedestrian crossing HS Blvd. / Community Center Dr	3,600	400					
Drainage Expenses							
Wal-Mart pond dredge			300,000				
Quail Cove pond dredge	8,310	12,680	141,200				
Turpin Dr. / Sellmeyer Lane Drainage Improvements							500,000
Silverthorne Park creek bank stabilization			75,000	300,000	175,000		
Highland Shores Blvd. underdrain			600,000				
Brazos Blvd. underdrain							300,000
Highland Village Rd / Brookdale Drainage				50,000	150,000		
Marauder Park erosion				50,000	150,000		
Highland Shores culvert repairs - TxDOT reports				75,000			
Canyon Creek DR Improvements				25,000	225,000		
Woodside Dr creek erosion				50,000	500,000		
Greenbriar creek erosion					40,000	360,000	
Post Oak / Bluebonnet DR Improvements				50,000	450,000		
Total Expenses	3,148,927	98,741	6,887,305	3,903,540	1,965,000	635,000	800,000
REMAINING BALANCE	\$5,157,852	\$12,222,634	\$5,993,313	\$2,423,466	\$2,776,517	\$2,271,466	\$1,583,667



CITY COUNCIL MEMORANDUM

AGENDA ITEM 12

Proposed Bond Issue	Existing
	FY 2021
Street / Drainage Improvements	\$8,850,000
Park Improvements	\$6,413,400
	\$15,263,400

Parks projects Associated with 2021 Bond Issue (\$6.4M)	Original Anticipated	Revised Anticipated 2024	Proposed Anticipated 2026	2021 Bonds (Net of Grants)	Total Funding Sources	Total Spent and Committed	Complete
HV Tennis Center	\$ 170,000	\$ 15,000	\$ 14,614	\$ 14,614	\$ 14,614	\$ 14,614	
HVTC LED lighting upgrades and Musco controls	170,000	15,000	14,614	14,614	14,614	14,614	X
Pilot Knoll Improvements	\$ 3,745,000	\$ 4,123,288	\$ 4,584,825	\$ 2,897,549	\$ 4,584,825	\$ 366,833	
Professional Services		336,663	312,855	312,855	312,855	285,351	
Construction Manager at Risk			420,000	-	420,000	-	
PK shelter upgrades, roofs, ADA	375,000	137,500	137,500	137,500	137,500	-	
PK gate house replacement	400,000	330,000	330,000	330,000	330,000	-	
PK campground restroom improvements	50,000	55,000	55,000	55,000	55,000	-	
Boat ramp/dock improve, Add ADA kayak launch	620,000	620,000	685,345	168,069	685,345	65,345	
Pilot Knoll Cabins (16)	2,300,000	2,644,125	2,644,125	1,894,125	2,644,125	16,137	
Unity Park Improvements	1,932,000	2,099,188	2,109,688	2,109,688	2,109,688	1,134,402	
Professional Services (Halff & Associates) for various projects		178,000	188,500	188,500	188,500	188,500	
Unity Park tennis court resurfacing	26,000			-	-	-	X
Unity Park gabion retainage baskets	685,000	685,000	685,000	685,000	685,000	48,250	
Unity Park lighted basketball courts	230,000	230,000	230,000	230,000	230,000	197,751	
Dog Park - Synthetic grass	84,000	74,035	74,035	74,035	74,035	74,035	X
Unity Park baseball backstop/fence	356,000	178,000	178,000	178,000	178,000	31,930	
Unity Park field rennovation/irrigation	336,000	545,941	545,941	545,941	545,941	593,936	X
Unity Park flex field renovation	215,000	208,212	208,212	208,212	208,212	-	
Various Park Improvements	712,500	636,074	636,074	636,074	636,074	285,213	
Sellmeyer tennis parking	160,000	208,505	208,505	208,505	208,505	197,515	X
Lions Club parking lot replace	200,000						
Sellmeyer Playground replace	140,000	140,000	140,000	140,000	140,000	-	
Brazos athletic field renovations	135,000	175,000	175,000	175,000	175,000	-	
Sellmeyer tennis fencing /wind screen replacement	37,500	52,569	52,569	52,569	52,569	52,569	X
Village Park fishing pier renovation	40,000	60,000	60,000	60,000	60,000	35,129	
Contingency	1,068,900	754,850	755,475	755,475	755,475	-	
Total	\$7,628,400	\$7,628,400	\$8,100,676	\$6,413,400	\$8,100,676	\$1,801,061	



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

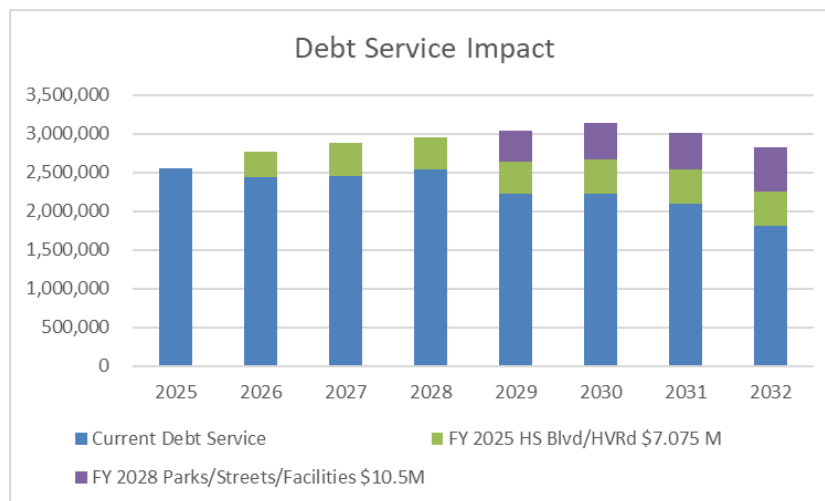
2025 Certificates of Obligation

The Construction Improvement Program identified the reconstruction of Highland Shores Blvd from Briarhill Blvd to Twin Coves and Highland Village Rd from Brazos to the railroad crossing. Denton County had identified \$6,460,000 in their 2022 Bond Program to fund 50% of the estimated construction cost of the projects. A recommendation to issue Certificates of Obligation in the amount of \$7,075,000 has been purposed to fund the City's portion of the projects.

Identified Projects Associated with 2026 Bond Issue (\$7.075M)	Cost	Denton County Funding	City Funding
Reconstruction Projects			
Highland Shores Blvd (Briarhill to Twin Coves-construction - Denton County 50% Match)	\$10,175,000	\$4,660,000	\$5,515,000
Highland Village Rd (Brazos to KCS RR - construction - Denton County 50% Match)	\$3,360,000	\$1,800,000	\$1,560,000
Total	\$13,535,000	\$6,460,000	\$7,075,000

Anticipated Future Projects

Primary considerations of the City for debt issuance related to capital projects are identified needs / desires, coupled with ability to fund within current tax rate. And this is largely accomplished by pairing debt issuance with retirement of existing debt. Within context of targeting an overall ratio of 12-16% debt component of the tax rate, the next such opportunity in the immediate future is likely FY 2027 or 2028. There are \$10.5M of identified projects that could be considered in the next bond issuance, but the level of funding will be predicated on the ability of the City to incur the associated debt service as well as any accompanying ongoing maintenance costs.



With the City nearing buildout, the two primary capital needs will continue to be in the areas of parks, streets / drainage, City facilities, and utility infrastructure. Utility debt issuance is generally



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

supported by rates paid by residents for utility service, while parks, streets, and facilities are supported by the tax rate.

Proposed Bond Issue	Existing	Proposed	Projected
	<u>FY 2021</u>	<u>FY 2025</u>	<u>FY 2028</u>
Street / Drainage Improvements	\$8,850,000	\$7,075,000	\$2,175,000
Facility Improvements			\$4,315,000
Park Improvements	\$6,413,400		\$4,000,000
	\$15,263,400	\$7,075,000	\$10,490,000

Public Works provides an ongoing assessment of streets that are at the end of their useful life and thus targeted for reconstruction with periodic bond issues.

A facilities assessment was conducted on all City facilities to evaluate the current condition, functionality, safety, and compliance with codes and regulations. Specific projects were identified to address structural elements, adherence to accessibility standards, and deferred maintenance.

Identified projects Associated with 2028 Bond Issue (\$4.315M)	
<u>FACILITIES PROJECTS</u>	<u>Cost</u>
City Hall foundation project	\$2,200,000
Public Works Building - ADA project	120,000
Fleet Shop - renovation to meet Texas Accessibility Standards - ADA project	1,270,000
Fire Station, PWB, DuVall & City Hall - exterior bldg repairs, painting, sealing, masonry repairs	275,000
City Hall - ADA project	100,000
City Hall renovation & repairs	350,000
Total	\$4,315,000

Parks Department conducted a comprehensive assessment of parks and related amenities, identifying both current infrastructure in need of replacement, as well as opportunities for new development. These are to be largely addressed in the current bond program, with the exception of development of Copperas Branch Park. With uncertainty of timing for expansion of the I-35 bridge over Lewisville Lake and need for potential staging in this park, any capital improvements will be delayed until certainty is achieved.



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

Potential Bond Issue FY 2027		Amount		Net	Notes
Copperas Park Improvements			3,100,000	2,400,000	Boat launch - Potential for \$500K Grant (75/25) with \$175K Match Park Road - Potential for \$200K Grant (80/20) with \$50K Match
	Copperas Branch Master Plan engineering for Copperas (partial)	450,000			
	Copperas Branch Master Plan boat launch relocation	1,450,000			
	Copperas Branch Master Plan park road, trails and electrical	1,200,000			
Copperas Park Improvements			5,718,000	4,718,000	
	Copperas Branch Master Plan The Point	1,450,000			
	Copperas Branch Master Plan Skate Park	750,000			Civic Extension - Potential for \$1M Grant (50/50) with \$1M Match
	Copperas Branch Master Plan Civic Extension	3,500,000			
	Trail markers throughout City Trail	18,000			
Contingency				1,423,600	
Total			\$ 8,818,000	\$ 8,541,600	

Five Year Outlook

In general, the focus of the Construction Improvement Program five-year outlook is to evaluate funding ability with suggested capital improvement programs – in regard to issued debt and associated debt service, as well as related ongoing operations costs. Maintaining sufficient fund balance levels is a key measure of evaluation. Financial policies require a minimum 20% fund balance with a targeted range of 20 - 25%. A five year financial outlook will be developed as part of the budget process through the summer months, to properly evaluate current year expenditures in relation to an extended outlook and determine what capacity is available to consider the proposed debt issues. Property values have experienced significant increases the past few years. However, with uncertainty in the overall economy, coupled with State legislative action the past session to limit property tax revenue growth in cities, this will prompt a more conservative future outlook. This necessitates a disciplined approach to manage growth in operations cost and reduction in overall debt-service load. In the ten years prior to FY 2015, debt service represented about 20% of the tax rate. Current debt service now reflects roughly 15-16% of the tax rate. As revenues flatten with build-out, a continued focus on managing debt service is critical – both in terms of avoiding spikes, but also reducing to a lower, more manageable level for the future.

RECOMMENDATION

Council to receive the FY 2025 Capital Improvement Program.



CITY COUNCIL MEMORANDUM AGENDA ITEM 13

MEETING DATE: July 8, 2025

SUBJECT: Consider Resolution 2025-3198 authorizing an Interlocal Agreement with Denton County for Collection of Ad Valorem Taxes

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

This is the annual Interlocal Agreement with Denton County for the period beginning October 1, 2025 to September 30, 2026. The initial term of the Agreement is for tax year 2025 property tax rate calculation, billing and collection services. Following the initial term, this Agreement shall automatically renew for subsequent one-year terms, unless written notice of termination is provided by the County or the City.

Below are the pertinent details of the annual agreement:

- A new per-parcel fee of \$1.41
- A \$200 minimum annual fee for entities below the parcel benchmark.
- Automatically renews for subsequent one-year terms unless written notice of termination is provided by the County or City at least 180 days prior to the expiration date of the then-current term of the agreement.
- The County agrees to prepare and mail all current and delinquent tax statements required by statute, supplemental changes for applicable property accounts, as well as prepare and mail any other mailing as deemed necessary and appropriate by the County.
- The County will provide daily and monthly collection reports to the City.
- The County will disburse tax monies daily to the City based on prior day tax postings and agrees to approve and refund overpayment or erroneous payment of taxes for the City pursuant to Chapter 31, Texas Tax Code from available current tax collections of the City.
- The County will make property tax rate calculations required by Texas Tax Code Section 26.04 (currently identified in the Section by the terms "no new revenue tax rate" and "voter-approval tax rate") on behalf of the City in accordance with all requirements therein. All such rate calculations will be performed using only the Texas State Comptroller's "Truth In Taxation" formulas, and at no additional cost.
- The City is responsible for all publications as required by Texas Tax Code Chapter 26.
- The County will, upon request, offer guidance and the necessary forms for posting notices as required by Chapter 26 of the Texas Tax Code no less than 7 days in advance of the intended publication date. City must approve all calculations and notices, in the format required by the County and Texas Tax Code Chapter 26.
- The County will update tax transparency databases, as required in applicable provisions of Texas Tax Code Sections 26.17(b) (e) with applicable Truth In Taxation worksheets and Notices.
- The County will post a notice on its website reminding taxpayers that delinquent tax penalties will apply to all assessed taxes which are not paid by January 31st.



CITY COUNCIL MEMORANDUM AGENDA ITEM 13

- The City will provide the County with a copy of its current tax collection attorney contract on or before the effective date of the new collection attorney contract.
- The County will, no later than January 31st of each year, deduct from current collections the total cost of providing all services. In the event of a rollback election, the County will bill the City with payment due within 30 days of receipt. For tax deposits, payment will be by wire transfer or ACH; only in the event of electronic transfer failure will a check be mailed.
- If the County experiences a shortage in collections as a result of outstanding tax debt of the City, the City agrees to pay the amount of the shortage by check or ACH within 15 days of notification.
- In the event of a tax rate change resulting from a rollback or tax approval election that takes place after tax bills for the City have been mailed, the City is responsible to pay the County a programming charge of \$5,000.00.
- The City continues to maintain an excellent tax collection rate of nearly 100%.

BUDGETARY IMPACT

This will be a budgeted line item in the FY 2026 budget. The annual amount is expected to total \$9,155.

RECOMMENDATION

To approve Resolution 2025-3198 authorizing the City Manager to enter into an Interlocal Agreement with Denton County for collection of ad valorem taxes.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3198

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING AN INTERLOCAL AGREEMENT WITH DENTON COUNTY FOR COLLECTION OF AD VALOREM TAXES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Highland Village, Texas, has historically contracted with Denton County, Texas, to authorize Denton County to collect the City's taxes as agent; and

WHEREAS, the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, authorizes Texas local governments to contract with one or more other local governments to perform governmental functions and services under the terms of said Act; and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public interest to renew its agreement with Denton County to collect the City's property taxes, as a cost-effective means of performing that service.

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 (a) negotiate and sign on behalf of the City an agreement with Denton County for collection of ad valorem taxes for the 2025 Tax Year and to take those actions reasonable and necessary to administer and comply with said agreement include approving renewals, amendments, and termination of said agreement.

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, THIS THE 8TH DAY OF JULY 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/3/2025:4903-1026-8489 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 14

MEETING DATE: July 08, 2025

SUBJECT: Receive Budget Reports for Period Ending May 31, 2025

PREPARED BY: Mike McWhorter, Budget & Accounting Administrator

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 April represents the eighth report in the Fiscal Year.

BUDGETARY IMPACT

N/A

RECOMMENDATION

Council to receive the budget reports for the period ending May 31, 2025.

General Fund Summary

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 14,527,735	\$ 14,527,735	\$ 13,995,930	\$ (531,805)	96%
Sales Tax	4,209,200	4,209,200	1,943,310	(2,265,890)	46%
Franchise Fees	1,563,455	1,563,455	824,243	(739,212)	53%
Licensing & Permits	285,552	285,552	208,193	(77,359)	73%
Park/Recreation Fees	190,355	190,355	118,815	(71,540)	62%
Public Safety Fees	849,344	849,344	667,378	(181,966)	79%
Rents	164,431	164,431	138,355	(26,076)	84%
Municipal Court	132,600	132,600	104,334	(28,266)	79%
Interest Income	935,788	935,788	438,872	(496,916)	47%
Miscellaneous	80,000	80,000	133,560	53,560	167%
Total Revenues	\$ 22,938,460	\$ 22,938,460	\$ 18,572,990	\$ (4,365,470)	81%

Other Sources

Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Sale of Assets	\$ 180,400	\$ 180,400	\$ 196,105	\$ 15,705	109%

Total Available Resources	\$ 23,652,860	\$ 23,652,860	\$ 18,769,095	\$ (4,899,470)	
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 656,960	\$ 656,960	\$ 412,402	\$ 244,558	63%
Finance (includes Mun. Court)	1,581,412	1,581,412	1,157,028	424,384	73%
Human Resources	664,959	664,959	351,223	313,736	53%
City Secretary Office	510,780	510,780	249,601	261,178	49%
Information Services	1,478,069	1,478,069	906,450	571,619	61%
Marketing and Communications	499,359	499,359	355,094	144,265	71%
Police	6,543,557	6,543,557	4,218,378	2,325,179	64%
Fire	4,022,228	4,027,428	2,580,700	1,446,728	64%
Community Services	547,618	547,618	281,556	266,062	51%
Streets/Drainage	1,830,200	1,830,200	1,228,218	601,982	67%
Maintenance	3,237,943	3,237,943	1,513,863	1,724,080	47%
Parks	2,535,756	2,535,756	1,653,189	882,567	65%
Recreation	666,929	685,379	389,737	295,641	57%
Total Expenditures	\$ 24,775,768	\$ 24,799,418	\$ 15,297,439	\$ 9,501,979	62%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 823,100	\$ 823,100	\$ 256,867	\$ 566,233	31%

Other Uses

Transfers Out	\$ 16,000	\$ 16,000		16,000	0%
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Total Expenditures	\$ 24,791,768	\$ 24,815,418	\$ 15,297,439	\$ 9,517,979	
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Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	10,422,216	11,647,042	11,647,042
+ Net Increase (Decrease)	(1,138,908)	(1,162,558)	3,471,655
Ending Fund Balance	\$ 9,283,308	\$ 10,484,484	\$ 15,118,697

General Fund Expenditure Summary

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired	66.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 16,564,371	\$ 16,564,371	\$ 10,627,534	\$ 5,936,837	64%
Services / Supplies	7,388,297	7,411,947	4,413,038	2,998,909	60%
Capital	823,100	823,100	256,867	566,233	31%
	\$ 24,775,768	\$ 24,799,418	\$ 15,297,439	\$ 9,501,979	62%

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

Personnel					
Salaries / Wages	\$ 11,800,052	\$ 11,800,052	\$ 7,561,513	\$ 4,238,540	64%
Employee Benefits	4,764,319	4,764,319	3,066,021	1,698,297	64%
Total Personnel	\$ 16,564,371	\$ 16,564,371	\$ 10,627,534	\$ 5,936,837	64%

Services / Supplies					
Professional Services	\$ 2,332,482	\$ 2,332,482	\$ 1,505,988	\$ 826,494	65%
Employee Development	420,920	420,920	193,182	227,738	46%
Office Supplies / Equipment	1,646,908	1,646,908	867,415	779,493	53%
Utilities	428,640	428,640	243,542	185,098	57%
Other	2,559,347	2,582,997	1,602,910	980,087	62%
Total Services / Supplies	\$ 7,388,297	\$ 7,411,947	\$ 4,413,038	\$ 2,998,909	60%

Capital					
Equipment / Vehicles	\$ 823,100	\$ 823,100	\$ 256,867	\$ 566,233	31%
Total Capital	\$ 823,100	\$ 823,100	\$ 256,867	\$ 566,233	31%

Total General Fund Expenditure Summary	\$ 24,775,768	\$ 24,799,418	\$ 15,297,439	\$ 9,501,979	62%
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General Fund Revenue

FY 2024/2025 Budget

YEAR TO DATE MAY

<i>Percent of Budget Year Transpired</i>	66.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 14,527,735.00	\$ 14,527,735	\$ 13,995,930	\$ (531,805)	96%
Sales Tax	4,209,200.00	4,209,200	1,943,310	(2,265,890)	46%
Franchise Fees	1,563,455.00	1,563,455	824,243	(739,212)	53%
Licensing & Permits	285,552.00	285,552	208,193	(77,359)	73%
Park/Recreation Fees	190,355.00	190,355	118,815	(71,540)	62%
Public Safety Fees	849,344.00	849,344	667,378	(181,966)	79%
Rents	164,431.00	164,431	138,355	(26,076)	84%
Municipal Court	132,600.00	132,600	104,334	(28,266)	79%
Interest Income	935,788.00	935,788	438,872	(496,916)	47%
Miscellaneous	80,000.00	80,000	133,560	53,560	167%
Total Revenues	\$ 22,938,460	\$ 22,938,460	\$ 18,572,990	\$ (4,365,470)	81%

City Manager Office

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 471,597	\$ 471,597	\$ 313,719	\$ 157,877	67%
Services / Supplies	185,363	185,363	98,683	86,680	53%
Capital	-	-	-	-	0%
	\$ 656,960	\$ 656,960	\$ 412,402	\$ 244,558	63%

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

Personnel					
<i>Salaries / Wages</i>	367,328	367,328	\$ 244,312	\$ 123,016	67%
<i>Employee Benefits</i>	104,268	104,268	69,407	34,861	67%
<i>Total Personnel</i>	\$ 471,597	\$ 471,597	\$ 313,719	\$ 157,877	67%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide legal - \$98,500)</i>	\$ 121,600	121,600	\$ 87,369	\$ 34,231	72%
<i>Employee Development</i>	11,755	11,755	10,253	1,502	87%
<i>Supplies / Equipment</i>	1,720	1,720	1,061	659	62%
<i>Utilities</i>	-	-		-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	50,288	-	50,288	0%
<i>Total Services / Supplies</i>	\$ 185,363	\$ 185,363	\$ 98,683	\$ 86,680	53%

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

<i>Total City Manager</i>	\$ 656,960	\$ 656,960	\$ 412,402	\$ 244,558	63%
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Finance Department

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired	66.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,011,173	\$ 1,011,173	\$ 691,756	\$ 319,417	68%
Services / Supplies	570,239	570,239	465,272	104,967	82%
Capital	-	-	-	-	0%
	\$ 1,581,412	\$ 1,581,412	\$ 1,157,028	\$ 424,384	73%

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

Personnel					
Salaries / Wages	\$ 739,418	\$ 739,418	\$ 524,579	\$ 214,839	71%
Employee Benefits	271,756	271,756	167,177	104,578	62%
Total Personnel	\$ 1,011,173	\$ 1,011,173	\$ 691,756	\$ 319,417	68%

Services / Supplies					
Professional Services (City-wide liability insurance - \$219,337 / DCAD - \$119,000)	\$ 535,550	\$ 535,550	\$ 453,450	\$ 82,100	85%
Employee Development	13,564	13,564	6,516	7,048	48%
Supplies / Equipment	6,725	6,725	4,028	2,697	60%
Utilities	-	-	-	-	0%
Other (Data Processing Equipment + Supplies)	14,400	14,400	1,278	13,123	9%
Total Services / Supplies	\$ 570,239	\$ 570,239	\$ 465,272	\$ 104,967	82%

Capital					
Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Finance Department	\$ 1,581,412	\$ 1,581,412	\$ 1,157,028	\$ 424,384	73%
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Human Resources

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 449,053	\$ 449,053	\$ 247,165	\$ 201,888	55%
Services / Supplies	215,906	215,906	104,058	111,848	48%
Capital	-	-	-	-	0%
	\$ 664,959	\$ 664,959	\$ 351,223	\$ 313,736	53%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 355,063	\$ 355,063	\$ 184,374	\$ 170,689	52%
Employee Benefits	93,990	93,990	62,791	31,199	67%
Total Personnel	\$ 449,053	\$ 449,053	\$ 247,165	\$ 201,888	55%

Services / Supplies

Professional Services	\$ 108,856	\$ 108,856	\$ 62,619	\$ 46,237	58%
Employee Development	89,775	89,775	39,260	50,515	44%
Supplies / Equipment	2,275	2,275	742	1,533	33%
Utilities	-	-	-	-	0%
Other (Safety Programs)	15,000	15,000	1,438	13,562	10%
Total Services / Supplies	\$ 215,906	\$ 215,906	\$ 104,058	\$ 111,848	48%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Human Resources	\$ 664,959	\$ 664,959	\$ 351,223	\$ 313,736	53%
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City Secretary Office

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 316,291	\$ 316,291	\$ 161,965	\$ 154,326	51%
Services / Supplies	194,489	194,489	87,636	106,853	45%
Capital	-	-	-	-	-
	\$ 510,780	\$ 510,780	\$ 249,601	\$ 261,178	49%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 218,145	\$ 218,145	\$ 120,998	\$ 97,146	55%
Employee Benefits	98,146	98,146	40,967	57,179	42%
Total Personnel	\$ 316,291	\$ 316,291	\$ 161,965	\$ 154,326	51%

Services / Supplies

Professional Services	\$ 46,000	\$ 46,000	\$ 11,856	\$ 34,144	26%
Employee Development (City Council related \$42,704)	72,688	72,688	20,315	52,373	28%
Supplies / Equipment	16,301	16,301	4,696	11,605	29%
Utilities	-	-	-	-	0%
Other (Outside Services)	59,500	59,500	50,770	8,730	85%
Total Services / Supplies	\$ 194,489	\$ 194,489	\$ 87,636	\$ 106,853	45%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total City Secretary Office	\$ 510,780	\$ 510,780	\$ 249,601	\$ 261,178	49%
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Information Services

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 887,464	\$ 887,464	\$ 587,989	\$ 299,475	66%
Services / Supplies	590,605	590,605	318,461	272,144	54%
Capital	-	-	-	-	0%
	\$ 1,478,069	\$ 1,478,069	\$ 906,450	\$ 571,619	61%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 661,289	\$ 661,289	\$ 438,707	\$ 222,582	66%
<i>Employee Benefits</i>	226,175	226,175	149,283	76,893	66%
Total Personnel	\$ 887,464	\$ 887,464	\$ 587,989	\$ 299,475	66%

Services / Supplies

<i>Professional Services</i>	\$ 302,185	\$ 302,185	\$ 173,379	\$ 128,806	57%
<i>Employee Development</i>	25,450	25,450	7,823	17,627	31%
<i>Supplies / Equipment</i>	3,560	3,560	2,962	598	83%
<i>Utilities</i>	99,300	99,300	46,472	52,828	47%
<i>Other (Data Processing)</i>	160,110	160,110	87,825	72,285	55%
Total Services / Supplies	\$ 590,605	\$ 590,605	\$ 318,461	\$ 272,144	54%

Capital

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

Total City Information Services	\$ 1,478,069	\$ 1,478,069	\$ 906,450	\$ 571,619	61%
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Marketing and Communications FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 376,736	\$ 376,736	\$ 261,236	\$ 115,500	69%
Services / Supplies	122,623	122,623	93,858	28,765	77%
Capital	-	-	-	-	0%
	\$ 499,359	\$ 499,359	\$ 355,094	\$ 144,265	71%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	\$ 264,891	\$ 264,891	\$ 185,509	\$ 79,382	70%
Employee Benefits	111,845	111,845	75,726	36,118	68%
Total Personnel	\$ 376,736	\$ 376,736	\$ 261,236	\$ 115,500	69%
Services / Supplies					
Professional Services	\$ 85,298	\$ 85,298	\$ 68,407	\$ 16,891	80%
Employee Development	9,925	9,925	1,726	8,199	17%
Supplies / Equipment	-	-	13	(13)	0%
Utilities	-	-	-	-	0%
Other (Special Events)	27,400	27,400	23,711	3,689	87%
Total Services / Supplies	\$ 122,623	\$ 122,623	\$ 93,858	\$ 28,765	77%
Capital					
Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Marketing and Communications	\$ 499,359	\$ 499,359	\$ 355,094	\$ 144,265	71%

Police Department

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 5,829,368	\$ 5,829,368	\$ 3,711,192	\$ 2,118,176	64%
Services / Supplies	698,189	698,189	491,186	207,003	70%
Capital	16,000	16,000	16,000	-	100%
	\$ 6,543,557	\$ 6,543,557	\$ 4,218,378	\$ 2,325,179	64%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 4,248,181	\$ 4,248,181	\$ 2,682,452	\$ 1,565,729	63%
Employee Benefits	1,581,187	1,581,187	1,028,740	552,447	65%
Total Personnel	\$ 5,829,368	\$ 5,829,368	\$ 3,711,192	\$ 2,118,176	64%

Services / Supplies

Professional Services	\$ 296,118	\$ 296,118	\$ 266,367	\$ 29,751	90%
Employee Development	63,135	63,135	33,536	29,599	53%
Supplies / Equipment	176,681	176,681	113,323	63,358	64%
Utilities	-	-		-	0%
Other (Animal Care - \$140,780)	162,255	162,255	77,959	\$ 84,296	48%
Total Services / Supplies	\$ 698,189	\$ 698,189	\$ 491,186	\$ 207,003	70%

Capital

Equipment / Vehicles	16,000	16,000	16,000	-	100%
Total Capital	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	100%

Total Police Department	\$ 6,543,557	\$ 6,543,557	\$ 4,218,378	\$ 2,325,179	64%
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Fire Department FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 3,553,895	\$ 3,553,895	\$ 2,250,877	\$ 1,303,018	63%
Services / Supplies	443,333	448,533	329,823	118,710	74%
Capital	25,000	25,000	-	25,000	0%
	\$ 4,022,228	\$ 4,027,428	\$ 2,580,700	\$ 1,446,728	64%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 2,510,585	\$ 2,510,585	\$ 1,567,385	\$ 943,200	62%
Employee Benefits	1,043,310	1,043,310	683,492	359,818	66%
Total Personnel	\$ 3,553,895	\$ 3,553,895	\$ 2,250,877	\$ 1,303,018	63%

Services / Supplies

Professional Services	\$ 155,518	\$ 155,518	\$ 125,128	\$ 30,390	80%
Employee Development (Training - \$47,465)	61,420	61,420	37,294	24,126	61%
Supplies / Equipment	176,555	176,555	85,851	90,704	49%
Utilities	2,040	2,040	1,637	403	80%
Other (Safety Programs)	47,800	53,000	79,913	(26,913)	151%
Total Services / Supplies	\$ 443,333	\$ 448,533	\$ 329,823	\$ 118,710	74%

Capital

Equipment / Vehicles	25,000	25,000	-	25,000	0%
Total Capital	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	0%

Total Fire Department	\$ 4,022,228	\$ 4,027,428	\$ 2,580,700	\$ 1,446,728	64%
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Community Services

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 414,945	\$ 414,945	\$ 263,528	\$ 151,417	64%
Services / Supplies	132,673	132,673	18,028	114,645	14%
Capital	-	-	-	-	0%
	\$ 547,618	\$ 547,618	\$ 281,556	\$ 266,062	51%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 286,891	\$ 286,891	\$ 190,605	\$ 96,286	66%
Employee Benefits	128,054	128,054	72,923	55,131	57%
Total Personnel	\$ 414,945	\$ 414,945	\$ 263,528	\$ 151,417	64%

Services / Supplies

Professional Services	\$ 109,000	\$ 109,000	\$ 8,244	100,756	8%
Employee Development	17,678	17,678	7,062	10,616	40%
Supplies / Equipment	5,995	5,995	2,722	3,273	45%
Utilities	-	-	-	-	0%
Other	-	-	-	-	0%
Total Services / Supplies	\$ 132,673	\$ 132,673	\$ 18,028	\$ 114,645	14%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Building Operations	\$ 547,618	\$ 547,618	\$ 281,556	\$ 266,062	51%
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Streets Division

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 923,026	\$ 923,026	\$ 606,802	\$ 316,224	66%
Services / Supplies	886,174	886,174	502,186	383,988	57%
Capital	21,000	21,000	119,230	(98,230)	568%
	\$ 1,830,200	\$ 1,830,200	\$ 1,228,218	\$ 601,982	67%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 598,696	\$ 598,696	\$ 393,287	\$ 205,409	66%
Employee Benefits	324,330	324,330	213,515	110,815	66%
Total Personnel	\$ 923,026	\$ 923,026	\$ 606,802	\$ 316,224	66%

Services / Supplies

Professional Services	\$ 89,816	\$ 89,816	\$ 20,384	\$ 69,432	23%
Employee Development	10,543	10,543	9,475	1,068	90%
Supplies / Equipment	69,165	69,165	15,281	53,884	22%
Utilities (Streetlights)	99,000	99,000	62,237	36,763	63%
Other (Street Maintenance)	617,650	617,650	394,809	222,841	64%
Total Services / Supplies	\$ 886,174	\$ 886,174	\$ 502,186	\$ 383,988	57%

Capital

Equipment / Vehicles	21,000	21,000	119,230	(98,230)	568%
Total Capital	\$ 21,000	\$ 21,000	\$ 119,230	\$ (98,230)	568%

Total Streets	\$ 1,830,200	\$ 1,830,200	\$ 1,228,218	\$ 601,982	67%
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Maintenance Division

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 475,181	\$ 475,181	\$ 297,290	\$ 177,892	63%
Services / Supplies	2,147,762	2,147,762	1,216,574	931,188	57%
Capital	615,000	615,000	-	615,000	0%
	\$ 3,237,943	\$ 3,237,943	\$ 1,513,863	\$ 1,724,080	47%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 321,015	\$ 321,015	\$ 204,436	\$ 116,579	64%
Employee Benefits	154,166	154,166	92,853	61,312	60%
Total Personnel	\$ 475,181	\$ 475,181	\$ 297,290	\$ 177,892	63%

Services / Supplies

Professional Services	\$ 200,260	\$ 200,260	\$ 84,974	\$ 115,286	42%
Employee Development	5,957	5,957	2,474	3,483	42%
Supplies / Equipment	874,400	874,400	416,725	457,675	48%
Utilities	95,000	95,000	58,408	36,592	61%
Other (Capital Lease Payments)	972,145	972,145	653,993	\$ 318,152	67%
Total Services / Supplies	\$ 2,147,762	\$ 2,147,762	\$ 1,216,574	\$ 931,188	57%

Capital

Equipment / Vehicles	615,000	615,000	-	615,000	0%
Total Capital	\$ 615,000	\$ 615,000	\$ -	\$ 615,000	0%

Total Maintenance	\$ 3,237,943	\$ 3,237,943	\$ 1,513,863	\$ 1,724,080	47%
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Parks Division

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,636,828	\$ 1,636,828	\$ 1,081,579	\$ 555,249	66%
Services / Supplies	752,828	752,828	449,973	302,855	60%
Capital	146,100	146,100	121,637	24,463	83%
	<u>\$ 2,535,756</u>	<u>\$ 2,535,756</u>	<u>\$ 1,653,189</u>	<u>\$ 882,567</u>	<u>65%</u>

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 1,060,599	\$ 1,060,599	\$ 707,353	\$ 353,246	67%
Employee Benefits	576,229	576,229	374,226	202,003	65%
Total Personnel	<u>\$ 1,636,828</u>	<u>\$ 1,636,828</u>	<u>\$ 1,081,579</u>	<u>\$ 555,249</u>	<u>66%</u>

Services / Supplies

Professional Services	\$ 282,281	\$ 282,281	\$ 143,812	\$ 138,469	51%
Employee Development	24,535	24,535	11,117	13,418	45%
Supplies / Equipment	311,131	311,131	219,494	91,637	71%
Utilities	133,300	133,300	74,788	58,512	56%
Other	1,581	1,581	762	819	48%
Total Services / Supplies	<u>\$ 752,828</u>	<u>\$ 752,828</u>	<u>\$ 449,973</u>	<u>\$ 302,855</u>	<u>60%</u>

Capital

Equipment / Vehicles	146,100	146,100	121,637	24,463	83%
Total Capital	<u>146,100</u>	<u>146,100</u>	<u>121,637</u>	<u>24,463</u>	<u>83%</u>

Total Parks	<u>\$ 2,535,756</u>	<u>\$ 2,535,756</u>	<u>\$ 1,653,189</u>	<u>\$ 882,567</u>	<u>65%</u>
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Recreation Division

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 218,816	\$ 218,816	\$ 152,437	\$ 66,378	70%
Services / Supplies	448,113	466,563	237,300	229,263	51%
Capital	-	-	-	-	0%
	\$ 666,929	\$ 685,379	\$ 389,737	\$ 295,641	57%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 167,952	\$ 167,952	\$ 117,515	\$ 50,437	70%
Employee Benefits	50,864	50,864	34,922	15,942	69%
Total Personnel	\$ 218,816	\$ 218,816	\$ 152,437	\$ 66,378	70%

Services / Supplies

Professional Services	\$ -	\$ -	\$ -	\$ -	0%
Employee Development	14,495	14,495	6,331	8,164	44%
Supplies / Equipment	2,400	2,400	518	1,883	22%
Utilities	-	-	-	-	0%
Other (Recreation Programs)	431,218	449,668	230,451	219,217	51%
Total Services / Supplies	\$ 448,113	\$ 466,563	\$ 237,300	\$ 229,263	51%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Recreation	\$ 666,929	\$ 685,379	\$ 389,737	\$ 295,641	57%
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Equipment Replacement / Capital Schedule

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

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	-	-	-	-	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	16,000	16,000	16,000	-	100%
Fire Dept Capital Outlay	25,000	25,000	-	25,000	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	21,000	21,000	119,230	(98,230)	568%
Maintenance Capital Outlay	615,000	615,000	-	615,000	0%
City Parks Capital Outlay	146,100	146,100	121,637	24,463	83%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 823,100	\$ 823,100	\$ 256,867	\$ 566,233	31%

Utility Fund Revenues

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired 66.7%

Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (191,500)	\$ (191,500)	\$ (119,055)	\$ (72,445)	62%
<i>Charges / Penalties</i>	88,750	88,750	59,613	29,137	67%
<i>Total Fees</i>	\$ (102,750)	\$ (102,750)	\$ (59,442)	\$ (43,308)	58%

Licenses & Permits					
<i>Construction Inspection</i>	\$ -	\$ -		\$ -	0%
<i>Total Licenses & Permits</i>	\$ -	\$ -	\$ -	\$ -	0%

Charges for Services					
<i>Water Sales</i>	\$ 6,187,489	\$ 6,187,489	\$ 3,124,317	\$ 3,063,172	50%
<i>Sewer Sales</i>	4,484,370	4,484,370	2,674,327	1,810,043	60%
<i>Inspection Fees</i>	4,000	4,000	930	3,070	23%
<i>Total Charges for Service</i>	\$ 10,675,859	\$ 10,675,859	\$ 5,799,574	\$ 4,876,285	54%

Interest					
<i>Interest (Operations)</i>	\$ 242,621	\$ 242,621	\$ 237,887	\$ 4,734	98%
<i>Interest (Capital Projects)</i>	241,018	241,018	-	241,018	0%
<i>Total Interest</i>	\$ 483,639	\$ 483,639	\$ 237,887	\$ 245,752	49%

Impact Fees					
<i>Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 9,986	\$ 182,014	5%
<i>Total Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 9,986	\$ 182,014	5%

Miscellaneous Income					
<i>Miscellaneous Income</i>	\$ 7,500	\$ 7,500	\$ 5,975	\$ 1,525	80%
<i>Grants/Contributions</i>	\$ -	\$ -		\$ -	0%
<i>Total Miscellaneous Income</i>	\$ 7,500	\$ 7,500	\$ 5,975	\$ 1,525	80%

<i>Total Utility Fund Revenues</i>	\$ 11,256,248	\$ 11,256,248	\$ 5,993,981	\$ 5,262,267	53%
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Utility Division FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - Operations - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,916,064	\$ 1,916,064	\$ 1,286,676	\$ 629,388	67%
Services / Supplies	8,025,744	8,025,744	4,544,517	3,481,227	57%
Capital	84,000	84,000	56,665	27,335	67%
Total Utility Division	\$ 10,025,808	\$ 10,025,808	\$ 5,887,858	\$ 4,137,950	59%

- - - Detail - Operations - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 1,341,852	\$ 1,341,852	\$ 892,685	\$ 449,168	67%
Employee Benefits	574,211	574,211	393,991	180,220	69%
Total Personnel	\$ 1,916,064	\$ 1,916,064	\$ 1,286,676	\$ 629,388	67%

Services / Supplies

Professional Services	\$ 432,092	\$ 432,092	\$ 200,033	\$ 232,059	46%
Employee Development	68,927	68,927	40,365	28,562	59%
Supplies / Equipment	79,012	79,012	53,939	25,073	68%
Utilities	504,896	504,896	255,530	249,366	51%
Other (Well Lot Maintenance)	1,994,580	1,994,580	824,195	1,170,385	41%
Sub-Total - Operations Services / Supplies	\$ 3,079,507	\$ 3,079,507	\$ 1,374,061	\$ 1,705,446	45%

Wholesale Water / Wastewater

UTRWD - Administration Fees	\$ 4,980	\$ 4,980	\$ 5,269	\$ (289)	106%
UTRWD - Water Volume Cost	1,269,845	1,269,845	727,542	542,303	57%
UTRWD - Water Demand Charges	1,618,305	1,618,305	1,078,870	539,435	67%
UTRWD - Sewer Effluent Volume Rate	619,967	619,967	389,856	230,111	63%
UTRWD - Capital Charge Joint Facilities	1,227,270	1,227,270	818,180	409,090	67%
UTRWD - HV Sewer Line to UTRWD	205,870	205,870	150,739	55,132	73%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,946,237	\$ 4,946,237	\$ 3,170,456	\$ 1,775,781	64%

Total Services / Supplies	\$ 8,025,744	\$ 8,025,744	\$ 4,544,517	\$ 3,481,227	57%
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Capital

Equipment / Vehicles	84,000	84,000	56,665	27,335	67%
Total Capital	\$ 84,000	\$ 84,000	\$ 56,665	\$ 27,335	67%

Total Utility Division - Operations	\$ 10,025,808	\$ 10,025,808	\$ 5,887,858	\$ 4,137,950	59%
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Utility Fund Working Capital

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 6,187,489	\$ 6,187,489	\$ 3,124,317	\$ 3,063,172	50%
Sewer Sales	4,484,370	4,484,370	2,674,327	1,810,043	60%
Other Fees / Charges	100,250	100,250	66,518	33,732	66%
Electronic Payment Credit	(191,500)	(191,500)	(119,055)	(72,445)	62%
Interest	242,621	242,621	237,887	4,734	98%
Total Revenues	\$ 10,823,230	\$ 10,823,230	\$ 5,983,995	\$ 4,839,235	55%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$ 516,540	\$ 516,540	\$ 358,380	\$ 158,160	69%
Operations	4,479,030	4,479,030	2,302,357	2,176,673	51%
UTRWD	4,946,237	4,946,237	3,170,456	1,775,781	64%
Debt Service	987,428	987,428	878,756	108,672	89%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	84,000	84,000	56,665	27,335	67%
Total Expenditures	\$ 11,013,236	\$ 11,013,236	\$ 6,766,613	\$ 4,246,622	61%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Transfers In (Applied Impact Fees)	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
Operating Transfers In / Utility Capital Projects			-	-	0%
Operating Transfers Out / Utility Capital Projects	-	-	-	-	0%
Operating Transfers Out / General Fund	(470,000)	(470,000)	-	(470,000)	0%
Sale of Capital Assets (Vehicles)	-	-	52,410	(52,410)	0%
Total Other Sources (Uses)	\$ (320,000)	\$ (320,000)	\$ 202,410	\$ (522,410)	-63%

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	(510,006)	(510,006)	(580,208)
Beginning Working Capital			
Operations	4,643,480	4,758,471	4,758,471
Available Impact Fees	1,197,940	1,138,847	1,138,847
Total Available Working Capital	\$ 5,841,420	\$ 5,897,318	\$ 5,897,318
Ending Working Capital			
Operations	4,133,474	4,248,465	4,178,263
Designated Capital Project	-	-	-
Available Impact Fees	1,239,940	1,180,847	998,833
Total Available Working Capital	\$ 5,373,414	\$ 5,429,312	\$ 5,177,096

<u>Impact Fees</u>			
Beginning Balance	1,197,940	1,138,847	1,138,847
+ Collections	192,000	192,000	9,986
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	1,239,940	1,180,847	998,833

*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 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 645,850	\$ 645,850	\$ 299,718	\$ 346,132	46%
<i>Annual Park Passes</i>	54,000	54,000	33,750	20,250	63%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	70,000	70,000	35,764	34,236	51%
Total Revenues	\$ 769,850	\$ 769,850	\$ 369,232	\$ 400,618	48%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 224,971	224,971	\$ 173,334	\$ 51,637	77%
<i>Services / Supplies</i>	399,018	399,018	258,281	140,737	65%
<i>Capital</i>	-	-	-	-	0%
Total Expenditures	\$ 623,989	\$ 623,989	\$ 431,615	\$ 192,374	69%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 1,104,526	\$ 1,177,078	\$ 1,177,078
<i>+ Net Increase (Decrease)</i>	145,861	145,861	(62,383)
Ending Fund Balance	\$ 1,250,387	\$ 1,322,939	\$ 1,114,695

Debt Service Fund

FY 2024/2025 Budget

YEAR TO DATE MAY

<i>Percent of Budget Year Transpired</i>	66.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$ 2,561,978	\$ 2,561,978	\$ 2,490,390	\$ 71,588	97%
<i>Interest Income</i>	\$ 27,780	\$ 27,780	\$ 15,598	12,182	56%
<i>Total Revenues</i>	\$ 2,589,758	\$ 2,589,758	\$ 2,505,988	\$ 83,770	97%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,091,000	\$ 2,091,000	\$ 2,121,000	\$ (30,000)	101%
<i>Interest Payments</i>	\$ 995,003	\$ 995,003	\$ 499,123	495,880	50%
<i>Paying Agent Fees</i>	\$ 3,000	\$ 3,000	\$ 1,576	1,424	53%
<i>Total Expenditures</i>	\$ 3,089,003	\$ 3,089,003	\$ 2,621,699	\$ 467,304	85%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	536,025	536,025	449,950	\$ 86,075	84%
<i>Proceeds from Refunding Debt</i>	-	-		-	0%
<i>Debt Issuance Cost</i>	-	-		-	0%
<i>Payment to Escrow Agent</i>	-	-		-	0%
<i>Total Financing Sources</i>	\$ 536,025	\$ 536,025	\$ 449,950	\$ 86,075	84%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 122,719	\$ 115,293	\$ 115,293
<i>+ Net Increase (Decrease)</i>	36,780	36,780	334,238
<i>Ending Fund Balance</i>	\$ 159,499	\$ 152,073	\$ 449,531

Capital Projects Fund

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired	66.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -		\$ -	0%
Contributions	-	-		-	0%
Interest Income	548,512	548,512	439,514	108,998	80%
Total Revenues	\$ 548,512	\$ 548,512	\$ 439,514	\$ 108,998	80%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2021 Bond Issue (Parks)	4,009,756	4,009,756	262,896	3,746,860	7%
2021 Bond Issue (Streets)	2,313,834	2,313,834	212,577	2,101,257	9%
2024 Tax Note	-	-	851,504		0%
Total Expenditures	\$ 6,323,590	\$ 6,323,590	\$ 1,326,977	\$ 5,848,116	21%

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%
Total Financing Sources	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 12,100,761	\$ 14,488,233	\$ 14,488,233
+Net Increase (Decrease)	(5,775,078)	(5,775,078)	(887,463)
Ending Fund Balance	\$ 6,325,683	\$ 8,713,155	\$ 13,600,770

Drainage Utilities

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ 10,000	10,000	\$ -	\$ 10,000	0%
<i>Drainage Fee Receipts</i>	654,877	654,877	367,815	287,062	56%
<i>Miscellaneous</i>	-	-		-	0%
<i>Interest</i>	9,200	9,200	395	8,805	4%
Total Revenues	\$ 674,077	\$ 674,077	\$ 368,209	\$ 305,868	55%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 405,830	\$ 405,830	\$ 269,387	\$ 136,443	66%
<i>Services / Supplies</i>	279,397	279,397	187,812	91,585	67%
<i>Capital</i>	5,250	5,250	-	5,250	0%
Total Expenditures	\$ 690,477	\$ 690,477	\$ 457,198	\$ 233,279	66%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 138,474	\$ 122,977	\$ 122,977
<i>+ Net Increase (Decrease)</i>	(16,400)	(16,400)	(88,989)
Ending Fund Balance	\$ 122,074	\$ 106,577	\$ 33,988

Park Development Fee Fund

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 5,000	\$ 5,000	\$ 2,758	2,242	55%
<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%
Total Revenues	\$ 5,000	\$ 5,000	\$ 2,758	\$ 2,242	55%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ -	\$ -	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%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	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%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 91,095	\$ 91,008	\$ 91,008
<i>+ Net Increase (Decrease)</i>	5,000	5,000	2,758
Ending Fund Balance	\$ 96,095	\$ 96,008	\$ 93,766

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ -	-
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	96,095	93,766
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 96,095	\$ 93,766

Public Safety Special Revenue Fund

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 76,100	\$ 76,100	\$ 37,280	\$ 38,820	49%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Police Grant Related	\$ 51,600	\$ 51,600	\$ 48,960	\$ 2,640	95%
Fire Grant Related	2,500	2,500	-	2,500	0%
Total Expenditures	\$ 54,100	\$ 54,100	\$ 48,960	\$ 5,140	90%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(20,000)	(20,000)	-	(20,000)	0%
Total Other Sources (Uses)	\$ (20,000)	\$ (20,000)	\$ -	\$ (20,000)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 38,811	\$ 83,261	\$ 83,261
+ Net Increase (Decrease)	2,000	2,000	(11,680)
Ending Fund Balance	\$ 40,811	\$ 85,261	\$ 71,581

Municipal Court Technology Fee Fund

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,100	\$ 3,100	\$ 2,298	802	74%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 3,600	\$ 3,600	\$ 3,600	-	100%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 3,600	-	100%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 14,134	\$ 14,223	\$ 14,223
+ Net Increase (Decrease)	(500)	(500)	(1,302)
Ending Fund Balance	\$ 13,634	\$ 13,723	\$ 12,921

Municipal Court Building Security Fund

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 3,700	\$ 3,700	\$ 2,811	\$ 889	76%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 51,211	\$ 51,287	\$ 51,287
+ Net Increase (Decrease)	3,700	3,700	2,811
Ending Fund Balance	\$ 54,911	\$ 54,987	\$ 54,098

Highland Village Community Development Corporation

Working Capital Analysis (FY 2025)

	<i>Actual 2022-2023</i>	<i>Actual 2023-2024</i>
Beginning Fund Balance	\$ 650,602	\$ 1,361,972
Revenues		
4B Sales Tax	1,805,877	1,806,379
Park Fees (Rental)	62,664	63,691
Miscellaneous Income	-	-
Interest Income	37,053	79,051
Total	\$ 1,905,594	\$ 1,949,121
Expenditures		
Personnel	300,075	280,010
Services / Supplies	257,343	447,732
Reimburse GF (Support Functions)	28,000	28,000
Reimburse GF (Debt Service)	537,581	539,165
Total Non-Capital Expenditures	\$ 1,122,999	\$ 1,294,907
Capital		
Equipment	71,226	8,525
Net Increase / (Decrease)	711,370	645,689
Working Capital Balance	\$ 1,361,972	\$ 2,007,661

<i>Budget 2024-2025</i>	<i>YTD 2024-2025</i>
\$ 2,007,661	\$ 2,007,661
1,994,167	928,098
82,000	56,867
-	-
115,000	60,453
\$ 2,191,167	\$ 1,045,418
365,550	235,733
594,918	393,210
28,000	-
536,025	449,950
\$ 1,524,493	\$ 1,078,893
50,000	-
616,674	(33,476)
\$ 2,624,335	\$ 1,974,185

PEG Fee Fund

FY 2024/2025 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 21,048	\$ 21,048	\$ 10,003	\$ 22,706	48%
<i>Total Revenues</i>	\$ 21,048	\$ 21,048	\$ 10,003	\$ 22,706	48%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,000	7,000	2,111	4,889	30%
<i>Capital</i>		-		-	0%
<i>Total Expenditures</i>	\$ 7,000	\$ 7,000	\$ 2,111	\$ 4,889	30%

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%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 179,595	\$ 178,995	\$ 178,995
<i>+Net Increase (Decrease)</i>	14,048	14,048	7,893
<i>Ending Fund Balance</i>	\$ 193,643	\$ 193,043	\$ 186,888



CITY COUNCIL MEMORANDUM AGENDA ITEM 16

MEETING DATE: July 8, 2025

SUBJECT: Consider Resolution 2025-3197 Approving and Authorizing Publication of Notice of Intention to Issue Certificates of Obligation, and Providing an Effective Date

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

The attached resolution will authorize the publication of notice of intention to issue Certificates of Obligation, Series 2025, (Certificates) in the principal amount not to exceed \$7,400,000 to be published in a newspaper of general circulation in the City, once a week for two consecutive weeks, with the first publication at least 46 days prior to the date stated in the ordinance authorizing the issuance of the certification of obligation.

Certificates of Obligation do not generally require voter authorization and are approved by City Ordinance. However, issuance of Certificates of Obligation can be made subject to a referendum election if during the required publication period and before the City Council authorizes the issuance of the Certificates the City Secretary receives a petition signed by at least five (5) percent of the City's registered voters.

The Certificates will pay for the contractual obligation incurred for projects identified in the Capital Improvement Program.

Identified Projects Associated with 2026 Bond Issue (\$7.075M)	Cost	Denton County Funding	City Funding
<u>Reconstruction Projects</u>			
Highland Shores Blvd (Briahill to Twin Coves-construction - Denton County 50% Match)	\$10,175,000	\$4,660,000	\$5,515,000
Highland Village Rd (Brazos to KCS RR - construction - Denton County 50% Match)	\$3,360,000	\$1,800,000	\$1,560,000
Total	\$13,535,000	\$6,460,000	\$7,075,000

This amount of \$7,400,000 specifies the maximum amount City Council will consider. Before the issuance, City Council have the opportunity to reduce the amount, if desired.



CITY COUNCIL MEMORANDUM AGENDA ITEM 16

A proposed timeline of this issue follows:

7/8/2025	City Council considers and approves resolution authorizing the publication of Notice of Intention to Issue Certificates of Obligation, and Providing an Effective Date
7/12/2025	1 st Publication of Notice of Intention to Issue Certificates of Obligation
7/19/2025	2 nd Publication of Notice of Intention to Issue Certificates of Obligation
9/9/2025	Council approves Ordinance Authorizing the Issuance of the Certificates of Obligation
9/25/2025	Closing of debt issuance and delivery of funds to the City

BUDGETARY IMPACT

\$7,400,000 – Ad valorem taxes will fund the capital projects.

RECOMMENDATION

To Resolution 2025-3197 approving and authorizing publication of Notice of Intention to Issue Certificates of Obligation.

CITY OF HIGHLAND VILLAGE, TEXAS
RESOLUTION NO. 2025-3197

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING AND AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Highland Village, Texas (the "City"), has determined that certificates of obligation (the "Certificates") should be issued under and pursuant to the provisions of Texas, Local Government Code, Subchapter C of Chapter 271, for the purpose of paying contractual obligations to be incurred for (i) constructing and improving streets, including drainage, landscaping, lighting, retaining walls, curbs, gutters, sidewalks, signage, traffic signalization and street noise abatement incidental thereto and the acquisition of land and rights-of-way therefor and (ii) professional services rendered in connection therewith; and

WHEREAS, prior to the issuance of such Certificates, the City Council is required to publish notice of its intention to issue the same in a newspaper of general circulation in the City, said notice stating (i) the time and place the City Council tentatively proposes to pass the ordinance authorizing the issuance of the Certificates, (ii) the maximum amount proposed to be issued, (iii) the purposes for which the Certificates are to be issued and (iv) the manner in which the City Council proposes to pay the Certificates.

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

SECTION 1. The facts and recitations contained in the above preamble of this Resolution are hereby incorporated herein for all purposes.

SECTION 2. The City Secretary is hereby authorized and directed to cause notice to be published of the City Council's intention to issue certificates of obligation, in one or more series, in the principal amount not to exceed SEVEN MILLION FOUR HUNDRED THOUSAND DOLLARS (\$7,400,000) for the purpose of paying contractual obligations to be incurred for (i) constructing and improving streets, including drainage, landscaping, lighting, retaining walls, curbs, gutters, sidewalks, signage, traffic signalization and street noise abatement incidental thereto and the acquisition of land and rights-of-way therefor and (ii) professional services rendered in connection therewith; such certificates to be payable from ad valorem taxes and a limited pledge of the net revenues of the City's water and sewer system. The notice hereby approved and authorized to be published shall read substantially in the form and content of **Exhibit A** hereto attached and incorporated herein by reference as a part of this resolution for all purposes.

SECTION 3. The City Secretary shall cause the aforesaid notice to be (i) published in a newspaper of general circulation in the City, once a week for two consecutive weeks, the date of the first publication to be at least forty-six (46) days prior to the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation and (ii) posted continuously on the City's website for at least forty-five (45) days before the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation.

SECTION 4. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Texas, Government Code, Chapter 551, as amended.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE 8TH DAY OF JULY 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/3/2025:4922-4109-1922 v1)

(City Seal)

EXHIBIT A

NOTICE OF INTENTION TO ISSUE CITY OF HIGHLAND VILLAGE, TEXAS CERTIFICATES OF OBLIGATION

TAKE NOTICE that the City Council of the City of Highland Village, Texas, shall convene at 7:30 o'clock P.M. on September 9, 2025, at the City Council chambers located at 1000 Highland Village Road, in the City of Highland Village, Texas, and, during such meeting, the City Council will consider the passage of an ordinance authorizing the issuance of certificates of obligation, in one or more series, in an amount not to exceed SEVEN MILLION FOUR HUNDRED THOUSAND DOLLARS (\$7,400,000) for the purpose of paying contractual obligations to be incurred for (i) constructing and improving streets, including drainage, landscaping, lighting, retaining walls, curbs, gutters, sidewalks, signage, traffic signalization and street noise abatement incidental thereto and the acquisition of land and rights-of-way therefor and (ii) professional services rendered in connection therewith; such certificates to be payable from ad valorem taxes and a limited pledge of the net revenues of the City's water and sewer system. In accordance with Texas Local Government Code Section 271.049, (i) the current principal amount of all of the City's outstanding public securities secured by and payable from ad valorem taxes is \$34,529,000; (ii) the current combined principal and interest required to pay all of the City's outstanding public securities secured by and payable from ad valorem taxes on time and in full is \$41,544,530 (includes self-supported debt); (iii) the estimated combined principal and interest required to pay the certificates of obligation to be authorized on time and in full is \$13,534,537; (iv) the maximum interest rate for the certificates may not exceed the maximum legal interest rate; and (v) the maximum maturity date of the certificates to be authorized is February 15, 2045. The certificates are to be issued, and this notice is given, under and pursuant to the provisions of Texas, Local Government Code, Subchapter C of Chapter 271.

Angela Miller, City Secretary
City of Highland Village, Texas



CITY COUNCIL MEMORANDUM AGENDA ITEM 17

MEETING DATE: July 8, 2025

SUBJECT: Highland Shores Boulevard Reconstruction (Twin Coves to Briarhill Boulevard) Project Update

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND

Continuation of the Highland Shores Boulevard reconstruction presentation from June 10th.

Highland Shores Boulevard was built over a number of years during the 1980's and 1990's as part of subdivision developments as they occurred from the east to the west in the Highland Shores area. Highland Shores Boulevard is a vital part of the City's road system, serving the City very well over the years, but the road has been showing significant signs of deterioration due to age and use, particularly in that section of the road between Twin Coves Drive and Briarhill Boulevard. This section of the road has reached the point where improvements need to be made in order to improve the road's condition, address safety issues, reduce ongoing maintenance needs, improve accessibility, improve the ride quality on the road, and extend the useful life of the road. In 2014 The City commissioned Kimley Horn & Associates to perform a traffic study of Highland Shores Boulevard and presented the report of findings to Council in August, 2014. Highland Shores Boulevard was identified for reconstruction in the Public Works Capital Improvement Project (CIP) program as part of the City's 2021 bond issue. In that bond, the City identified funding for engineering services. Around that time, Denton County was compiling a preliminary list of projects to present a bond package for voter approval. The City added a Highland Shores Reconstruction Project to their proposed bond package. The voters approved the Denton County bond package. The Denton County bond will provide up to a 50% funding match for the submitted projects. The Highland Shores construction phase was estimated at \$9 million at that time. With inflation and materials cost increases, the current estimate has the project at approx. \$10.1 million. In early 2022, the City commissioned an engineering firm to perform a mobility study of Highland Shores Blvd. City staff began presenting mobility data and preliminary road layouts to the City Council in August 2022. City Council approved an engineering design contract on September 12, 2023, to provide engineering and surveying services for the Highland Shores Blvd. Reconstruction (Twin Coves Drive to Briarhill Boulevard) Project ("Project"). The roundabout located at the intersection of Highland Shores Blvd. and Hillside Dr. is part of that Project. The City has received social media and residential inquiries regarding round-a-bouts making a need for continued discussion of the Project. The Project is currently in the design phase and is approximately 65-70% complete. The City has prepared a bond package for September 2025 to fund our portion of the construction and will submit for the Denton County bond funds soon after. The project is anticipated to move into the construction phase late winter/early spring 2026.

BUDGETARY IMPACT

None

RECOMMENDATION

Information only



CITY COUNCIL MEMORANDUM AGENDA ITEM 18

MEETING DATE: July 8, 2025

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

PREPARED BY: Paul Stevens, City Manager

BACKGROUND

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.

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A



UPCOMING MEETINGS

July 8, 2025	Regular City Council Meeting – 7:00 pm
July 15, 2025	Planning & Zoning Commission Meeting – 7:00 pm
July 21, 2025	Parks & Recreation Advisory Board Meeting – 6:00 pm
July 22, 2025	Highland Village Community Development Meeting – 4:30 pm
July 22, 2025	Regular City Council Meeting – 7:00 pm
August 7, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
August 12, 2025	Regular City Council Meeting – 7:00 pm
August 18, 2025	Parks & Recreation Advisory Board Meeting – 6:00 pm
August 19, 2025	Planning & Zoning Commission Meeting – 7:00 pm
August 26, 2025	Regular City Council Meeting – 7:00 pm
September 1, 2025	City Offices Closed for the Labor Day Holiday
September 4, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
September 9, 2025	Regular City Council Meeting – 7:30 pm

Note – The Zoning Board of Adjustment, Parks & Recreation Advisory Board, and the Planning & Zoning Commission meetings are held monthly, IF NEEDED. Please visit www.highlandvillage.org or the City Hall bulletin board for the latest meeting additions and updates.