



**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, JANUARY 13, 2026 at 6:00 P.M.**

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

**Convene Meeting in Open Session**

1. Continue Discussion regarding the Roles and Responsibilities of the City of Highland Village Appointees serving on the Denton County Transportation Authority (DCTA) Board of Directors, and Discussion of Future Denton County Transportation Authority Service Plans
2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for January 13, 2026

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

**CLOSED SESSION**  
**City Manager's Conference 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/or any Matter including, but not limited to, any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

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

4. Call Meeting to Order
5. Prayer led by Mayor Charlotte J. Wilcox
6. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Charlotte J. Wilcox:  
"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
8. **City Manager/Staff Reports**
  - **DCTA Board Meeting Update**
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 from the Special City Council Worksession held on November 8, 2025**
11. **Consider Resolution 2026-3229 authorizing an Agreement with HD Way Concrete Services, LLC for Concrete Pavement Repairs through the City's Cooperative Purchasing Agreement with the City of Lewisville**
12. **Receive Budget Report for Period ending September 30, 2025**

### **ACTION AGENDA**

13. **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/or any Matter, including, but not limited to, any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
14. Conduct a Public Hearing and consider Ordinance 2026-1332 amending the City's Comprehensive Zoning Ordinance amending the Use Chart in Section 29.3 "Educational, Institutional, Public and Special Uses" to authorize Drone Delivery Hubs and Drone Staging Areas in Certain Districts, amending Section 36.5 "Standards Applicable to Particular Uses" by adding Subsection H titled "Drone Delivery Hubs and Drone Staging Areas" adopting Development Standards for such uses; amending Section 39 "Definitions" by adding Definitions for "Drone Delivery Hubs" and "Drone Staging Areas" (*1<sup>st</sup> of two reads*)

**LATE WORK SESSION**

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

15. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific 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.)
16. 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 7<sup>TH</sup> DAY OF JANUARY 2026 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 \_\_\_\_\_, 2026 at \_\_\_\_\_  
am / pm by \_\_\_\_\_.



## CITY COUNCIL MEMORANDUM AGENDA ITEM 1

**MEETING DATE:** January 13, 2026

**SUBJECT:** Discuss Roles and Responsibilities of the Highland Village Appointees serving on the DCTA Board of Director, and Discussion of DCTA Future Service Plans

**PREPARED BY:** Paul Stevens, City Manager

---

### **BACKGROUND**

Continue discussion regarding the roles and responsibilities of the City of Highland Village appointees serving on the DCTA Board of Directors, and discussion of future DCTA Service Plans

### **BUDGETARY IMPACT**

N/A

### **RECOMMENDATION**

This item provides an opportunity for City Council to discuss and reach a consensus regarding expectations and responsibilities of the City's representative serving on the DCTA Board of Directors.



## **CITY COUNCIL MEMORANDUM AGENDA ITEM 7**

**MEETING DATE:** January 13, 2026

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

**PREPARED BY:** Valerie Strubelt, Deputy City Secretary

---

### **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.

### **BUDGETARY IMPACT**

N/A

### **RECOMMENDATION**

N/A



## CITY COUNCIL MEMORANDUM AGENDA ITEM 8

**MEETING DATE:** January 13, 2026

**SUBJECT:** City Manager/Staff Reports – DCTA Board Meeting Report for December 10, 2025

**PREPARED BY:** Paul Stevens

---

### **BACKGROUND**

Following is a report from the DCTA Board Meeting, which was held on December 10, 2025. Consent agenda items were all approved and are as follows:

1. Consider Approval of a Three (3) Year Licensing Agreement with Samsara for Dual-Facing Cameras on Revenue Vehicles in an Amount Not to Exceed \$75,000
2. Consider Approval of the Purchase of Three (3) non-revenue vehicles in an amount not to exceed \$150,000
3. Consider Approval of Regular Meeting Minutes Dated October 23, 2025

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

- 1. Consider Approval Monthly Financial Statement for September 30, 2025, Quarterly Grants Report for Quarter 4 – Fiscal Year 2025, Consider a Resolution to Approve the Denton County Transportation Authority (DCTA) Financial Management Policy and Receive an Update Regarding Finance Operations**

It was reported that the FY 25 auditors request list is being finalized and the auditor fieldwork is scheduled for January. This is the last year of the audit contract and anticipate a Request for Proposals (RFP) solicitation later this fiscal year.

The phase-over to the new finance software is taking place with the year-end closeout and are currently working through minor year-end updates. No challenges are anticipated in the closure of the finance software project no later than March 31, 2026.

It was also reported that a grant will be received for the purchase of buses that was approved at the October 23 meeting.

- 2. Discuss Update on DCTA Landscape Standards and Issuance of DCTA Landscape Maintenance Request for Proposals (RFP)**

As part of the Landscape Maintenance Request for Proposals, the current landscape standards will be updated. The Guiding Principles will be as follows:

- Clear and updated design and maintenance expectations=Safe and customer centric mobility for all users
- Shift to native, drought-adaptive plant palettes=Climate resilience, sustainability, and cost efficiencies.
- Safety, ADA visibility, and wayfinding=Multimodal connectivity support
- DCTA brand identity and station experience=Strong station place-making and consistency

The RFP will establish priority zones at the stations for approved landscaping, and will pre-qualify three to five landscape maintenance vendors. The locations will include all train stations



## **CITY COUNCIL MEMORANDUM AGENDA ITEM 8**

and the Bus Operations and Maintenance Facility. A finalized recommendation for approval should occur in February. This was an informational item only.

### **3. Discuss Local and Regional Updates and Legislative Updates**

This was a discussion item only.

### **4. Executive Session – The Board of Directors will convene into Closed Executive Session Pursuant to Section 551.071(2) of the Texas Local Government Code, for the Purpose of Seeking Legal Advice from Legal Counsel Regarding a Contract by and Between Denton County Transportation Authority (DCTA) and D&D Landscape**

The Board approved expenditures for work completed by D&D Landscape for tree and shrub trimming at various train stations.



## CITY COUNCIL MEMORANDUM AGENDA ITEM 10

**MEETING DATE:** January 13, 2026

**SUBJECT:** Consider approval of Minutes of the City Council Special Worksession held on November 8, 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 City Council Special Worksession held on November 8, 2025.





**MEETING MINUTES OF SPECIAL WORKSESSION  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL SERVICE CENTER  
PUBLIC WORKS TRAINING ROOM  
948A HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS  
SATURDAY, NOVEMBER 8, 2025**

**Convene Meeting in Open Session**

**1. Call Meeting to Order**

Mayor Wilcox called the meeting to order at 8:30 a.m.

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

Absent:	Kevin Cox	Councilmember
---------	-----------	---------------

Staff Members:	Paul Stevens	City Manager
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Chief of Police
	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

Visitors:	Andy Eads	Denton County Judge, DCTA Chair
	Paul Cristina	DCTA President/Chief Executive Officer
	Daniel Jaworski	Highland Village DCTA Representative/Secretary
	Eric Morris	Denton County Intergovernmental Relations Administrator
	Austin Frith	DCTA Vice President of Planning and Development
	Byron Campbell	DCTA Governmental Affairs Representative

**2. Receive an Update and Discuss Denton County Transportation Authority (DCTA)**

Mayor Wilcox reported she asked Judge Eads to attend this meeting because of his early involvement and historical knowledge of DCTA. Judge Eads reported he has been

involved with DCTA since its inception, beginning with the citizen's advisory committee and first election. He also shared background on his experience collaborating with the Town of Addison and DART in the development of a transit system for that area.

He thanked Highland Village for the opportunity to come together and asked Council to be champions of the agency, perhaps through City communication channels, and marketing campaigns tailored to Highland Village. He encouraged everyone to share any ideas they may have and partner to increase ridership of the community, and referenced the importance of being innovative when it comes to transportation.

DCTA President/CEO Paul Cristina provided an update on the following:

#### Agency Performance

Data provided included total ridership from 2011 to 2025 for all modes of transportation. Information was also presented for GoZone ridership in FY 2024 and FY 2025 for all three member cities.

#### GoZone and Paratransit Performance

GoZone utilization from September 2021 to September 2025 for Highland Village was provided, along with wait times, and top business destinations. In FY 2025, Mr. Cristina reported there were 12,693 trips originating in Highland Village, with 28% of passengers beginning/ending their trip in Highland Village and 72% of passengers beginning their trip in Highland Village and ending outside of Highland Village. A high connectivity rate was reported along the FM 407 corridor. Monthly paratransit ridership information for FY 2024 and FY 2025 was also presented.

#### A-Train Overview

Data for the Highland Village/Lewisville Lake Station included a breakdown of boardings and alighting from FY 2023 through FY 2025, along with times of day for FY 2025. A comparison of boardings and alighting for the various stations was shown, with the Trinity Mills Station having the highest. There was an increase at the Highland Village/Lake Lewisville Station, however the station did have the least out of the six presented.

Details of an A-Train Enhancement Program were presented. The program aims to improve performance, efficiency and regional connectivity, and the role transit-oriented development plays. As it relates to transit-oriented developments, Councilmember Nelson voiced his frustration that the Highland Village/Lewisville Lake Station is not financially advantageous for Highland Village as the station is across the highway and not actually located in Highland Village. Mr. Cristina stated he would like a visioning conversation as they will soon be starting a process to match future origin and destination pairs to potential fixed routes in Lewisville, which could potentially allow other means for access to the Highland Village/Lewisville Lake Station.

Information relating to a proposed Corinth Station was also provided. Councilmember Hurst asked if the City could sublet its membership to Corinth. Mr. Cristina stated he did not know if the statutes allow for that. Councilmember Hurst requested the DCTA attorney to research and report the findings.

The presentation also included information on a DCTA A-Train connection to the new DART Silver Line in Downtown Carrollton. This would give riders direct commuter rail access to DFW Airport.

### Regional Considerations

Historical and projected total population and employment information provided by the North Central Texas Council of Governments was presented. Mr. Cristina reported population density change and traffic analysis is used to prepare for future areas of service.

To accommodate the population growth and provide transportation opportunities in the region, the DCTA Board of Directors created a New Member and Contracted Services Policy, which includes a path to membership and contracted services. An overview of the policy was provided.

### Highland Village Value Proposition and Enhancement

An approximation of public transit service expenditure, by mode, based on ridership attributed to the City was presented. Mr. Cristina reported they do not maintain credit card-based data that includes addresses, names, or phone numbers of their riders; however, they do use Placer.ai to aggregate cell phone pings to anonymize mobile location data to understand customer behavior and trends. Visitors' home locations, work locations, and journey mapping was presented. Ridership by zip codes provided by North Central Texas Council of Governments was also presented.

Judge Eads stated he understands the City's financial concerns and restraints. He then concluded by stating the services are part of a regional approach and having more participants beyond the three member cities will help the overall system with continuity.

Some members of Council voiced their concern with the return on investment (ROI) for Highland Village. After much discussion, Council took a short break at 10:12 a.m., and reconvened at 10:24 a.m.

Councilmember Kixmiller requested future meeting discussions, on either a monthly or bi-monthly basis, to allow the Council to reach a consensus on whether to pursue withdrawing from DCTA.

## **3. Receive a Presentation and Discuss the Use of Golf Carts in Highland Village**

Chief Reim reviewed state law definitions and classifications for off-highway vehicles, motor vehicles, golf carts, neighborhood electric vehicles, slow-moving vehicles, all-terrain & off-highway vehicles, and commercial motor vehicles. In relation to golf carts, he reported state law has changed since 2018. Golf carts may now be allowed on roads with a speed limit of more than 35 mph, by City ordinance – previously state law allowed them only on roads with a speed limit of under 35 mph. Additional requirements were also reviewed.

Currently, City Ordinance 2018-1243 allows the use of golf carts in certain areas of the city. He provided background information from research and discussions that took place leading up to the 2018 ordinance, emphasizing the main focus being on safety. Regarding the use of golf carts on City trails, Chief Reim added that our trails were not designed for golf carts and he does not recommend allowing them, unless the trails are widened.

Data on golf cart permits issued was provided, along with a summary of golf cart accidents covering October 2023 to September 2025, and included the numbers of citations/warnings that have been issued during the same time period. With more recent requests to allow the use of golf carts on Highland Village Road, Chief Reim reported state law requires golf carts to move to the right of the street yielding to faster moving traffic. He added there is nowhere to do so on Highland Village Road.

Chief Reim also presented items he would like considered for a future ordinance amendment:

- Issued permit becomes permanent (versus the current 2-years)
- Registered owner must notify the Police Department if unit is sold
- Police Chief can authorize use of golf carts with a special permit request
- Adjust night hours on holidays or days of the week from dark to 10:00 p.m.

After their discussion, Council consensus was as follows:

- There will be no change to the current ordinance regarding the use of golf carts on Highland Village Road; golf carts shall remain prohibited on Highland Village Road.
- Consider the items presented by Chief Reim for possible inclusion in a future amendment to the ordinance.

#### **4. Receive a Presentation and Discuss Short-Term Rentals in Highland Village**

Chief Reim provided a list of short-term rental (STR) properties located in Highland Village and the nature of the calls for service received by the Police Department from October 2023 through September 2025. He added there is some difficulty in locating STRs as a property may not always be an active listing. Chief Reim reported the goal is to find a long-term solution for compliance through community policing, however tickets are issued to tenants if in violation of an ordinance.

City Manager Stevens reported that a company called Rentalscape reports there are 21 STR properties in Highland Village, with approximately half currently active. Legal rulings outlining the scope of municipal regulatory authority, including permitted and prohibited areas of regulation, were presented. He stated that homeowner associations (HOA) can be more restrictive in their covenants relating to STRs. Approximately half of Highland Village subdivisions have an HOA. A list of code enforcement cases was also presented. City Manager Stevens reviewed elements of STR regulations from other cities and reported most smaller cities do not have a program; however, larger cities do in order to collect Hotel Occupancy Tax (HOT) funds.

Councilmember Hurst voiced her concerns regarding STRs and long-term rentals, and stated she favors having a third-party registration program that is cost-neutral, that would allow access for a home inspection, and the ability to address safety and security concerns. Requiring registration of a rental property was also discussed so that rental properties are being identified. Some members of Council stated there are current laws and ordinances in place that could address many of the concerns being stated. Challenges at the municipal court level regarding citations issued for code enforcement violations was also discussed. The City's code enforcement program was also briefly reviewed.

Council reached consensus not to implement a rental registration program and to rely on existing regulatory tools to address matters.

Council took a short break at 12:09 p.m., and reconvened at 12:13 p.m.

#### **5. 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.)**

*Accidents at Village Parkway and Live Oak/Marketplace*

Chief Reim presented information on accidents occurring on northbound/southbound Village Parkway at or near Live Oak/Marketplace. Since January 2025 to present, there have been twelve motor vehicle accidents, and one accident where a bicycle rider fell; however, no motor vehicles were involved. Two of the accidents resulted in transports via ambulance. A short accident analysis was also provided.

Councilmember Nelson suggested a protected left turn for vehicles traveling north/southbound on Village Parkway.

Public Works Director Kristin provided an overview of the elements of the intersection. He reported the Town of Flower Mound previously maintained the signals at this location, and TxDOT has since taken over management of the signals. Director Kristin reported staff has hired an engineering firm to do an analysis of the intersection to identify items of concern, along with possible options and recommended improvements, and short- and long-term solutions. City staff will provide an update once the report is received.

*Evaluation of Commercial Landscape throughout the City*

Director Kriston reported staff was asked to evaluate the commercial landscape throughout the entire city as some has died or is no longer being maintained. All Planned Developments in commercial and residential areas have been identified. A third-party arborist and landscape architect has been hired to perform a site inspection of commercial areas and provide a report on their findings. With that, Code Enforcement works with the property owners to get the landscaping in compliance.

Director Kriston reported if no approved landscape plan or Planned Development exists for an area, City ordinance does require a certain amount of landscaping. However, landscaping requirements for those areas is based on what was in effect at the time of development. Staff is currently working on this.

**Adjournment**

Mayor Wilcox adjourned the meeting at 12:47 p.m.

---

Charlotte J. Wilcox, Mayor

**ATTEST:**

---

Angela Miller, City Secretary



## CITY COUNCIL MEMORANDUM AGENDA ITEM 11

**MEETING DATE:** January 13, 2026

**SUBJECT:** Consider Resolution 2026-3229 authorizing an Agreement with HD WAY Concrete Services, LLC. for concrete pavement repairs through the City's Cooperative Purchasing Agreement with the City of Lewisville and authorizing up to three annual renewals

**PREPARED BY:** Scott Kriston, Director of Public Works

---

### **BACKGROUND**

The City of Highland Village has a pavement management program and typically overlays identified asphalt roadways on an annual basis to maintain asphalt roadway infrastructure and increase their longevity. City staff also targets for repair existing concrete roadways that have shown pavement deterioration and/or pavement failures. City staff identifies concrete streets that are exhibiting concrete panel failure. The Streets Division budgets \$100,000.00 annually for concrete panel repairs/replacements. The Drainage and Utilities Divisions both budget up to \$50,000.00 annually for concrete pavement repairs.

The City of Highland Village utilizes a cooperative purchasing agreement with the City of Lewisville and annually would enter into task orders with HD Way Concrete Services LLC in amounts not exceeding the funds available and appropriated in the FY budget to perform such concrete pavement repairs.

### **BUDGETARY IMPACT**

Funded through the General Fund.

### **RECOMMENDATION**

Approve Resolution 2026-3229 as presented.

**CITY OF HIGHLAND VILLAGE  
RESOLUTION NO. 2026-3229**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING AN AGREEMENT WITH HD WAY CONCRETE SERVICES LLC FOR CONCRETE PAVEMENT REPAIRS THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE CITY OF LEWISVILLE; AUTHORIZING ANNUAL RENEWALS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Director of Public Works has identified various concrete street sections that need repair during FY 2025-2026; and

**WHEREAS**, having considered various options for quickly and efficiently engaging a contractor to perform such repairs for a reasonable cost, City Administration is recommending that the City enter a contract with HD Way Concrete Services LLC to perform such repairs through the City's cooperative purchasing agreement with the City of Lewisville; and

**WHEREAS**, the City Council finds it to be in the public interest to concur in the foregoing recommendation.

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

**SECTION 1.** The City Manager is hereby authorized to sign an agreement on behalf of the City with HD Way Concrete Services LLC to perform concrete pavement repairs through the City's cooperative purchasing agreement with the City of Lewisville and to time to time enter such task orders with HD Way Concrete Services LLC in amounts not exceeding the funds available and appropriated in the FY2025-2026 to perform such concrete pavement repairs.

**SECTION 2.** The City Manager is further authorized to approve extensions of the term of the contract approved in accordance with Section 1 for up to three (3) periods of one (1) year each and to obtain and pay for concrete pavement repair services pursuant to said contract provided funds have been budgeted and available for such purposes in accordance with the City's official budget adopted for the Fiscal Year during which such service are paid.

**SECTION 3.** This Resolution shall be effective immediately upon its approval.

**PASSED AND APPROVED THIS THE 13<sup>TH</sup> DAY OF JANUARY 2026.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

---

**Kevin B. Laughlin, City Attorney**

(kbl:12/17/2025:4936-4540-6083 v1)





## CITY COUNCIL MEMORANDUM AGENDA ITEM 12

**MEETING DATE:** January 13, 2026

**SUBJECT:** Receive Budget Reports for Period Ending September 30, 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 September represents the twelfth report in the Fiscal Year.

### **BUDGETARY IMPACT**

N/A

### **OPTIONS & RESULTS:**

Please note that this report is un-audited. We are still in the process of closing the financial statements for Fiscal Year 2024-2025 – not all invoices/payments for this year have been received. Thus, there will likely be further adjustments until final numbers are obtained. However, in total, the budget reports do fairly represent the financial position of the City.

The totals for year-end reflect a favorable position for the City. In general, the actual ending fund balance totals for FY 2024-2025 exceed the projections provided in the budget process. Actual revenues were below the revised budget the year-end projections estimated in the FY 2026 budget process. Actual expenditures were lower than the revised budget and the projections.

Budgeted, projected, and actual revenue and expenditures (unaudited) are summarized below.

Significant revenue variances from the Year-end estimate: (\$-203,882 in total)

- Property tax (\$-82,361)
- Park and recreation fees (\$-38,115)
- Franchise fees (\$-29,098)
- Interest income (\$-27,254)

Significant expenditure variances from the Year-end estimate: (\$659,668 in total)

- Streets (\$148,561)
  - Engineering service – open task order related to FY 2025 asphalt overlay projects carried over to FY 2026 (\$29,090)
  - Professional Services for a certified arborist and landscape architect for commercial plan enforcement not expended (\$12,000)
  - Signs and barriers – replacement of FM2499 signs at Highland Shores Blvd and Castlewood carried over to FY 2026 (\$37,248)
  - Capital Outlay – Street sander ordered in FY 2025 not yet delivered (\$21,000)
- Maintenance (\$193,957)
  - Engineering services – open task order for design of a stand-by generator to serve the Municipal Service will carry over to FY 2026 (\$75,000)
  - Building and grounds maintenance – roof replacement at the Parks and Public Works buildings completed in FY 2026 – (\$100,000)



# CITY COUNCIL MEMORANDUM

## AGENDA ITEM 12

The ending fund balance is estimated to be \$619,982 more than projected.

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Projected Year-End	Year to Date	Variance (Revised Budget)	Variance (Projected)
Property Tax	\$ 14,527,735	\$ 14,527,735	\$14,275,630	\$ 14,193,269	\$ (334,466)	\$ (82,361)
Sales Tax	4,209,200	4,209,200	3,830,885	3,810,163	(399,037)	(20,722)
Franchise Fees	1,563,455	1,563,455	1,610,617	1,581,521	18,066	(29,096)
Licensing & Permits	285,552	285,552	323,660	318,534	32,982	(5,126)
Park/Recreation Fees	190,355	190,355	223,556	185,441	(4,914)	(38,115)
Public Safety Fees	849,344	849,344	885,182	882,358	33,014	(2,824)
Rents	164,431	164,431	168,653	165,792	1,361	(2,861)
Municipal Court	132,600	132,600	150,943	135,764	3,164	(15,179)
Interest Income	935,788	935,788	646,268	619,014	(316,774)	(27,254)
Miscellaneous	80,000	80,000	150,313	169,968	89,968	19,655
<b>Total Revenues</b>	<b>\$ 22,938,460</b>	<b>\$ 22,938,460</b>	<b>\$ 22,265,707</b>	<b>\$ 22,061,825</b>	<b>\$ (876,635)</b>	<b>\$ (203,882)</b>
<b>Other Sources</b>						
Transfers In	\$ 534,000	\$ 534,000	\$533,202	\$ 533,202	\$ (798)	(0)
Sale of Assets	\$ 180,400	\$ 180,400	\$ 196,105	\$ 363,612	\$ 183,212	167,507
<b>Total Available Resources</b>	<b>\$ 23,652,860</b>	<b>\$ 23,652,860</b>	<b>\$ 22,995,014</b>	<b>\$ 22,958,638</b>	<b>\$ (694,222)</b>	<b>\$ (36,376)</b>
Expenditures	Original Budget	Revised Budget	Projected Year-End	Year to Date	Variance (Revised Budget)	Variance (Projected)
City Manager Office	\$ 656,960	\$ 656,960	\$ 617,850	\$ 614,010	\$ 42,949	\$ 3,840
Finance (includes Mun. Court)	1,581,412	1,558,412	1,556,565	1,521,172	37,240	\$ 35,393
Human Resources	664,959	664,959	578,573	557,967	106,992	\$ 20,606
City Secretary Office	510,780	510,780	398,398	375,841	134,938	\$ 22,557
Information Services	1,478,069	1,478,069	1,428,199	1,375,860	102,210	\$ 52,339
Marketing and Communications	499,359	511,859	501,077	505,149	6,710	\$ (4,072)
Police	6,543,557	6,543,557	6,376,389	6,319,377	224,180	\$ 57,012
Fire	4,022,228	4,027,428	3,975,570	3,981,869	45,558	\$ (6,299)
Community Services	547,618	547,618	460,236	432,396	115,221	\$ 27,840
Streets/Drainage	1,830,200	2,143,200	1,947,254	1,798,693	344,506	\$ 148,561
Maintenance	3,237,943	2,622,943	2,655,675	2,461,718	161,225	\$ 193,957
Parks	2,535,756	2,535,756	2,491,381	2,423,319	112,437	\$ 68,062
Recreation	666,929	676,879	629,857	589,984	86,895	\$ 39,873
<b>Total Expenditures</b>	<b>\$ 24,775,768</b>	<b>\$ 24,478,418</b>	<b>\$ 23,617,024</b>	<b>\$ 22,957,356</b>	<b>\$ 1,521,062</b>	<b>\$ 659,668</b>
<b>Capital Summary</b>						
<b>(Included in totals above - summary information only)</b>						
Equipment Replacement	\$ 823,100	\$ 337,600		\$ 304,085	\$ 33,515	90%
<b>Other Uses</b>						
Transfers Out	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	-	100%
<b>Total Expenditures</b>	<b>\$ 24,791,768</b>	<b>\$ 24,494,418</b>	<b>\$ 23,633,024</b>	<b>\$ 22,973,356</b>	<b>\$ 1,521,062</b>	<b>\$ 659,669</b>
Fund Balance	Original Budget	Revised Budget	Projected (Budget Process)	Year to Date		
Beginning Fund Balance	10,422,216	11,647,042	11,647,042	11,647,042		
+ Net Increase (Decrease)	(1,138,908)	(841,558)	(638,010)	(14,718)		
Ending Fund Balance	\$ 9,283,308	\$ 10,805,484	\$ 11,009,032	\$ 11,632,324		

### RECOMMENDATION

Council to receive the budget reports for the period ending September 30, 2025.

# General Fund Summary

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 14,527,735	\$ 14,527,735	\$ 14,193,269	\$ (334,466)	98%
Sales Tax	4,209,200	4,209,200	3,810,163	(399,037)	91%
Franchise Fees	1,563,455	1,563,455	1,581,521	18,066	101%
Licensing & Permits	285,552	285,552	318,534	32,982	112%
Park/Recreation Fees	190,355	190,355	185,441	(4,914)	97%
Public Safety Fees	849,344	849,344	882,358	33,014	104%
Rents	164,431	164,431	165,792	1,361	101%
Municipal Court	132,600	132,600	135,764	3,164	102%
Interest Income	935,788	935,788	619,014	(316,774)	66%
Miscellaneous	80,000	80,000	169,968	89,968	212%
<b>Total Revenues</b>	<b>\$ 22,938,460</b>	<b>\$ 22,938,460</b>	<b>\$ 22,061,825</b>	<b>\$ (876,635)</b>	<b>96%</b>

### Other Sources

Transfers In	\$ 534,000	\$ 534,000	\$ 533,202	\$ (798)	100%
Sale of Assets	\$ 180,400	\$ 180,400	\$ 363,612	\$ 183,212	202%

<b>Total Available Resources</b>	<b>\$ 23,652,860</b>	<b>\$ 23,652,860</b>	<b>\$ 22,958,638</b>	<b>\$ (877,433)</b>	
----------------------------------	----------------------	----------------------	----------------------	---------------------	--

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 656,960	\$ 656,960	\$ 614,010	\$ 42,949	93%
Finance (includes Mun. Court)	1,581,412	1,558,412	1,521,172	37,240	98%
Human Resources	664,959	664,959	557,967	106,992	84%
City Secretary Office	510,780	510,780	375,841	134,938	74%
Information Services	1,478,069	1,478,069	1,375,860	102,210	93%
Marketing and Communications	499,359	511,859	505,149	6,710	99%
Police	6,543,557	6,543,557	6,319,377	224,180	97%
Fire	4,022,228	4,027,428	3,981,869	45,558	99%
Community Services	547,618	547,618	432,396	115,221	79%
Streets/Drainage	1,830,200	2,143,200	1,798,693	344,506	84%
Maintenance	3,237,943	2,622,943	2,461,718	161,225	94%
Parks	2,535,756	2,535,756	2,423,319	112,437	96%
Recreation	666,929	676,879	589,984	86,895	87%
<b>Total Expenditures</b>	<b>\$ 24,775,768</b>	<b>\$ 24,478,418</b>	<b>\$ 22,957,356</b>	<b>\$ 1,521,062</b>	<b>94%</b>

<b>Capital Summary</b>	<b>(Included in totals above - summary information only)</b>				
Equipment Replacement	\$ 823,100	\$ 337,600	\$ 304,085	\$ 33,515	90%

### Other Uses

Transfers Out	\$ 16,000	\$ 16,000	\$ 16,000	-	100%
---------------	-----------	-----------	-----------	---	------

<b>Total Expenditures</b>	<b>\$ 24,791,768</b>	<b>\$ 24,494,418</b>	<b>\$ 22,973,356</b>	<b>\$ 1,521,062</b>	
---------------------------	----------------------	----------------------	----------------------	---------------------	--

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)	(841,558)	(14,718)
Ending Fund Balance	\$ 9,283,308	\$ 10,805,484	\$ 11,632,324

# General Fund Expenditure Summary

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 16,564,371	\$ 16,555,371	\$ 16,037,700	\$ 517,672	97%
Services / Supplies	7,388,297	7,585,447	6,615,572	969,875	87%
Capital	823,100	337,600	304,085	33,515	90%
	<u>\$ 24,775,768</u>	<u>\$ 24,478,418</u>	<u>\$ 22,957,356</u>	<u>\$ 1,521,062</u>	<u>94%</u>

### - - - Detail - - -

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

#### Personnel

<i>Salaries / Wages</i>	\$ 11,800,052	\$ 11,813,552	\$ 11,534,043	\$ 279,509	98%
<i>Employee Benefits</i>	4,764,319	4,741,819	4,503,657	238,162	95%
<i>Total Personnel</i>	<u>\$ 16,564,371</u>	<u>\$ 16,555,371</u>	<u>\$ 16,037,700</u>	<u>\$ 517,672</u>	<u>97%</u>

#### Services / Supplies

<i>Professional Services</i>	\$ 2,332,482	\$ 2,334,482	\$ 2,030,250	\$ 304,232	87%
<i>Employee Development</i>	420,920	420,920	322,928	97,992	77%
<i>Office Supplies / Equipment</i>	1,646,908	1,659,408	1,456,184	203,224	88%
<i>Utilities</i>	428,640	444,640	408,536	36,104	92%
<i>Other</i>	2,559,347	2,725,997	2,397,674	328,323	88%
<i>Total Services / Supplies</i>	<u>\$ 7,388,297</u>	<u>\$ 7,585,447</u>	<u>\$ 6,615,572</u>	<u>\$ 969,875</u>	<u>87%</u>

#### Capital

<i>Equipment / Vehicles</i>	\$ 823,100	\$ 337,600	\$ 304,085	\$ 33,515	90%
<i>Total Capital</i>	<u>\$ 823,100</u>	<u>\$ 337,600</u>	<u>\$ 304,085</u>	<u>\$ 33,515</u>	<u>90%</u>

<i>Total General Fund Expenditure Summary</i>	<u>\$ 24,775,768</u>	<u>\$ 24,478,418</u>	<u>\$ 22,957,356</u>	<u>\$ 1,521,062</u>	<u>94%</u>
---	----------------------	----------------------	----------------------	---------------------	------------

# General Fund Revenue

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 14,527,735	\$ 14,527,735	\$ 14,193,269	\$ (334,466)	98%
Sales Tax	4,209,200	4,209,200	3,810,163	(399,037)	91%
Franchise Fees	1,563,455	1,563,455	1,581,521	18,066	101%
Licensing & Permits	285,552	285,552	318,534	32,982	112%
Park/Recreation Fees	190,355	190,355	185,441	(4,914)	97%
Public Safety Fees	849,344	849,344	882,358	33,014	104%
Rents	164,431	164,431	165,792	1,361	101%
Municipal Court	132,600	132,600	135,764	3,164	102%
Interest Income	935,788	935,788	619,014	(316,774)	66%
Miscellaneous	80,000	80,000	169,968	89,968	212%
<b>Total Revenues</b>	<b>\$ 22,938,460</b>	<b>\$ 22,938,460</b>	<b>\$ 22,061,825</b>	<b>\$ (876,635)</b>	<b>96%</b>

# City Manager Office

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 471,597	\$ 471,597	\$ 467,265	\$ 4,331	99%
Services / Supplies	185,363	185,363	146,745	38,618	79%
Capital	-	-	-	-	0%
	\$ 656,960	\$ 656,960	\$ 614,010	\$ 42,949	93%

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

<b>Personnel</b>					
<b>Salaries / Wages</b>	367,328	367,328	\$ 361,636	\$ 5,692	98%
<b>Employee Benefits</b>	104,268	104,268	105,629	(1,361)	101%
<b>Total Personnel</b>	\$ 471,597	\$ 471,597	\$ 467,265	\$ 4,331	99%

<b>Services / Supplies</b>					
<b>Professional Services</b> (City-wide legal - \$98,500)	\$ 121,600	121,600	\$ 132,791	\$ (11,191)	109%
<b>Employee Development</b>	11,755	11,755	12,892	(1,137)	110%
<b>Supplies / Equipment</b>	1,720	1,720	1,061	659	62%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b> (Contingency + Data Processing)	50,288	50,288	-	50,288	0%
<b>Total Services / Supplies</b>	\$ 185,363	\$ 185,363	\$ 146,745	\$ 38,618	79%

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

<b>Total City Manager</b>	\$ 656,960	\$ 656,960	\$ 614,010	\$ 42,949	93%
---------------------------	------------	------------	------------	-----------	-----

# Finance Department

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,011,173	\$ 986,173	\$ 951,399	\$ 34,774	96%
Services / Supplies	570,239	572,239	569,773	2,466	100%
Capital	-	-	-	-	0%
	\$ 1,581,412	\$ 1,558,412	\$ 1,521,172	\$ 37,240	98%

### - - - Detail - - -

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

#### Personnel

<b>Salaries / Wages</b>	\$ 739,418	\$ 739,418	\$ 725,917	\$ 13,501	98%
<b>Employee Benefits</b>	271,756	246,756	225,482	21,273	91%
<b>Total Personnel</b>	\$ 1,011,173	\$ 986,173	\$ 951,399	\$ 34,774	96%

#### Services / Supplies

<b>Professional Services</b> (City-wide liability insurance - \$219,337 / DCAD - \$119,000)	\$ 535,550	\$ 537,550	\$ 552,702	\$ (15,152)	103%
<b>Employee Development</b>	13,564	13,564	9,593	3,971	71%
<b>Supplies / Equipment</b>	6,725	6,725	6,200	525	92%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b> (Data Processing Equipment + Supplies)	14,400	14,400	1,278	13,123	9%
<b>Total Services / Supplies</b>	\$ 570,239	\$ 572,239	\$ 569,773	\$ 2,466	100%

#### Capital

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

<b>Total Finance Department</b>	\$ 1,581,412	\$ 1,558,412	\$ 1,521,172	\$ 37,240	98%
---------------------------------	--------------	--------------	--------------	-----------	-----

# Human Resources

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 449,053	\$ 449,053	\$ 373,213	\$ 75,840	83%
Services / Supplies	215,906	215,906	184,754	31,152	86%
Capital	-	-	-	-	0%
	\$ 664,959	\$ 664,959	\$ 557,967	\$ 106,992	84%

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

<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 355,063	\$ 355,063	\$ 279,117	\$ 75,946	79%
<i>Employee Benefits</i>	93,990	93,990	94,096	(106)	100%
<b>Total Personnel</b>	\$ 449,053	\$ 449,053	\$ 373,213	\$ 75,840	83%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 108,856	\$ 108,856	\$ 109,598	\$ (742)	101%
<i>Employee Development</i>	89,775	89,775	68,597	21,178	76%
<i>Supplies / Equipment</i>	2,275	2,275	2,718	(443)	119%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	15,000	15,000	3,842	11,158	26%
<b>Total Services / Supplies</b>	\$ 215,906	\$ 215,906	\$ 184,754	\$ 31,152	86%

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

<b>Total Human Resources</b>	\$ 664,959	\$ 664,959	\$ 557,967	\$ 106,992	84%
------------------------------	------------	------------	------------	------------	-----



# City Secretary Office

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 316,291	\$ 316,291	\$ 254,566	\$ 61,725	80%
Services / Supplies	194,489	194,489	121,275	73,214	62%
Capital	-	-	-	-	-
	\$ 510,780	\$ 510,780	\$ 375,841	\$ 134,938	74%

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

<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 218,145	\$ 218,145	\$ 188,549	\$ 29,596	86%
<i>Employee Benefits</i>	98,146	98,146	66,017	32,129	67%
<b>Total Personnel</b>	\$ 316,291	\$ 316,291	\$ 254,566	\$ 61,725	80%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 46,000	\$ 46,000	\$ 30,851	\$ 15,149	67%
<i>Employee Development</i> <i>(City Council related \$42,704)</i>	72,688	72,688	30,496	42,192	42%
<i>Supplies / Equipment</i>	16,301	16,301	9,158	7,143	56%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	59,500	59,500	50,770	8,730	85%
<b>Total Services / Supplies</b>	\$ 194,489	\$ 194,489	\$ 121,275	\$ 73,214	62%

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

<b>Total City Secretary Office</b>	\$ 510,780	\$ 510,780	\$ 375,841	\$ 134,938	74%
------------------------------------	------------	------------	------------	------------	-----

# Information Services

## FY 2024/2025 Budget

YEAR TO DATE SEPTEMBER

Percent of Budget Year Transpired

100.0%

### --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 887,464	\$ 887,464	\$ 891,554	\$ (4,090)	100%
Services / Supplies	590,605	590,605	484,305	106,300	82%
Capital	-	-	-	-	0%
	\$ 1,478,069	\$ 1,478,069	\$ 1,375,860	\$ 102,210	93%

### --- Detail ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 661,289	\$ 661,289	\$ 666,408	\$ (5,120)	101%
<i>Employee Benefits</i>	226,175	226,175	225,146	1,029	100%
<b>Total Personnel</b>	\$ 887,464	\$ 887,464	\$ 891,554	\$ (4,090)	100%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 302,185	\$ 302,185	\$ 269,622	\$ 32,563	89%
<i>Employee Development</i>	25,450	25,450	13,411	12,039	53%
<i>Supplies / Equipment</i>	3,560	3,560	5,168	(1,608)	145%
<i>Utilities</i>	99,300	99,300	65,154	34,146	66%
<i>Other (Data Processing)</i>	160,110	160,110	130,950	29,160	82%
<b>Total Services / Supplies</b>	\$ 590,605	\$ 590,605	\$ 484,305	\$ 106,300	82%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total City Information Services</b>	\$ 1,478,069	\$ 1,478,069	\$ 1,375,860	\$ 102,210	93%

# Marketing and Communications FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 376,736	\$ 389,236	\$ 389,534	\$ (298)	100%
Services / Supplies	122,623	122,623	115,614	7,009	94%
Capital	-	-	-	-	0%
	\$ 499,359	\$ 511,859	\$ 505,149	\$ 6,710	99%

## - - - Detail - - -

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

### Personnel

<b>Salaries / Wages</b>	\$ 264,891	\$ 277,391	\$ 276,365	\$ 1,026	100%
<b>Employee Benefits</b>	111,845	111,845	113,170	(1,325)	101%
<b>Total Personnel</b>	\$ 376,736	\$ 389,236	\$ 389,534	\$ (298)	100%

<b>Professional Services</b>	\$ 85,298	\$ 85,298	\$ 84,039	\$ 1,259	99%
<b>Employee Development</b>	9,925	9,925	3,609	6,316	36%
<b>Supplies / Equipment</b>	-	-	14	(14)	0%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Special Events)</b>	27,400	27,400	27,953	(553)	102%
<b>Total Services / Supplies</b>	\$ 122,623	\$ 122,623	\$ 115,614	\$ 7,009	94%

### Capital

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

<b>Total Marketing and Communications</b>	\$ 499,359	\$ 511,859	\$ 505,149	\$ 6,710	99%
---	------------	------------	------------	----------	-----

# Police Department

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 5,829,368	<b>\$ 5,829,368</b>	<b>\$ 5,650,553</b>	\$ 178,815	97%
Services / Supplies	698,189	<b>698,189</b>	<b>652,824</b>	45,365	94%
Capital	16,000	<b>16,000</b>	<b>16,000</b>	-	100%
	<b>\$ 6,543,557</b>	<b>\$ 6,543,557</b>	<b>\$ 6,319,377</b>	\$ 224,180	97%

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

<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 4,248,181	<b>\$ 4,248,181</b>	<b>\$ 4,134,276</b>	\$ 113,905	97%
<i>Employee Benefits</i>	1,581,187	<b>1,581,187</b>	<b>1,516,277</b>	64,910	96%
<b>Total Personnel</b>	<b>\$ 5,829,368</b>	<b>\$ 5,829,368</b>	<b>\$ 5,650,553</b>	\$ 178,815	97%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 296,118	<b>\$ 296,118</b>	<b>\$ 286,646</b>	\$ 9,472	97%
<i>Employee Development</i>	63,135	<b>63,135</b>	<b>68,967</b>	(5,832)	109%
<i>Supplies / Equipment</i>	176,681	<b>176,681</b>	<b>159,363</b>	17,318	90%
<i>Utilities</i>	-	-		-	0%
<i>Other (Animal Care - \$140,780)</i>	162,255	<b>162,255</b>	<b>137,848</b>	\$ 24,407	85%
<b>Total Services / Supplies</b>	<b>\$ 698,189</b>	<b>\$ 698,189</b>	<b>\$ 652,824</b>	\$ 45,365	94%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	16,000	<b>16,000</b>	<b>16,000</b>	-	100%
<b>Total Capital</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	\$ -	100%

<b>Total Police Department</b>	<b>\$ 6,543,557</b>	<b>\$ 6,543,557</b>	<b>\$ 6,319,377</b>	\$ 224,180	97%
--------------------------------	---------------------	---------------------	---------------------	------------	-----

# Fire Department FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 3,553,895	\$ 3,543,895	\$ 3,492,342	\$ 51,553	99%
Services / Supplies	443,333	448,533	455,344	(6,811)	102%
Capital	25,000	35,000	34,184	816	98%
	\$ 4,022,228	\$ 4,027,428	\$ 3,981,869	\$ 45,558	99%

## - - - Detail - - -

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

### Personnel

<b>Salaries / Wages</b>	\$ 2,510,585	\$ 2,500,585	\$ 2,478,657	\$ 21,927	99%
<b>Employee Benefits</b>	1,043,310	1,043,310	1,013,684	29,626	97%
<b>Total Personnel</b>	\$ 3,553,895	\$ 3,543,895	\$ 3,492,342	\$ 51,553	99%

### Services / Supplies

<b>Professional Services</b>	\$ 155,518	\$ 155,518	\$ 149,962	\$ 5,556	96%
<b>Employee Development</b> (Training - \$47,465)	61,420	61,420	50,604	10,816	82%
<b>Supplies / Equipment</b>	176,555	176,555	159,393	17,162	90%
<b>Utilities</b>	2,040	2,040	2,368	(328)	116%
<b>Other</b> (Safety Programs)	47,800	53,000	93,016	(40,016)	176%
<b>Total Services / Supplies</b>	\$ 443,333	\$ 448,533	\$ 455,344	\$ (6,811)	102%

### Capital

<b>Equipment / Vehicles</b>	25,000	35,000	34,184	816	98%
<b>Total Capital</b>	\$ 25,000	\$ 35,000	\$ 34,184	\$ 816	98%

<b>Total Fire Department</b>	\$ 4,022,228	\$ 4,027,428	\$ 3,981,869	\$ 45,558	99%
------------------------------	--------------	--------------	--------------	-----------	-----

# Community Services

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 414,945	\$ 414,945	\$ 396,663	\$ 18,281	96%
Services / Supplies	132,673	132,673	35,733	96,940	27%
Capital	-	-	-	-	0%
	\$ 547,618	\$ 547,618	\$ 432,396	\$ 115,221	79%
- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
Salaries / Wages	\$ 286,891	\$ 286,891	\$ 288,422	\$ (1,531)	101%
Employee Benefits	128,054	128,054	108,242	19,812	85%
<b>Total Personnel</b>	\$ 414,945	\$ 414,945	\$ 396,663	\$ 18,281	96%
<b>Services / Supplies</b>					
Professional Services	\$ 109,000	\$ 109,000	\$ 13,896	95,104	13%
Employee Development	17,678	17,678	14,894	2,784	84%
Supplies / Equipment	5,995	5,995	6,943	(948)	116%
Utilities	-	-	-	-	0%
Other	-	-	-	-	0%
<b>Total Services / Supplies</b>	\$ 132,673	\$ 132,673	\$ 35,733	\$ 96,940	27%
<b>Capital</b>					
Equipment / Vehicles	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Building Operations</b>	\$ 547,618	\$ 547,618	\$ 432,396	\$ 115,221	79%

# Streets Division

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 923,026	\$ 923,026	\$ 895,479	\$ 27,547	97%
Services / Supplies	886,174	1,079,674	783,984	295,690	73%
Capital	21,000	140,500	119,230	21,270	85%
	\$ 1,830,200	\$ 2,143,200	\$ 1,798,693	\$ 344,506	84%

### - - - Detail - - -

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

#### Personnel

<i>Salaries / Wages</i>	\$ 598,696	\$ 598,696	\$ 589,204	\$ 9,492	98%
<i>Employee Benefits</i>	324,330	324,330	306,275	18,055	94%
<i>Total Personnel</i>	\$ 923,026	\$ 923,026	\$ 895,479	\$ 27,547	97%

#### Services / Supplies

<i>Professional Services</i>	\$ 89,816	\$ 89,816	\$ 25,309	\$ 64,507	28%
<i>Employee Development</i>	10,543	10,543	15,007	(4,464)	142%
<i>Supplies / Equipment</i>	69,165	81,665	28,390	53,275	35%
<i>Utilities (Streetlights)</i>	99,000	115,000	106,132	8,868	92%
<i>Other (Street Maintenance)</i>	617,650	782,650	609,146	173,504	78%
<i>Total Services / Supplies</i>	\$ 886,174	\$ 1,079,674	\$ 783,984	\$ 295,690	73%

#### Capital

<i>Equipment / Vehicles</i>	21,000	140,500	119,230	21,270	85%
<i>Total Capital</i>	\$ 21,000	\$ 140,500	\$ 119,230	\$ 21,270	85%

<i>Total Streets</i>	\$ 1,830,200	\$ 2,143,200	\$ 1,798,693	\$ 344,506	84%
----------------------	--------------	--------------	--------------	------------	-----

# Maintenance Division

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 475,181	\$ 475,181	\$ 438,866	\$ 36,315	92%
Services / Supplies	2,147,762	2,147,762	2,022,851	124,911	94%
Capital	615,000	-	-	-	0%
	\$ 3,237,943	\$ 2,622,943	\$ 2,461,718	\$ 161,225	94%

  

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
Salaries / Wages	\$ 321,015	\$ 321,015	\$ 298,987	\$ 22,028	93%
Employee Benefits	154,166	154,166	139,880	14,286	91%
<b>Total Personnel</b>	\$ 475,181	\$ 475,181	\$ 438,866	\$ 36,315	92%
<b>Services / Supplies</b>					
Professional Services	\$ 200,260	\$ 200,260	\$ 135,729	\$ 64,531	68%
Employee Development	5,957	5,957	2,758	3,199	46%
Supplies / Equipment	874,400	874,400	787,071	87,329	90%
Utilities	95,000	95,000	101,252	(6,252)	107%
Other (Capital Lease Payments)	972,145	972,145	996,042	\$ (23,897)	102%
<b>Total Services / Supplies</b>	\$ 2,147,762	\$ 2,147,762	\$ 2,022,851	\$ 124,911	94%
<b>Capital</b>					
Equipment / Vehicles	615,000	-	-	-	0%
<b>Total Capital</b>	\$ 615,000	\$ -	\$ -	\$ -	0%
<b>Total Maintenance</b>	\$ 3,237,943	\$ 2,622,943	\$ 2,461,718	\$ 161,225	94%



# Parks Division

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,636,828	<b>\$ 1,636,828</b>	<b>\$ 1,605,243</b>	\$ 31,585	98%
Services / Supplies	752,828	<b>752,828</b>	<b>683,405</b>	69,423	91%
Capital	146,100	<b>146,100</b>	<b>134,671</b>	11,429	92%
	<u>\$ 2,535,756</u>	<u><b>\$ 2,535,756</b></u>	<u><b>\$ 2,423,319</b></u>	<u>\$ 112,437</u>	<u>96%</u>

### - - - Detail - - -

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

#### Personnel

<b>Salaries / Wages</b>	\$ 1,060,599	<b>\$ 1,060,599</b>	<b>\$ 1,067,788</b>	\$ (7,189)	101%
<b>Employee Benefits</b>	576,229	<b>576,229</b>	<b>537,455</b>	38,774	93%
<b>Total Personnel</b>	<u>\$ 1,636,828</u>	<u><b>\$ 1,636,828</b></u>	<u><b>\$ 1,605,243</b></u>	<u>\$ 31,585</u>	<u>98%</u>

#### Services / Supplies

<b>Professional Services</b>	\$ 282,281	<b>\$ 282,281</b>	<b>\$ 238,868</b>	\$ 43,413	85%
<b>Employee Development</b>	24,535	<b>24,535</b>	<b>19,647</b>	4,888	80%
<b>Supplies / Equipment</b>	311,131	<b>311,131</b>	<b>289,863</b>	21,268	93%
<b>Utilities</b>	133,300	<b>133,300</b>	<b>133,631</b>	(331)	100%
<b>Other</b>	1,581	<b>1,581</b>	<b>1,396</b>	185	88%
<b>Total Services / Supplies</b>	<u>\$ 752,828</u>	<u><b>\$ 752,828</b></u>	<u><b>\$ 683,405</b></u>	<u>\$ 69,423</u>	<u>91%</u>

#### Capital

<b>Equipment / Vehicles</b>	146,100	<b>146,100</b>	<b>134,671</b>	11,429	92%
<b>Total Capital</b>	<u>146,100</u>	<u><b>146,100</b></u>	<u><b>134,671</b></u>	<u>11,429</u>	<u>92%</u>

<b>Total Parks</b>	<u>\$ 2,535,756</u>	<u><b>\$ 2,535,756</b></u>	<u><b>\$ 2,423,319</b></u>	<u>\$ 112,437</u>	<u>96%</u>
--------------------	---------------------	----------------------------	----------------------------	-------------------	------------

# Recreation Division FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 218,816	\$ 232,316	\$ 231,021	\$ 1,295	99%
Services / Supplies	448,113	444,563	358,963	85,600	81%
Capital	-	-	-	-	0%
	\$ 666,929	\$ 676,879	\$ 589,984	\$ 86,895	87%

## - - - Detail - - -

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

### Personnel

<b>Salaries / Wages</b>	\$ 167,952	\$ 178,952	\$ 178,717	\$ 235	100%
<b>Employee Benefits</b>	50,864	53,364	52,304	1,060	98%
<b>Total Personnel</b>	\$ 218,816	\$ 232,316	\$ 231,021	\$ 1,295	99%

### Services / Supplies

<b>Professional Services</b>	\$ -	\$ -	\$ 236	\$ (236)	0%
<b>Employee Development</b>	14,495	14,495	12,453	2,042	86%
<b>Supplies / Equipment</b>	2,400	2,400	841	1,559	35%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Recreation Programs )</b>	431,218	427,668	345,434	82,234	81%
<b>Total Services / Supplies</b>	\$ 448,113	\$ 444,563	\$ 358,963	\$ 85,600	81%

### Capital

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

<b>Total Recreation</b>	\$ 666,929	\$ 676,879	\$ 589,984	\$ 86,895	87%
-------------------------	------------	------------	------------	-----------	-----

# Equipment Replacement / Capital Schedule

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

<i>Percent of Budget Year Transpired</i>	<b>100.0%</b>
--	---------------

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
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	<b>16,000</b>	<b>16,000</b>	-	100%
Fire Dept Capital Outlay	25,000	<b>35,000</b>	<b>34,184</b>	816	98%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	21,000	<b>140,500</b>	<b>119,230</b>	21,270	85%
Maintenance Capital Outlay	615,000	-	-	-	0%
City Parks Capital Outlay	146,100	<b>146,100</b>	<b>134,671</b>	11,429	92%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 823,100</b>	<b>\$ 337,600</b>	<b>\$ 304,085</b>	<b>\$ 33,515</b>	<b>90%</b>

# Utility Fund Revenues

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

<b>Fees</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Electronic Payment</i>	\$ (191,500)	\$ (191,500)	\$ (189,148)	\$ 2,353	99%
<i>Charges / Penalties</i>	88,750	88,750	93,874	5,124	106%
<i>Total Fees</i>	\$ (102,750)	\$ (102,750)	\$ (95,274)	\$ 7,476	93%

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 6,187,489	\$ 6,187,489	\$ 5,969,512	\$ (217,977)	96%
<i>Sewer Sales</i>	4,484,370	4,484,370	4,322,055	(162,315)	96%
<i>Inspection Fees</i>	4,000	4,000	2,170	(1,830)	54%
<i>Total Charges for Service</i>	\$ 10,675,859	\$ 10,675,859	\$ 10,293,737	\$ (382,122)	96%

### Interest

<i>Interest (Operations)</i>	\$ 242,621	\$ 242,621	\$ 361,104	\$ 118,483	149%
<i>Interest (Capital Projects)</i>	241,018	241,018	-	(241,018)	0%
<i>Total Interest</i>	\$ 483,639	\$ 483,639	\$ 361,104	\$ (122,535)	75%

### Impact Fees

<i>Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 25,803	\$ (166,197)	13%
<i>Total Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 25,803	\$ (166,197)	13%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 7,500	\$ 7,500	\$ 11,371	\$ 3,871	152%
<i>Grants/Contributions</i>	\$ -	\$ -		\$ -	0%
<i>Total Miscellaneous Income</i>	\$ 7,500	\$ 7,500	\$ 11,371	\$ 3,871	152%

<i>Total Utility Fund Revenues</i>	\$ 11,256,248	\$ 11,256,248	\$ 10,596,741	\$ (659,507)	94%
------------------------------------	---------------	---------------	---------------	--------------	-----

# Utility Division FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

## - - - Summary - Operations - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,916,064	\$ 1,921,064	\$ 1,945,723	\$ (24,659)	101%
Services / Supplies	8,025,744	8,196,744	7,000,966	1,195,778	85%
Capital	84,000	84,000	56,665	27,335	67%
Total Utility Division	\$ 10,025,808	\$ 10,201,808	\$ 9,003,354	\$ 1,198,454	88%

## - - - Detail - Operations - - -

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

### Personnel

Salaries / Wages	\$ 1,341,852	\$ 1,346,852	\$ 1,350,550	\$ (3,698)	100%
Employee Benefits	574,211	574,211	595,172	(20,961)	104%
Total Personnel	\$ 1,916,064	\$ 1,921,064	\$ 1,945,723	\$ (24,659)	101%

### Services / Supplies

Professional Services	\$ 432,092	\$ 453,092	\$ 304,526	\$ 148,566	67%
Employee Development	68,927	68,927	61,205	7,722	89%
Supplies / Equipment	79,012	79,012	97,400	(18,388)	123%
Utilities	504,896	504,896	496,190	8,706	98%
Other (Well Lot Maintenance)	1,994,580	2,144,580	1,134,854	1,009,726	53%
Sub-Total - Operations Services / Supplies	\$ 3,079,507	\$ 3,250,507	\$ 2,094,174	\$ 1,156,333	64%

### Wholesale Water / Wastewater

UTRWD - Administration Fees	\$ 4,980	\$ 4,980	\$ 5,269	\$ (289)	106%
UTRWD - Water Volume Cost	1,269,845	1,269,845	1,248,217	21,628	98%
UTRWD - Water Demand Charges	1,618,305	1,618,305	1,618,305	-	100%
UTRWD - Sewer Effluent Volume Rate	619,967	619,967	588,703	31,264	95%
UTRWD - Capital Charge Joint Facilities	1,227,270	1,227,270	1,227,270	-	100%
UTRWD - HV Sewer Line to UTRWD	205,870	205,870	219,029	(13,159)	106%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,946,237	\$ 4,946,237	\$ 4,906,792	\$ 39,445	99%

Total Services / Supplies	\$ 8,025,744	\$ 8,196,744	\$ 7,000,966	\$ 1,195,778	85%
---------------------------	--------------	--------------	--------------	--------------	-----

### 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	\$ 10,201,808	\$ 9,003,354	\$ 1,198,454	88%
-------------------------------------	---------------	---------------	--------------	--------------	-----

# Utility Fund Working Capital FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 6,187,489	\$ 6,187,489	\$ 5,969,512	\$ (217,977)	96%
<i>Sewer Sales</i>	4,484,370	4,484,370	4,322,055	(162,315)	96%
<i>Other Fees / Charges</i>	100,250	100,250	107,414	7,164	107%
<i>Electronic Payment Credit</i>	(191,500)	(191,500)	(189,148)	2,353	99%
<i>Interest</i>	242,621	242,621	361,104	118,483	149%
<b>Total Revenues</b>	<b>\$ 10,823,230</b>	<b>\$ 10,823,230</b>	<b>\$ 10,570,938</b>	<b>\$ (252,292)</b>	<b>98%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$ 516,540	\$ 541,540	\$ 545,795	\$ (4,255)	101%
<i>Operations</i>	4,479,030	4,634,030	3,494,101	1,139,929	75%
<i>UTRWD</i>	4,946,237	4,946,237	4,906,792	39,445	99%
<i>Debt Service</i>	987,428	987,428	988,581	(1,153)	100%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	84,000	84,000	56,665	27,335	67%
<b>Total Expenditures</b>	<b>\$ 11,013,236</b>	<b>\$ 11,193,236</b>	<b>\$ 9,991,935</b>	<b>\$ 1,201,301</b>	<b>89%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In (Applied Impact Fees)</i>	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
<i>Operating Transfers In / Utility Capital Projects</i>			-	-	0%
<i>Operating Transfers Out / Utility Capital Projects</i>	-	-	-	-	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)	(470,000)	-	100%
<i>Sale of Capital Assets (Vehicles)</i>	-	-	129,175	129,175	0%
<b>Total Other Sources (Uses)</b>	<b>\$ (320,000)</b>	<b>\$ (320,000)</b>	<b>\$ (190,825)</b>	<b>\$ 129,175</b>	<b>60%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(510,006)	(690,006)	388,178
<i>Beginning Working Capital</i>			
Operations	4,643,480	4,758,471	4,758,471
Available Impact Fees	1,197,940	1,138,847	1,138,847
<b>Total Available Working Capital</b>	<b>\$ 5,841,420</b>	<b>\$ 5,897,318</b>	<b>\$ 5,897,318</b>
<i>Ending Working Capital</i>			
Operations	4,133,474	4,068,465	5,146,649
Designated Capital Project	-	-	-
Available Impact Fees	1,239,940	1,180,847	1,014,650
<b>Total Available Working Capital</b>	<b>\$ 5,373,414</b>	<b>\$ 5,249,312</b>	<b>\$ 6,161,299</b>

<u><i>Impact Fees</i></u>			
<i>Beginning Balance</i>	1,197,940	1,138,847	1,138,847
<i>+ Collections</i>	192,000	192,000	25,803
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<b>Ending Balance</b>	<b>1,239,940</b>	<b>1,180,847</b>	<b>1,014,650</b>

\*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 SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 645,850	\$ 645,850	\$ 435,253	\$ (210,597)	67%
<i>Annual Park Passes</i>	54,000	54,000	50,685	(3,315)	94%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	70,000	70,000	51,208	(18,792)	73%
<b>Total Revenues</b>	\$ 769,850	\$ 769,850	\$ 537,146	\$ (232,704)	70%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 224,971	255,971	\$ 261,630	\$ (5,658)	102%
<i>Services / Supplies</i>	399,018	487,518	485,620	1,898	100%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 623,989	\$ 743,489	\$ 747,250	\$ (3,761)	101%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In / General Fund</i>	-	-	-	-	0%
<b>Total Other Sources (Uses)</b>	\$ -	\$ -	\$ -	\$ -	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	26,361	(210,104)
<b>Ending Fund Balance</b>	\$ 1,250,387	\$ 1,203,439	\$ 966,974

# Debt Service Fund

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax Revenues	\$ 2,561,978	\$ 2,561,978	\$ 2,525,254	\$ (36,724)	99%
Interest Income	\$ 27,780	\$ 27,780	\$ 20,331	\$ (7,449)	73%
Total Revenues	\$ 2,589,758	\$ 2,589,758	\$ 2,545,585	\$ (44,173)	98%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Principal Payments	\$ 2,091,000	\$ 2,091,000	\$ 2,121,000	\$ (30,000)	101%
Interest Payments	\$ 995,003	\$ 995,003	\$ 963,734	\$ 31,269	97%
Paying Agent Fees	\$ 3,000	\$ 3,000	\$ 2,021	\$ 979	67%
Total Expenditures	\$ 3,089,003	\$ 3,089,003	\$ 3,086,756	\$ 2,248	100%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Transfers In (Out) [To 4B]	536,025	536,025	536,025	\$ -	100%
Proceeds from Refunding Debt	-	-		-	0%
Debt Issuance Cost	-	-		-	0%
Payment to Escrow Agent	-	-		-	0%
Total Financing Sources	\$ 536,025	\$ 536,025	\$ 536,025	\$ -	100%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 122,719	\$ 115,293	\$ 115,293
+ Net Increase (Decrease)	36,780	36,780	(5,146)
Ending Fund Balance	\$ 159,499	\$ 152,073	\$ 110,147



# Capital Projects Fund

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

<b>Percent of Budget Year Transpired</b>	<b>100.0%</b>
--	---------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -		\$ -	0%
Contributions	-	-		-	0%
Interest Income	548,512	548,512	639,818	91,306	117%
<b>Total Revenues</b>	<b>\$ 548,512</b>	<b>\$ 548,512</b>	<b>\$ 639,818</b>	<b>\$ 91,306</b>	<b>117%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2021 Bond Issue (Parks)	4,009,756	4,009,756	380,365	3,629,391	9%
2021 Bond Issue (Streets)	2,313,834	2,313,834	343,846	1,969,988	15%
2024 Tax Note	-	1,467,000	1,230,969	236,031	84%
<b>Total Expenditures</b>	<b>\$ 6,323,590</b>	<b>\$ 7,790,590</b>	<b>\$ 1,955,180</b>	<b>\$ 5,835,410</b>	<b>25%</b>

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds		\$ -	7,130,000	\$ 7,130,000	0%
Bond Discount / Premium	-	-	116,047	116,047	0%
Debt Issuance		-	(169,065)	(169,065)	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,076,982</b>	<b>\$ 7,076,982</b>	<b>0%</b>

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)	(7,242,078)	5,761,620
Ending Fund Balance	\$ 6,325,683	\$ 7,246,155	\$ 20,249,853

# Drainage Utilities

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

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	614,346	(40,531)	94%
<i>Miscellaneous</i>	-	-		-	0%
<i>Interest</i>	9,200	9,200	395	(8,805)	4%
<b>Total Revenues</b>	<b>\$ 674,077</b>	<b>\$ 674,077</b>	<b>\$ 614,741</b>	<b>\$ (59,336)</b>	<b>91%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 405,830	\$ 421,830	\$ 408,840	\$ 12,990	97%
<i>Services / Supplies</i>	279,397	279,397	233,753	45,644	84%
<i>Capital</i>	5,250	9,250	8,950	300	97%
<b>Total Expenditures</b>	<b>\$ 690,477</b>	<b>\$ 710,477</b>	<b>\$ 651,543</b>	<b>\$ 58,934</b>	<b>92%</b>

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)	-	100%
<i>Operating TransfersOut / General Fund</i>	16,000	16,000	16,000	-	100%
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 138,474	\$ 122,977	\$ 122,977
<i>+ Net Increase (Decrease)</i>	(16,400)	(36,400)	(36,802)
<b>Ending Fund Balance</b>	<b>\$ 122,074</b>	<b>\$ 86,577</b>	<b>\$ 86,175</b>

# Park Development Fee Fund

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 5,000	\$ 5,000	\$ 4,110	(890)	82%
<i>Community Park Fees</i>	-	-		-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	\$ 5,000	\$ 5,000	\$ 4,110	\$ (890)	82%

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%
<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ -	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 91,095	\$ 91,008	\$ 91,008
<i>+ Net Increase (Decrease)</i>	5,000	5,000	4,110
<b>Ending Fund Balance</b>	\$ 96,095	\$ 96,008	\$ 95,118

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	95,118
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 96,095	\$ 95,118

# Public Safety Special Revenue Fund

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 76,100	\$ 66,600	\$ 56,590	\$ (10,010)	85%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Police Grant Related	\$ 51,600	\$ 67,100	\$ 51,790	\$ 15,310	77%
Fire Grant Related	2,500	2,500	2,277	223	91%
Total Expenditures	\$ 54,100	\$ 69,600	\$ 54,068	\$ 15,532	78%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(20,000)	(20,000)	(19,202)	798	96%
Total Other Sources (Uses)	\$ (20,000)	\$ (20,000)	\$ (19,202)	\$ 798	96%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 38,811	\$ 83,261	\$ 83,261
+ Net Increase (Decrease)	2,000	(23,000)	(16,679)
Ending Fund Balance	\$ 40,811	\$ 60,261	\$ 66,582

# Municipal Court Technology Fee Fund

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,100	\$ 3,100	\$ 3,293	193	106%

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)	(307)
Ending Fund Balance	\$ 13,634	\$ 13,723	\$ 13,916

# Municipal Court Building Security Fund

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 3,700	\$ 3,700	\$ 4,030	\$ 330	109%

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	4,030
Ending Fund Balance	\$ 54,911	\$ 54,987	\$ 55,317

# Highland Village Community Development Corporation

## Working Capital Analysis (FY 2025)

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

<i>Budget 2024-2025</i>	<i>YTD 2024-2025</i>
<b>\$ 2,007,661</b>	<b>\$ 2,007,661</b>
1,994,167	1,819,132
82,000	68,949
-	-
115,000	92,460
<b>\$ 2,191,167</b>	<b>\$ 1,980,540</b>
365,550	348,234
599,918	560,695
28,000	28,000
536,025	536,025
<b>\$ 1,529,493</b>	<b>\$ 1,472,955</b>
50,000	47,675
<b>611,674</b>	<b>459,911</b>
<b>\$ 2,619,335</b>	<b>\$ 2,467,571</b>

# PEG Fee Fund

## FY 2024/2025 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 21,048	\$ 21,048	\$ 18,780	\$ (2,268)	89%
<i>Total Revenues</i>	\$ 21,048	\$ 21,048	\$ 18,780	\$ (2,268)	89%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,000	7,000	3,481	3,519	50%
<i>Capital</i>		-		-	0%
<i>Total Expenditures</i>	\$ 7,000	\$ 7,000	\$ 3,481	\$ 3,519	50%

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	15,299
<i>Ending Fund Balance</i>	\$ 193,643	\$ 193,043	\$ 194,294





## CITY COUNCIL MEMORANDUM AGENDA ITEM 14

**MEETING DATE:** January 13, 2026

**SUBJECT:** Conduct a Public Hearing and Consider Ordinance No. 2026-1332 amending the City of Highland Village Comprehensive Zoning Ordinance by amending the use chart in Section 29.3 "Educational, Institutional, Public and Special Uses" to authorize drone delivery hubs and drone staging areas in certain districts, amending Section 36.5 "Standards Applicable to Particular Uses" by adding Subsection H titled "Drone Delivery Hubs and Drone Staging Areas" adopting development standards for such uses; and amending Section 39 "Definitions" by adding definitions for "Drone Delivery Hubs" and "Drone Staging Areas" (*1<sup>st</sup> Read*)

**PREPARED BY:** Autumn Aman, Community Development Coordinator

---

### **BACKGROUND**

An application was received from Kimley-Horn on behalf of Wing seeking approval to place their drone operations within the Walmart parking lot located at 3060 Justin Road.

**August 15, 2024** – City Council and the Planning and Zoning Commission members toured the drone delivery site at the Walmart located at 801 W. Main Street in Lewisville.

**November 7, 2024** – Special Joint Workshop held between the City Council and Planning and Zoning Commission to receive presentation from Wing and Kimley-Horn regarding proposed Wing drone delivery at Walmart located at 3060 Justin Road.

**February 7, 2025** – The City Council and the Planning and Zoning Commission had another opportunity to tour the current delivery site at the Walmart located at 801 W. Main Street in Lewisville.

Currently within the City of Highland Village Comprehensive Zoning Ordinance (CZO), this type of use is unlisted and undefined and, therefore, a prohibited use. Therefore, the City will have to consider proposed text amendments to the CZO to add/authorize this type of use.

The following is a brief overview of the proposed draft Ordinance prepared by the City Attorney following discussions by the City Council and with guidance by the City Manager and Community Development Coordinator.

1. In general, the proposed ordinance is designed to allow for the administrative approval of applications for permits to locate drone delivery services provided the location, design, and operation of the facility complies with the development standards set forth in the newly enacted section of the CZO. Any variances from those standards will require approval of a conditional use permit.
2. The chart in Section 29.3 of the CZO is amended to make Drone Delivery Hubs and Drone Staging Areas permitted uses within Retail (R) zoning districts and within Planned Developments that either expressly allow such uses or have Retail (R) as the base zoning, but subject to compliance with the new Section 36.5.H to be adopted.
3. The ordinance adopts a new subsection H within Section 36.5 of the CZO that sets out development standards for several other specific uses such as communications towers and indoor kennels. Section 36.5.H. requires that Drone Delivery Hubs and Drone



## CITY COUNCIL MEMORANDUM AGENDA ITEM 14

Staging Areas be developed only as accessory uses to a permitted food or grocery store, restaurant, retail store or warehouse/distribution facility operating as a primary use on property located within a Retail (R) Zoning District or and Planned Development Districts with a base zoning of Retail (R) or where the Planned Development District expressly authorizes the development and use of such property for a Drone Delivery Hub/or Drone Staging Area, regardless of the base zoning.

4. Definitions for “Drone Delivery Hub” and “Drone Staging Area” are added to Section 39 of the CZO.
5. The Developments Standards set forth in the new Section 36.5.H require Drone Delivery Hubs and Drone Staging Areas be developed as follows:
  - a. Shall not be located within 250 feet from any residential zoning district, property that is developed with a residential use, or undeveloped property that may be developed with a residential use.
  - b. Drone staging area shall not exceed five thousand (5000) square feet in area unless located within or on top of the roof of the building containing the property’s primary use.
  - c. Accessory Buildings used for the storage of drones shall:
    - i. be enclosed by fencing that is either vinyl clad or powder coated chain link black in color or decorative iron and/or tubular metal and
    - ii. Not be compromised of storage containers.
  - d. Electrical power shall be through permanent electrical transmission; electric power generators using any fuel source are prohibited.
  - e. Signage allowed only if required by state or federal law and/or regulation relating to the operation of drones and name of owner/or operator of facility and contact information.
  - f. Drone delivery hubs and staging areas shall not be placed within any setbacks, required landscape area, fire lanes, easement, maneuvering aisles, required parking space, or any location that obstructs visibility or interferes with pedestrian or vehicle circulation.
  - g. Operating hours between 7:00 a.m. and 7:30 p.m. Central Time. It should be noted that the City can only regulate what is on the ground within the City. Once the drones are airborne, the City has no authority to regulate the manner in which they fly. Such regulations are solely within the jurisdiction of the Federal Aviation Administration (FAA).
6. If an applicant desires to locate, design, and/or operate a Drone Delivery Hub and Drone Staging Area in a manner that does not meet the development standards set forth in Section 36.5.H, the applicant may submit an application seeking approval of a Conditional Use Permits (CUP) or establish a Planned Development District in which the development and use regulations for drone delivery hubs and/or drone staging area are set forth in such ordinance.



## CITY COUNCIL MEMORANDUM AGENDA ITEM 14

Representatives from Wing, Kimley-Horn, and Walmart will be present at the meeting to give a brief overall presentation and to answer any questions Commissioners may have.

Public Hearings are required for an amendment to the CZO. All hearing notification requirements have been met. As of the date of this briefing, January 6, 2026 the City has received no inquiries on the request.

At its December 16, 2025, meeting, the Planning and Zoning Commission unanimously recommended sending the ordinance forward to City Council for approval with the City Attorney and City Staff reviewing;

1. Definitions of Drone Delivery Hub and Drone Staging Areas. There was a concern if someone just wanted to place a separate drone staging area away from the hub, could they do that the way the ordinance is written, should both definitions be combined?
2. Better define the operating hours of 7:00 a.m. to 7:30 p.m.

The City Attorney has reviewed the two questions and provides the following:

1. With respect to combining the two definitions, yes, there could be a Drone Staging Area separate from a Drone Delivery Hub, with the Drone Staging Area being located separately from the Drone Delivery Hub. The primary difference between the two is the delivery of goods to the drone for delivery to a customer only occurs at a Drone Delivery Hub. Because of the limited space for the Drone Delivery Hub, it is conceivable that backup drone would need to be located and operate from a Drone Staging Area at a different location, either on the same property or a different property. However, as written, the Drone Staging Area must still comply with almost all of the same development standards as a Drone Delivery Hub, including the requirement that it be operated as an accessory use to a permitted food or grocery store, restaurant, retail store, or warehouse/distribution facility. Therefore, both definitions need to be retained for now.
2. With respect to better defining what constitute operational hours, the hours in the ordinance are clearly defined. However, the Commission discussion seemed to be more focused on what is meant by "operation." The draft ordinance could be revised to specify that drones cannot take off and land outside of the designated operating hour limitations. The applicant was further requesting the ordinance be revised to allow flight operations in accordance with FAA allowed hours which allows for dawn to dusk operations. Allowing dawn to dusk operations in the ordinance would require a code enforcement officer to research what time "dawn" and/or "dusk" would be on each day to determine if a violation occurred. The City Attorney's recommendation, consistent with the Commission's motion, is to adopt the fixed times proposed in the draft ordinance to avoid the moving target on the restricted times.

In a final review of the ordinance after the Commission meeting, the City Attorney found that Subsection H.3 establishing the minimum distance of Drone Delivery Hubs from residential development did not clearly apply to Drone Staging Areas. The draft ordinance provided with this agenda packet corrects such oversight.

### **BUDGETARY IMPACT**

Not applicable.



## **CITY COUNCIL MEMORANDUM AGENDA ITEM 14**

### **RECOMMENDATION**

City Staff recommends the City Council consider the recommendation made by the Planning and Zoning Commission prior to making a determination on adoption of the ordinance on the first read of Ordinance No. 2026-1332.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2026-1332**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF HIGHLAND VILLAGE BY AMENDING THE USE CHART IN SECTION 29.3 “EDUCATIONAL, INSTITUTIONAL, PUBLIC AND SPECIAL USES” TO AUTHORIZE DRONE DELIVERY HUBS AND DRONE STAGING AREAS IN CERTAIN DISTRICTS, AMENDING SECTION 36.5 “STANDARDS APPLICABLE TO PARTICULAR USES” BY ADDING SUBSECTION H TITLED “DRONE DELIVERY HUBS AND DRONE STAGING AREAS” ADOPTING DEVELOPMENT STANDARDS FOR SUCH USES; AMENDING SECTION 39 “DEFINITIONS” BY ADDING DEFINITIONS FOR “DRONE DELIVERY HUBS” AND “DRONE STAGING AREAS PROVIDING A SEVERABILITY CLAUSE; PROVIDING A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Commission and the governing body of the City of Highland Village, Texas, in compliance with the laws of the State of Texas and the Ordinances of the City of Highland Village, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and in the exercise of its legislative discretion, the City Council has concluded that the general regulations of the Comprehensive Zoning Ordinance, as previously amended, should be further amended as follows:

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

**SECTION 1.** The Comprehensive Zoning Ordinance of the City of Highland Village, as previously amended (the “Zoning Ordinance”) is further amended as follows:

- A.** Article IV “Use Regulations,” Section 29.3 “Educational Institutional, Public and Special Uses” is amended by adding to the use chart within said section the use “Drone Delivery Hubs and Drone Staging Areas,” inclusive of the footnote, to read as follows:

	SF-40	SF-15	SF-12	SF-10	SF-8	2F	MF	O	NS	R	HC	C	LI	PD
<b>Drone Delivery Hubs and Drone Staging Areas</b>										[1]				[1]

**[1] See Section 36.5.H.**

- B. Article V “Development Standards,” Section 36 “Supplemental Regulations;” Section 36.5 “Standards applicable to particular uses” is amended by adding Subsection H titled “Drone Delivery Hubs and Drone Staging Areas” to read as follows:

H. **Drone Delivery Hubs and Drone Staging Areas**. The development and use of property for Drone Delivery Hub and Drone Staging Area uses shall comply with the following development standards:

1. Except as provided in Paragraph 2, below, Drone Delivery Hubs and Drone Staging Areas are permitted as accessory uses to a permitted food or grocery store, restaurant, retail store, or warehouse/distribution facility operating as a primary use on property located within:
  - a. A Retail (R) Zoning District;
  - b. A Planned Development District where the base zoning regulations applicable to such property is Retail (R) Zoning; and
  - c. A Planned Development District that expressly authorizes the development and use of such property for a Drone Delivery Hub and/or Drone Staging Area use, regardless of the base zoning.
2. Notwithstanding Paragraph 1, above, the development and use of property for a Drone Delivery Hub and/or Drone Staging Area in a manner that does not comply with the development standards set forth in this Section 36.5.H, may be permitted within a zoning district described in Paragraph 1, above, following approval of an ordinance:
  - a. Granting a Conditional Use Permit in accordance with Section 12 that sets forth the modified development regulations; or
  - b. Establishing a Planned Development District in which the development and use regulations for the Drone Delivery Hub and/or Drone Staging Area are set forth in such ordinance.
3. A Drone Delivery Hub and/or Drone Staging Area shall not be located within two hundred fifty (250) feet of a residential zoning district, property that is developed with a residential use, or undeveloped property that may be developed with a residential use. For purpose of this Paragraph 3, the distance shall be measured from the edge of the Drone Delivery Hub and/or Drone Staging Area to the closest property line of the nearest such residential property.

4. A Drone Staging Area shall not exceed five thousand (5000) square feet in area unless the use is located within or on top of the roof of the building containing the property's primary use.
5. Accessory Buildings used for the storage of drone aircraft and associated equipment, as part of a Drone Delivery Hub, shall:
  - (a) Be enclosed by fencing; and
  - (b) Not be comprised of storage containers.
6. If enclosed, a Drone Staging Area may only be enclosed by:
  - (a) vinyl-clad or powder coated chain link that is black in color; or
  - (b) decorative iron and/or tubular metal.
7. Electrical power for Drone Delivery Hubs and Drone Staging Areas shall be through permanent electrical transmission and distribution lines. Electric power generators using any fuel source (i.e. diesel, natural gas, etc.) are prohibited.
8. No signs shall be installed within the area or on any fencing of a Drone Delivery Hub or Drone Staging Area except for signs:
  - (a) Required by applicable state or federal law and/or regulation relating to the operation of drones;
  - (b) A sign near the gated entry to the Drone Delivery Hub or Drone Staging Area identifying the name and address of the owner and/or operator of the facility and phone number(s) and e-mail addresses on whom to contact with respect to the operation of the facility.
9. Drone Delivery Hubs and Drone Staging Areas shall not operate outside of the hours of 7:00 a.m. and 7:30 p.m. Central Time.
10. Drone Delivery Hubs and Drone Staging Areas shall not be placed within any setback, required landscape area, fire lane, easement (not including a blanket cross-access and parking easement the encumbers the entire property where the associated primary use is located), maneuvering aisle, required parking space, or any location that obstructs visibility or interferes with pedestrian or vehicle circulation.
11. In addition to the uses described in Section 11.1.B., no property shall be developed and used for a Drone Delivery Hub and/or Drone Staging Area unless and until a development site plan has been approved in accordance with Section 11 regardless of whether such use first requires approval of a Conditional Use Permit; provided,

however, notwithstanding Section 11.2, the City Manager shall have the authority to approve a development site plan for a Drone Delivery Hub and/or Drone Staging Area if the City Manager determines that the development site plan full complies with the development standards set forth in this Section 36.5.H.

- C. Article VI “Definitions,” Section 39 “Definitions” is amended to add definitions for the phrases “Drone Delivery Hub” and “Drone Staging Area” to read as follows, and the definitions following said phrases within said Section 39 to be renumbered to conform:

58. *Drone Delivery Hub*: An area of land, structural surface, building, or structure with one or more designated drone staging areas for use by small, unmanned aircraft systems (sUAS) under 55 pounds total take-off weight or as defined in Section 44801 of Title 49, United States Code, as amended, whichever is the lesser, to distribute commercial goods by air. This includes any appurtenant areas used or intended for use for unmanned aircraft system buildings, structures, and other facilities.
59. *Drone Staging Area*: A designated area over which an unmanned aircraft completes the final phase of the approach, to a hover or a landing, and from which an unmanned aircraft initiates takeoff. The drone staging area includes both the launch pads and any required safety areas, and may include outdoor areas, or an accessory structure, for the storage of goods, materials, containers, trailers, or other equipment.

**SECTION 2.** All ordinances of the City of Highland Village related to the use and development of property within the City heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

**SECTION 3.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

**SECTION 4.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense, and each and every day any such offense shall continue shall be deemed to constitute a separate offense.

**SECTION 5.** This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.



PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS ON THE FIRST READING, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2026.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS ON THE SECOND READING, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2026.

APPROVED:

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

ATTEST:

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

APPROVED AS TO FORM AND LEGALITY:

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

(kbl:1/5/2026:4914-1502-1905 v2)



## CITY COUNCIL MEMORANDUM AGENDA ITEM 15

**MEETING DATE:** January 13, 2026

**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**

**January 12, 2026                      Community Development Corporation Meeting – 6:00 pm**

**January 13, 2026                      Regular City Council Meeting – 7:30 pm**

**January 19, 2026                      City Hall Closed for MLK Holiday**

**January 19, 2026                      Parks & Recreation Advisory Board Meeting – Canceled**

**January 20, 2026                      Planning & Zoning Meeting – 7:00 pm**

**January 27, 2026                      Regular City Council Meeting – 7:00 pm**

**February 5, 2026                      Zoning Board of Adjustment Meeting – 7:00 pm**

**February 10, 2026                      Regular City Council Meeting – 7:00 pm**

**February 16, 2026                      Parks & Recreation Advisory Board Meeting – 6:00 pm**

**February 17, 2026                      Planning & Zoning Meeting – 7:00 pm**

**February 24, 2026                      Regular City Council Meeting – 7:00 pm**

**March 5, 2026                      Zoning Board of Adjustment Meeting – 7:00 pm**

**March 10, 2026                      Regular City Council Meeting – 7:00 pm**

**March 16, 2026                      Parks & Recreation Advisory Board Meeting – 6:00 pm**

**March 17, 2026                      Planning & Zoning Meeting – 7:00 pm**

**March 24, 2026                      Regular City Council Meeting – 7:00 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](http://www.highlandvillage.org) or the City Hall bulletin board for the latest meeting additions and updates.**