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, APRIL 14, 2026 at 6:00 P.M.

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

Convene Meeting in Open Session

1. **Receive an Update on Services provided by the Highland Village Area Baseball and Softball Association (HVABSA) and Greater Lewisville Area Soccer Association (GLASA), including a Financial Overview**

2. **Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for April 14, 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

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

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

4. **Call Meeting to Order**

5. **Prayer led by Deputy Mayor Pro Tem Robert Fiester**

6. **Pledge of Allegiance to the U.S. and Texas flags led by Deputy Mayor Pro Tem Fiester:** ***"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."***

7. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety**

   - **Presentation of a Proclamation to CASA for Child Abuse Prevention Month**

8. **City Manager/Staff Reports**

   - **DCTA Board Meeting Update**
   - **The Village Report**

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 Regular City Council Meetings held on February 24, 2026 and March 10, 2026**

11. **Receive Budget Reports for Period ending February 28, 2026**

ACTION AGENDA

12. **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)
    (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary

13. **Conduct a Public Hearing and consider Ordinance 2026-1334 amending the Concept Plan for Lot 1R, Block B, Valley Ridge Center, located in the Valley Ridge Planned Development (PD-R) Zoning District, commonly known as 2018 Justin Road (*1st of two reads*)**

14. **Discuss and Consider Ordinance 2026-1333 amending Highland Village Code of Ordinances Article 10.07 "Handbills" (*1st 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 8TH DAY OF APRIL 2026.

Angela Miller

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 OF
Highland Village

CITY COUNCIL MEMORANDUM
AGENDA ITEM 1

MEETING DATE: April 14, 2026

SUBJECT: Receive and Update on Services provided by the Highland Village Area Baseball and Softball Association (HVABSA) and Greater Lewisville Area Soccer Association (GLASA) Including Groups and Financial a Financial Overview

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

At the December 9, 2025, regular City Council meeting, Councilman Kixmiller requested a review of the sports groups that use City Park facilities, including, but not limited to, resident/non-resident users, a financial overview of user fees, and operational and capital costs.

City staff, Highland Village Area Baseball and Softball Association, and the Greater Lewisville Area Soccer Association will provide the requested information. The remaining sports groups will provide updates at subsequent City Council meetings.

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A

CITY COUNCIL MEMORANDUM
AGENDA ITEM 7

MEETING DATE: April 14, 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.

- Presentation of a Proclamation for Child Abuse Prevention Month

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A

Proclamation

The City of Highland Village

Whereas, child abuse and neglect are complex and ongoing problems in our society, affecting many children in Denton County; and

Whereas, in 2025, CASA of Denton County provided support to 642 children affected by harmful and neglectful circumstances; and

Whereas, more than 200 dedicated volunteers from Denton County worked with the organization annually by giving their time to ensure safety our community's children; and

Whereas, effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community; and

Whereas, National Child Abuse Prevention Month offers us all the opportunity to promote and support programs that offer protection and safety for our community's children, and commends CASA of Denton County for advocating for children during this difficult time in their lives.

NOW THEREFORE, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, in honor of all children in Denton County, do hereby proclaim the month of April 2026 as

CHILD ABUSE PREVENTION MONTH in HIGHLAND VILLAGE

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 14th day of April 2026.

____

Charlotte J. Wilcox, Mayor

CITY COUNCIL MEMORANDUM
AGENDA ITEM 8

MEETING DATE: April 14, 2026

SUBJECT: City Manager/Staff Reports – DCTA Board Meeting Report for March 26, 2026

PREPARED BY: Paul Stevens, City Manager

BACKGROUND

Following is a report from the DCTA Board Meeting, which was held on March 26, 2026. Consent agenda items were all approved and are as follows:

1. Consider Approval of Regular Meeting Minutes dated February 26, 2026
2. Consider Approval of Monthly Financial Statement – January 2026
3. Consider Authorizing Chief Executive Officer to Execute a Contract for Landscape Maintenance Service with Freedom Commercial Services LLC, Beast Mowed Lawn and Landscape, and Watts Ellison dba D & D Commercial Landscape Management, Establishing a Qualified Contractor Pool for Landscape Maintenance Services
4. Consider Authorizing the Chief Executive Officer to Execute Task Order 01 with Beast Mowed Lawn & Landscape in an Amount not to Exceed $134,534.40 for Landscape Maintenance Services at DCTA Facilities and A-train Stations for a One-Year Term
5. Consider Authorizing the Chief Executive Officer to Execute Task Order 01 with Freedom Commercial Services at Old Town Station and Hebron Station

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

1. **Discuss and Consider Approval of a Resolution Approving Budget Revision 2026-05 in the Amount of $1,882,285 of Revenue and $1,202,210 of Expenses for City of Frisco Transit Services through September 30, 2026**

2. **Discuss and Consider Authorizing the Chief Executive Officer (CEO) to Execute a Fourth Amended and Restated Interlocal Agreement (ILA) with the City of Frisco for Transit Services for an Amount Not to Exceed $15,035,831 for a Period of Three (3) Years Beginning May 1, 2026 through March 31, 2029, with the Option for Up to One (1) Additional Two (2) Year Term**

3. **Discuss and Consider Approval of an Amendment to the Master Services Agreement with River North Transit, LLC dba Via Transportation for GoZone Demand Response Service to Increase the Total Contract Authorization and Issuance of Task Order #2 for Frisco Transit Services for a Period of Five (5) Months Beginning May 1, 2026 through September 30, 2026 in an Amount Not to Exceed $1,173,195**

The purpose of this item is to provide the DCTA Board opportunity to approve three items required to provide a general public microtransit service in the City of Frisco in accordance with its "New Member and Contracted Services Policy."

The City of Frisco directed its staff to develop a "technology-based transit solution" for use by the general population within the city. DCTA provided an initial framework to the City of Frisco in mid-2024 to provide the service. Then, DCTA provided a more thorough proposal in Summer 2025 based on the Board's adopted "New Member and Contracted Services Policy." The zone of service is located within the City Limits of the City of Frisco and is proposed to connect to the Dallas Area Rapid Transit (DART) Northwest Plano Park and Ride facility. The service would be enabled through an Interlocal Agreement (ILA) with the City of Frisco and a task order for service with Via, DCTA's GoZone service provider.

DCTA and the City of Frisco have a long record of working together. The City of Frisco holds a Non-Voting Board Member seat on the DCTA Board of Directors, as it participated in the process of standing up the Denton County Transportation Authority. Furthermore, DCTA has provided contracted Demand Response service for elderly and disabled citizens to the City of Frisco since 2015.

The following items are addressed:

RA01 – the FY2026 DCTA operating budget will be amended to enable receipt of revenues from the City of Frisco and expenditure of funds for providing the service. The item includes the continuation of taxi-based elderly and disabled services that were previously approved by the Board in September 2025. However, the budget for the Demand Response service is revised to reflect the not to exceed cost of service through the end of FY2026 with the 60% administrative fee that is in this current cost model.

RA02 – the current iteration of the Interlocal Agreement (ILA) between Frisco and DCTA must be amended to add the On Demand GoZone service to the Demand Response (Elderly / Disabled Taxi) service that has been in place in Frisco since 2015. This agreement provides a base, three-year period plus one additional two-year option in accordance with the DCTA "New Member and Contracted Services Policy." The "not-to-exceed" budget for Year 1 of the On Demand service agreement enables 11 months of service. However, it is anticipated that initial "ramp up" of the service will provide budget flexibility that will enable additional time to be covered.

RA03 – the current contract between DCTA and River North Transit, LLC dba Via Transportation must be amended to increase the total authorization of the contract in the initial years to cover the additional service hours deployed by this service, since the current contract provides authorization only for the anticipated DCTA service budget. In addition, a specific task order will be issued to provide a "not-to-exceed" budget amount for the Frisco service only, enabling clear tracking and reporting of service hours versus authorized budget. This task order period is for the first five months of service and subsequent task orders will be issued to Via for the duration of the project in alignment with the agency's typical fiscal year task order cycle.

The Board reviewed this opportunity and the New Member and Contracted Services Policy in the following Board items:
February 2024, IR03: Update on City of Frisco Technology Based Transit Concept
October 2024, RA03: Discuss Update on City of Frisco Technology Based Transit Service
January 2025, Strategic Planning Work Session: Discuss Policy on New Member City Admission and Contracted Services
March 2025, CA02: Consider Approval of the Denton County Transportation Authority New Member City Admission and Contracted Services Policy
August 2025, RA07: Discuss Update on DCTA Non-Member City Contracted Services Portfolio
February 2026, RA07: Discuss Update on Frisco Technology Based Transit Concept

CITY COUNCIL MEMORANDUM
AGENDA ITEM 8

Potential DCTA Board Policy Considerations
Contracted Services and Path to Membership

RECAP:
AUGUST / OCTOBER 2024
Board Meeting

Annual Cost of Service	$2.72M
Annual Admin Fee	$1.63M
Total Annual Cost	$4.35

	Contracted Services Questions (Pending Policy)	Detail	Consensus
1.	Fees generated from such services generate incremental revenue that meaningfully offsets investment provided by Member Cities.	Admin Fee = $1.6M / yr**	Yes / No
2.	Non-member cities pay a premium for contracted service, and contracted services will be provided for some time frame.	Admin Fee = $1.6M / yr**	Premium? Yes / No
		Time Frame	Undefined
3.	Contracted services encourage new member cities to join DCTA and expand the agency service area.		Yes / No
4.	Contracted services position DCTA as a regional leader in providing public transportation solutions		Yes / No

**Admin fee is designed to address costs of DCTA resources existing at the agency that enable DCTA to deliver the contracted service. Contracted Services at scale, i.e., Frisco GoZone, may require additional resources not currently available.

DCTA New Member and Contracted Services Policy

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DCTA's intent in providing Contracted Services is to provide an avenue for a non-member municipality to become a Member of DCTA and expand the agency service area for the good of all members and Denton County. Therefore, DCTA and the Requestor will clearly define an Agreement for the Contracted Service that includes, but is not limited to:

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1. The scope and cost of the Contracted Services requested;
2. The source of funding for the Contracted Services;
3. The performance period for the Contracted Service, which may be limited to no fewer than three and not more than five years; and,
4. The terms by which DCTA and the Requestor should engage in a regular dialogue throughout the term of the Contracted Service to evaluate the Requestor's interest in a long-term contracted services relationship or opportunity for membership in DCTA with a dedicated funding source for the provided services beyond the three to five year initial term.

At or after the completion of the third year of service, or before the end of the performance period, the Requestor and DCTA may mutually agree to begin formulating a long-term contracted services arrangement, initiate the Application for Membership into DCTA, or terminate the services.

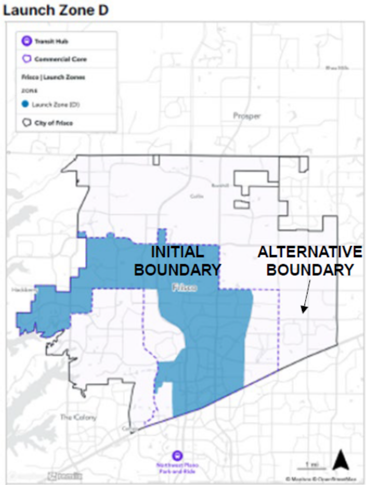
DCTA may, at its discretion, apply requirements for a Contracted Services Agreement and financial consideration that exceed its "Comprehensive Financial Management Policy." In doing so, the DCTA Board may require financial consideration for the following costs and fees to implement a Contracted Service:

1. Cost of service;
2. Cost of incremental (additional) DCTA staff and resources required to deliver the service;
3. Indirect cost of service; and,
4. Non-Member fee.

Service Overview

Number of Vehicles	12	15	18	20
Hours of Service Per Day	12	12	12	12
Service Hours Per Day	144	180	216	240
Weekdays Per Year	261	261	261	261
Service Hours Per Year	37,584	46,980	56,376	62,640

Launch Zone D



Pop: 73,400
Area: 21mi²

- 38% Residents
- ~75% Jobs
- 31% Land Area

TRIP DISTANCE	FARE
0 - 1.5 Miles	$3.00
1.5 - 3 Miles	$3.50
3 - 4.5 Miles	$4.00
4.5 - 6 Miles	$4.50
6+ Miles	$5.00
Trips to/from NW Plano Park and Ride	$3.00 flat rate

- Initial Term: 3-year Agreement (with two-year renewal option)
- Service start: May 2026
- Budget enables service area flexibility

Cost Model: GoZone and Demand Response

DCTA

		SERVICE YEAR 1 (11 mos: 5/1/26 - 3/30/27)	SERVICE YEAR 2 (April 2027 - March 2028)	SERVICE YEAR 3 (April 2028 - March 2029)	SERVICE YEAR 4 (April 2029 - March 2030)	SERVICE YEAR 5 (April 2030 - March 2031)
		Hours of Service: 6:00 AM - 6:00PM	Hours of Service: 6:00 AM - 6:00PM	Hours of Service: 6:00 AM - 6:00PM	Hours of Service: 6:00 AM - 6:00PM	Hours of Service: 6:00 AM - 6:00PM
(A)	GoZone Cost of Service	$ 2,586,936	$ 2,964,478	$ 3,041,971	$ 3,121,248	$ 3,214,935
(B)	Demand Response Cost of Service	$ 243,036	$ 273,694	$ 280,538	$ 287,510	$ 295,802
	Total Administrative Costs	$ 1,709,582	$ 1,941,784	$ 1,993,813	$ 2,047,375	$ 2,107,638
(C)	*Nonmember Fee*	*$ 200,000*	*$ 220,000*	*$ 220,000*	*$ 220,000*	*$ 220,000*
(D)	*GoZone Indirect Cost of Service*	*$ 905,428*	*$ 1,037,567*	*$ 1,064,690*	*$ 1,092,437*	*$ 1,125,227*
(E)	*Incremental Staff and Resources*	*$ 458,333*	*$ 520,000*	*$ 540,800*	*$ 562,432*	*$ 584,929*
(F)	*Demand Response Admin Fee*	*$ 145,821*	*$ 164,216*	*$ 168,323*	*$ 172,506*	*$ 177,481*
(G)	**TOTALS**	**$ 4,539,554**	**$ 5,179,955**	**$ 5,316,322**	**$ 5,456,133**	**$ 5,618,375**
	Total Administrative Cost $$	$ 1,709,582	$ 1,941,784	$ 1,993,813	$ 2,047,375	$ 2,107,638
	Total Administrative Cost %	60%	60%	60%	60%	60%
		Annual GoZone Service Hour			KPIs:	Wait Time NTE 24 mins
		(12 months)	NTE 62,640			Seat Unavailable NTE 17.5%

$\underbrace{\hspace{6cm}}$

$15,035,831 NOT TO EXCEED

4. Discuss Update on Intermediate Service Plan Phase III

For this phase of the Intermediate Service Plan (ISP), routes in Denton are being studied to offset GoZone capacity with consistent fixed-route (bus) service. The current seasonal operation under the UNT Interlocal Agreement is a challenge to this approach. Current scenarios demonstrate cost-effectiveness, they could require UNT participation that drives the amendment of the UNT/DCTA Interlocal Agreement.

Another area of study is deploying GoZone to allow access to medical facilities, schools, and churches in Flower Mound from the Highland Village/Lewisville area.

The decision target for the ISP is April of 2026 with implementation being July of 2026.

5. Discuss Update on Fare Policy Development

DCTA's Financial Management Policies state that *"DCTA shall develop and maintain fair and equitable fares for all public transportation services which it operates."*

A well-structured fare policy is essential to DCTA's long-term financial sustainability, equitable service delivery, operational efficiency, and regional coordination.

DCTA collects fares through five primary channels:
• Downtown Denton Transportation Center (DDTC) - in-person cash, credit card, and check transactions. • GoPass App – the regional mobile ticketing platform operated by DART
• Shopify – online pass sales
• Ticket Vending Machines (TVMs) - located at A-Train commuter rail platforms
• VIA (GoZone) - on-demand microtransit services fares

The following topics relate to creation of a fare policy:

• Current sources and collection of fare revenue
• Review of current pass products
• Proposed outline of fare policy to be developed
• Anticipated timeline and next steps

Staff does not anticipate making a recommendation for a new fare structure as part of this effort. Rather, its intent is to create a policy that governs establishment of a new fare structure then proceed with its creation, along with exploration of fare collection technologies.

The outline of a fare policy is as follows:

Fare Policy Outline

DCTA

1 Purpose and Authority
– Purpose of the Fare Policy
– Board authority to establish fares
– Texas Transportation Code, Ch. 452

2 Policy Scope and Applicability
– Services covered by the policy
– Pilots, demonstrations & special services

3 Fare Policy Objectives
– Financial sustainability & recovery
– Governance and Board oversight
– Consistency, transparency & compliance
– Regional coordination

4 Fare Structure Authority
– Authorization by service type
– Flat, distance, zone-based structures
– Flexibility as services evolve

5 Fare Pricing & Cost Considerations
– Fares relative to cost of service
– Revenue recovery goals by mode
– Market demand & regional comparison

6 Fare Calculation Methodologies
– Cost-based pricing approaches
– Distance, zone, or time-based pricing
– Hybrid or pilot pricing models

7 Fare Products
– Single-ride fares
– Passes and time-based products
– Stored-value & account-based fares
– Institutional & bulk-purchase programs
-- Cash collection approach

8 Reduced Fare & Discount Programs
– Required reduced fares (federal/state)
– Discretionary discounts
– Eligibility & verification processes

9 Regional Fare Coordination
– Coordination with regional partners
– Fare reciprocity & regional products
– Protection of local fare-setting authority
-- Transit 2.0 Considerations (i.e. Fare Capping)

10 Fare Schedule Adoption
– Board adoption of fare amounts
– Separation of policy and fare schedule
– Process for amending the schedule
-- Contracted Services fare schedules

11 Fare Collection & Enforcement
– Fare collection methods
– Enforcement philosophy & practices

12 Public Notice & Fare Changes
– Public notice requirements
– Board approval process
– Exceptions for pilots or emergencies

13 Performance Monitoring & Reporting
– Fare revenue & ridership trends
– Farebox recovery by service type
– Reporting to the Board

14 Legal & Regulatory Compliance
– Texas Transportation Code
– FTA requirements
– Title VI and ADA compliance

15 Policy Review and Amendment
– Periodic review of the policy
– Board authority to amend

CITY COUNCIL MEMORANDUM
AGENDA ITEM 10

MEETING DATE: April 14, 2026

SUBJECT: Consider approval of Minutes of the Regular City Council Meetings held on February 24, 2026 and March 10, 2026

PREPARED BY: Angela Miller, City Secretary

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

Council is encouraged to contact the City Secretary's Office prior to the meeting if there are any suggested changes. Upon doing so, staff can make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote, or could be moved to a future meeting for approval.

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

BUDGETARY IMPACT
N/A

RECOMMENDATION
To approve minutes of the Regular City Council Meetings held on February 24, 2026 and March 10, 2026.

MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE
TUESDAY, FEBRUARY 24, 2026

EARLY WORK SESSION

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

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

1. Receive a Presentation from Perdue Brandon regarding the Delinquent Tax Collections Report for Highland Village

Representatives from Perdue Brandon Fielder Collins & Mott, LLP presented an overview of the process and collection of delinquent taxes, court fines, and utility payments due to the City. A 2023 tax year analysis was provided, which showed a very low rate of uncollected payments as compared to other cities. The 2024 collection is currently underway.

2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for February 24, 2026

No items were discussed.

Early Work Session was adjourned at 6:33 p.m.

CLOSED SESSION

3. Hold a Closed Meeting in accordance with the following Section(s) of the Texas Government Code:

(a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and/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)**

Council did not meet in Closed Session.

OPEN SESSION

4. Call Meeting to Order

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

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

Staff Members:	Paul Stevens	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director

5. Prayer led by Councilmember Kevin Cox

Councilmember Cox gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Kevin Cox

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

7. Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety

Councilmember Cox reported the recent Daddy Daughter Dance was well attended and thanked everyone that worked to make the event such a success. Councilmember Kixmiller reminded everyone about the McAuliffe Elementary Chili Cook-off scheduled for February 26.

8. City Manager/Staff Reports

No items were presented.

- **State of the City Video**

The annual State of the City Video was shown and Mayor Wilcox thanked the Marketing and Communications Department for their hard work in creating the video.

9. Visitor Comments

No one wished to speak.

<u>CONSENT AGENDA</u>

10. Consider approval of Minutes from the Regular City Council Meeting held on December 9, 2025 and from the Town Hall Meeting held on January 8, 2026

11. Consider Resolution 2026-3233 canceling the May 26, 2026 City Council Meeting

12. Receive Budget Report for Period ending December 31, 2025

Motion by Councilmember Nelson, seconded by Councilmember Hurst, to approve Consent Agenda Items #10 through #12, as read. Motion carried 7-0.

<u>ACTION AGENDA</u>

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)

<u>NO ACTION TAKEN</u>

Council did not meet in Closed Session.

14. Consider Resolution 2026-3232 authorizing a Contract for the Highland Shores Well Rehabilitation Project with Weisinger Incorporated through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative (BuyBoard)

<u>APPROVED (7 – 0)</u>

Public Works Director Kriston reported the City conducts a maintenance and testing program to review the well flow for each of the City's wells. It was determined that the Highland Shores Well is not producing at its full capacity. During the budget process, funds in the amount of $300,000 were budgeted for a rehabilitation program to bring the Highland Shores Well back to original capacity. Director Kriston added that the cost for the needed repairs is $310,277, which is an increase due to additional underground well repairs that were unforeseen.

Mayor Pro Tem Fiorenza asked what would be a normal life span of a well; Director Kriston reported typically about five to seven years before repairs are needed.

Motion by Mayor Pro Tem Fiorenza, seconded by Deputy Mayor Pro Tem Fiester, to approve Resolution 2026-3232 awarding and authorizing a contract with Weisinger Incorporated for the Highland Shores Well Rehabilitation Project. Motion carried 7-0.

LATE WORK SESSION

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

Councilmember Nelson requested an update on the drainage concerns along Scenic Drive, as raised by a resident during the recent Town Hall meeting. City Manager Stevens responded that City staff is currently compiling the necessary information and will provide an update in the near future.

Mayor Wilcox asked for an update on the handbill ordinance. City Attorney Laughlin reported they are working on completing research on enforceability and constitutional issues that have been raised and looking to bring some modifications to the ordinance in order to resolve some of those issues.

Councilmember Nelson requested an update regarding the completion of the FM 407 and FM 2499 improvement projects. Director Kriston reported that, based on his observation, work has moved to the FM 407 corridor in Flower Mound, adding that all of the paving improvements on the Highland Village side are complete, He added that it appears they are getting close to completion, possibly within the next 35 to 40 days.

16. Adjournment

Mayor Wilcox adjourned the meeting at 7:27 p.m.

____
Charlotte J. Wilcox, Mayor

ATTEST:

____
Angela Miller, City Secretary

MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE
TUESDAY, MARCH 10, 2026

EARLY WORK SESSION

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

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

1. 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

Councilmember Hurst reported that she contacted communities and different members from various transportation agencies to gather information regarding the types of ridership data collected, including trip distances, resident versus nonresident usage, and related metrics. She noted that such data is commonly collected and is available, though it requires appropriate analysis to effectively evaluate current service levels.

Councilmember Hurst further stated that, in other jurisdictions, City Councils communicate their service priorities and long-term planning objectives to their respective board representative. These priorities are typically formalized through resolution, providing clear direction and expectations, and enabling the board representative to effectively advocate for services aligned with those goals.

During the Council's review of a draft outline of roles and expectations, the following items were discussed:

- Conducting a survey of Highland Village residents to better understand their needs and desired services
- Providing demonstrations on the use of kiosks and ticket vending machines, as well as increasing public awareness of services offered by DCTA
- Enhancing communication to ensure City Council is informed of any proposed program or service changes prior to DCTA Board approval, allowing sufficient time to communicate such changes with constituents
- Appointing a City Council member to serve on the DCTA Board of Directors
- Providing a monthly report that includes ridership and other relevant data, potentially incorporated into regular updates to the City Council

Councilmember Hurst further noted that residents of Lewisville, Denton and Highland Village are uniquely excluded from having the right to vote on continued DCTA membership. She emphasized the importance of advocating for legislative authority to grant these residents such voting rights.

Mayor Wilcox thanked Councilmember Hurst for her research and presentation of background information. She recommended that the Council review the material further and continue the discussion at a future City Council meeting prior to finalizing.

2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for March 10, 2026

Regarding Agenda Item #14, Mayor Wilcox proposed moving the item to the Consent Agenda, unless there were any questions or concerns from Council members. City Attorney Laughlin clarified that the item pertains to consideration of an agreement confirming the City's authority to utilize 4B funds, as previously approved through the Highland Village Community Development Corporation's and City Council's budget processes, and does not constitute approval of a specific project.

Mayor Wilcox announced Council would meet in Closed Session and read Agenda Item #3(b).

CLOSED SESSION

Council convened into Closed Session at 6:50 p.m.

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)

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

Council concluded Closed Session at 7:02 p.m. and immediately adjourned Early Work Session.

OPEN SESSION

4. Call Meeting to Order

Mayor Wilcox called the meeting to order at 7:07 p.m.

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

5. Prayer led by Councilmember Shawn Nelson

Councilmember Nelson gave the invocation.

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

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

7. Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety

Councilmember Kixmiller thanked City staff for their support with the McAuliffe Elementary Chili Cook-off. Councilmember Nelson also thanked the City's Police Department and Auxiliary for their help with the event.

Councilmember Hurst reminded everyone of the upcoming Spring Break and encouraged everyone to exercise caution while driving during this time.

8. City Manager/Staff Reports

The City Manager reported on the upcoming annual water disinfectant conversion that will begin March 18.

- **The Village Report**

The Village Report included information on the Teen Bonfire Bash, Easter Egg Houndup and the Easter Egg Hunt.

9. Visitor Comments

No one wished to speak.

CONSENT AGENDA

Councilmember Kixmiller suggested moving Agenda Item #14 to the Consent Agenda; Mayor Wilcox moved the item.

10. Consider approval of Minutes from the Regular City Council Meeting held on January 13, 2026

11. Receive Budget Report for Period ending January 31, 2026

14. Consider Resolution 2026-3235 authorizing the City Manager to enter into a Funding Agreement with the Highland Village Community Development Corporation Authorizing Use of Type B Sales Tax Funds for Projects Approved in the HVCDC FY 2025-26 Budget

Motion by Mayor Pro Tem Fiorenza, seconded by Councilmember Hurst, to approve Consent Agenda Items #10, #11, and #14. Motion carried 7-0.

ACTION AGENDA

12. 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)

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

NO ACTON TAKEN

13. Consider Resolution 2026-3234 authorizing the City Manager to enter into a Funding Agreement with the Highland Village Community Development Corporation Regarding the Use of Type B Sales Tax Funds for the Doubletree Ranch Park Shade Structure Replacement Project

Mayor Wilcox announced this item would be moved to a future meeting agenda.

14. Consider Resolution 2026-3235 authorizing the City Manager to enter into a Funding Agreement with the Highland Village Community Development Corporation Authorizing Use of Type B Sales Tax Funds for Projects Approved in the HVCDC FY 2025-26 Budget

MOVED TO CONSENT

This item was moved to the Consent Agenda.

LATE WORK SESSION

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

Mayor Wilcox asked for an update on the handbill ordinance. City Attorney Laughlin reported proposed edits to the ordinance will be reviewed at a meeting in the near future.

Councilmember Hurst requested the following:

- She requested an update regarding the onsite drone demonstration. City Manager Stevens reported that Wing has indicated it is unable to conduct the demonstration at the Highland Village Walmart and has instead suggested City Hall or a nearby park as alternative locations. Councilmember Hurst added that additional information is needed regarding the drones' flight altitude and the impact of local topography. She also requested confirmation of sales tax allocation in the event that an order is fulfilled at the Highland Village Walmart but delivered to a Flower Mound address.

- Councilmember Hurst further requested an update on drainage concerns along Scenic Drive, as raised by a resident during the recent Town Hall meeting. City Manager Stevens responded that City staff has compiled a large amount of information, which he is currently reviewing, and stated that an update will be provided in the near future.

16. Adjournment

Mayor Wilcox adjourned the meeting at 7:23 p.m.

____
Charlotte J. Wilcox, Mayor

ATTEST:

____
Angela Miller, City Secretary

CITY COUNCIL MEMORANDUM
AGENDA ITEM 11

MEETING DATE: April 14, 2026

SUBJECT: Receive Budget Reports for Period Ending February 28, 2026

PREPARED BY: Mike McWhorter, Budget & Accounting Administrator

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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 February represents the fifth report in the Fiscal Year.

BUDGETARY IMPACT

N/A

RECOMMENDATION

Council to receive the budget reports for the period ending February 28, 2026.

General Fund Summary
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%

Revenues	Original Budget		Revised Budget (Includes Budget Amendments)		Year to Date		Variance	% Received
Property Tax	$	14,969,600	$	**14,969,600**	$	**14,152,220**	$ (817,380)	95%
Sales Tax		3,910,512		**3,910,512**		**1,075,159**	(2,835,353)	27%
Franchise Fees		1,623,763		**1,623,763**		**391,731**	(1,232,032)	24%
Licensing & Permits		288,973		**288,973**		**101,603**	(187,370)	35%
Park/Recreation Fees		198,650		**198,650**		**123,170**	(75,480)	62%
Public Safety Fees		910,815		**910,815**		**524,587**	(386,228)	58%
Rents		171,973		**171,973**		**83,564**	(88,409)	49%
Municipal Court		153,962		**153,962**		**54,273**	(99,689)	35%
Interest Income		631,343		**631,343**		**204,205**	(427,138)	32%
Miscellaneous		115,000		**115,000**		**60,495**	(54,505)	53%
Total Revenues	$	22,974,591	$	**22,974,591**	$	**16,771,007**	$ (6,203,584)	73%
Other Sources								
Transfers In	$	534,000	$	**534,000**	$	**-**	$ (534,000)	0%
Sale of Assets	$	106,906	$	**106,906**	$	**28,137**	$ (78,769)	26%
Total Available Resources	$	23,615,497	$	**23,615,497**	$	16,799,144	$ (6,737,584)	71%

Expenditures	Original Budget		Revised Budget		Year to Date		Variance	% Used
City Manager Office	$	630,379	$	**630,379**	$	**245,930**	$ 384,450	39%
Finance (includes Mun. Court)		1,525,031		**1,525,031**		**732,628**	792,402	48%
Human Resources		724,739		**724,739**		**217,009**	507,730	30%
City Secretary Office		490,238		**490,238**		**182,651**	307,587	37%
Information Services		1,487,617		**1,487,617**		**750,642**	736,976	50%
Marketing and Communications		512,538		**512,538**		**219,488**	293,050	43%
Police		7,038,831		**7,038,831**		**2,741,336**	4,297,495	39%
Fire		4,410,517		**4,410,517**		**1,581,208**	2,829,309	36%
Community Services		523,538		**523,538**		**172,689**	350,849	33%
Streets/Drainage		2,297,894		**2,297,894**		**602,058**	1,695,836	26%
Maintenance		3,188,174		**3,188,174**		**1,071,945**	2,116,229	34%
Parks		2,686,199		**2,686,199**		**998,830**	1,687,370	37%
Recreation		692,927		**692,927**		**244,652**	448,275	35%
Total Expenditures	**$**	**26,208,623**	$	**26,208,623**	$	**9,761,065**	$ 16,447,558	37%
Capital Summary	(Included in totals above - summary information only)							
Equipment Replacement	$	1,307,522	$	1,307,522	$	**159,145**	$ 1,148,377	12%
Other Uses								
Transfers Out	$	16,000	$	**16,000**			16,000	0%
Total Expenditures	$	26,224,623	$	**26,224,623**	$	**9,761,065**	$ 16,463,558	

Fund Balance	Original Budget		Revised Budget		Year to Date
Beginning Fund Balance		11,006,036		**11,926,247**		**11,926,247**
+ Net Increase (Decrease)		(2,609,126)		**(2,609,126)**		**7,038,079**
Ending Fund Balance	$	8,396,910	$	**9,317,121**	$	**18,964,326**

General Fund Expenditure Summary
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 17,519,954	**$ 17,519,954**	**$ 6,563,449**	$ 10,956,505	37%
Services / Supplies	7,381,147	**7,381,147**	**3,038,471**	4,342,676	41%
Capital	1,307,522	**1,307,522**	**159,145**	1,148,377	12%
	$ 26,208,623	**$ 26,208,623**	**$ 9,761,065**	$ 16,447,558	37%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 12,255,393	**$ 12,255,393**	**$ 4,502,431**	$ 7,752,962	37%
Employee Benefits	5,264,561	**5,264,561**	**2,061,018**	3,203,543	39%
Total Personnel	$ 17,519,954	**$ 17,519,954**	**$ 6,563,449**	$ 10,956,505	37%
Services / Supplies					
Professional Services	$ 2,241,229	**$ 2,241,229**	**$ 1,213,873**	$ 1,027,357	54%
Employee Development	427,927	**427,927**	**132,521**	295,406	31%
Office Supplies / Equipment	1,685,666	**1,685,666**	**794,860**	890,806	47%
Utilities	406,540	**406,540**	**160,110**	246,430	39%
Other	2,619,785	**2,619,785**	**737,107**	1,882,678	28%
Total Services / Supplies	$ 7,381,147	**$ 7,381,147**	**$ 3,038,471**	$ 4,342,676	41%
Capital					
Equipment / Vehicles	$ 1,307,522	**$ 1,307,522**	**$ 159,145**	$ 1,148,377	12%
Total Capital	$ 1,307,522	**$ 1,307,522**	**$ 159,145**	$ 1,148,377	12%
Total General Fund Expenditure Summary	$ 26,208,623	**$ 26,208,623**	**$ 9,761,065**	$ 16,447,558	37%

General Fund Revenue

FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	***41.7%***

Revenues	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Received
Property Tax	$ 14,969,600	**$ 14,969,600**	**$ 14,152,220**	$ (817,380)	95%
Sales Tax	3,910,512	**3,910,512**	**1,075,159**	(2,835,353)	27%
Franchise Fees	1,623,763	**1,623,763**	**391,731**	(1,232,032)	24%
Licensing & Permits	288,973	**288,973**	**101,603**	(187,370)	35%
Park/Recreation Fees	198,650	**198,650**	**123,170**	(75,480)	62%
Public Safety Fees	910,815	**910,815**	**524,587**	(386,228)	58%
Rents	171,973	**171,973**	**83,564**	(88,409)	49%
Municipal Court	153,962	**153,962**	**54,273**	(99,689)	35%
Interest Income	631,343	**631,343**	**204,205**	(427,138)	32%
Miscellaneous	115,000	**115,000**	**60,495**	(54,505)	53%
Total Revenues	$ 22,974,591	**$ 22,974,591**	**$ 16,771,007**	$ (6,203,584)	73%

City Manager Office
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	***41.7%***

- - - Summary - - -	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 485,286	**$ 485,286**	**$ 184,994**	$ 300,293	38%
Services / Supplies	145,093	**145,093**	**60,936**	84,157	42%
Capital	-	**-**	**-**	-	0%
	$ 630,379	**$ 630,379**	**$ 245,930**	$ 384,450	39%

- - - Detail - - - Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	372,433	**372,433**	**$ 141,977**	$ 230,457	38%
Employee Benefits	112,853	**112,853**	**43,017**	69,836	38%
Total Personnel	$ 485,286	**$ 485,286**	**$ 184,994**	$ 300,293	38%
Services / Supplies					
Professional Services *(City-wide legal - $98,500)*	$ 128,400	**128,400**	**$ 53,678**	$ 74,722	42%
Employee Development	9,705	**9,705**	**7,245**	2,460	75%
Supplies / Equipment	1,700	**1,700**	**13**	1,687	1%
Utilities	-	**-**		-	0%
Other *(Contingency + Data Processing)*	5,288	**5,288**	**-**	5,288	0%
Total Services / Supplies	$ 145,093	**$ 145,093**	**$ 60,936**	$ 84,157	42%
Capital					
Equipment / Vehicles	-	-	-	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total City Manager	$ 630,379	**$ 630,379**	**$ 245,930**	$ 384,450	39%

Finance Department
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -					
	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 915,569	**$ 915,569**	**$ 318,528**	$ 597,041	35%
Services / Supplies	599,762	**599,762**	**414,101**	185,661	69%
Capital	9,700	**9,700**	**-**	9,700	0%
	$ 1,525,031	**$ 1,525,031**	**$ 732,628**	$ 792,402	48%

- - - Detail - - -					
Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 665,302	**$ 665,302**	**$ 232,095**	$ 433,208	35%
Employee Benefits	250,266	**250,266**	**86,433**	163,833	35%
Total Personnel	$ 915,569	**$ 915,569**	**$ 318,528**	$ 597,041	35%
Services / Supplies					
Professional Services *(City-wide liability insurance - $248,141/ DCAD - $123,392)*	$ 566,046	**$ 566,046**	**$ 407,725**	$ 158,321	72%
Employee Development	11,296	**11,296**	**1,994**	9,302	18%
Supplies / Equipment	8,020	**8,020**	**4,382**	3,638	55%
Utilities	-	**-**		-	0%
Other *(Data Processing Equipment + Supplies)*	14,400	**14,400**	**-**	14,400	0%
Total Services / Supplies	$ 599,762	**$ 599,762**	**$ 414,101**	$ 185,661	69%
Capital					
Equipment / Vehicles	**9,700**	**9,700**	**-**	9,700	0%
Total Capital	$ 9,700	**$ 9,700**	**$ -**	$ 9,700	0%
Total Finance Department	$ 1,525,031	**$ 1,525,031**	**$ 732,628**	$ 792,402	48%

Human Resources
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -

	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 504,758	**$ 504,758**	**$ 146,244**	$ 358,514	29%
Services / Supplies	219,981	**219,981**	**70,765**	149,216	32%
Capital	-	**-**	**-**	-	0%
	$ 724,739	**$ 724,739**	**$ 217,009**	$ 507,730	30%

- - - Detail - - -

Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 355,389	**$ 355,389**	**$ 101,427**	$ 253,962	29%
Employee Benefits	149,369	**149,369**	**44,818**	104,552	30%
Total Personnel	$ 504,758	**$ 504,758**	**$ 146,244**	$ 358,514	29%
Services / Supplies					
Professional Services	$ 104,016	**$ 104,016**	**$ 44,361**	$ 59,655	43%
Employee Development	99,940	**99,940**	**25,621**	74,319	26%
Supplies / Equipment	1,425	**1,425**	**(154)**	1,579	-11%
Utilities	-	**-**		-	0%
Other *(Safety Programs)*	14,600	**14,600**	**936**	13,664	6%
Total Services / Supplies	**$ 219,981**	**$ 219,981**	**$ 70,765**	$ 149,216	32%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Human Resources	$ 724,739	**$ 724,739**	**$ 217,009**	$ 507,730	30%

City Secretary Office
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	***41.7%***

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 285,767	**$ 285,767**	**$ 125,451**	$ 160,316	44%
Services / Supplies	204,471	**204,471**	**57,200**	147,271	28%
Capital	-	**-**	**-**	-	-
	$ 490,238	**$ 490,238**	**$ 182,651**	$ 307,587	37%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 207,831	**$ 207,831**	**$ 90,691**	$ 117,140	44%
Employee Benefits	77,936	**77,936**	**34,760**	43,176	45%
Total Personnel	$ 285,767	**$ 285,767**	**$ 125,451**	$ 160,316	44%
Services / Supplies					
Professional Services	$ 52,700	**$ 52,700**	**$ 7,006**	$ 45,694	13%
Employee Development *(City Council related $42,704)*	77,996	**77,996**	**12,933**	65,063	17%
Supplies / Equipment	11,775	**11,775**	**2,405**	9,370	20%
Utilities	-	**-**		-	0%
Other *(Outside Services)*	62,000	**62,000**	**34,856**	27,144	56%
Total Services / Supplies	$ 204,471	**$ 204,471**	**$ 57,200**	$ 147,271	28%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total City Secretary Office	$ 490,238	**$ 490,238**	**$ 182,651**	$ 307,587	37%

Information Services
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 914,887	**$ 914,887**	**$ 357,530**	$ 557,357	39%
Services / Supplies	432,730	**432,730**	**254,442**	178,288	59%
Capital	140,000	**140,000**	**138,670**	1,330	99%
	$ 1,487,617	**$ 1,487,617**	**$ 750,642**	$ 736,976	50%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 677,245	**$ 677,245**	**$ 259,359**	$ 417,886	38%
Employee Benefits	237,642	**237,642**	**98,171**	139,471	41%
Total Personnel	$ 914,887	**$ 914,887**	**$ 357,530**	$ 557,357	39%
Services / Supplies					
Professional Services	$ 238,480	**$ 238,480**	**$ 179,374**	$ 59,106	75%
Employee Development	21,950	**21,950**	**5,978**	15,972	27%
Supplies / Equipment	3,560	**3,560**	**2,340**	1,220	66%
Utilities	60,840	**60,840**	**37,210**	23,630	61%
Other *(Data Processing)*	107,900	**107,900**	**29,540**	78,360	27%
Total Services / Supplies	$ 432,730	**$ 432,730**	**$ 254,442**	$ 178,288	59%
Capital					
Equipment / Vehicles	$ 140,000	**140,000**	**138,670**	1,330	99%
Total Capital	$ 140,000	**$ 140,000**	**$ 138,670**	$ 1,330	99%
Total City Information Services	$ 1,487,617	**$ 1,487,617**	**$ 750,642**	$ 736,976	50%

Marketing and Communications
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 394,130	**$ 394,130**	**$ 154,786**	$ 239,344	39%
Services / Supplies	118,408	**118,408**	**64,702**	53,706	55%
Capital	-	**-**	**-**	-	0%
	$ 512,538	**$ 512,538**	**$ 219,488**	$ 293,050	43%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 269,989	**$ 269,989**	**$ 104,671**	$ 165,319	39%
Employee Benefits	124,140	**124,140**	**50,115**	74,025	40%
Total Personnel	$ 394,130	**$ 394,130**	**$ 154,786**	$ 239,344	39%
Professional Services	$ 83,133	**$ 83,133**	**$ 41,478**	$ 41,655	50%
Employee Development	8,325	**8,325**	**870**	7,455	10%
Supplies / Equipment	-	**-**	**-**	-	0%
Utilities	-	**-**		-	0%
Other *(Special Events)*	26,950	**26,950**	**22,354**	4,596	83%
Total Services / Supplies	$ 118,408	**$ 118,408**	**$ 64,702**	$ 53,706	55%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Marketing and Communications	$ 512,538	**$ 512,538**	**$ 219,488**	$ 293,050	43%

Police Department
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -

	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 6,292,233	**$ 6,292,233**	**$ 2,316,236**	$ 3,975,997	37%
Services / Supplies	746,598	**746,598**	**425,100**	321,498	57%
Capital	-	**-**	**-**	-	0%
	$ 7,038,831	**$ 7,038,831**	**$ 2,741,336**	$ 4,297,495	39%

- - - Detail - - -

Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 4,483,463	**$ 4,483,463**	**$ 1,612,347**	$ 2,871,116	36%
Employee Benefits	1,808,770	**1,808,770**	**703,888**	1,104,882	39%
Total Personnel	$ 6,292,233	**$ 6,292,233**	**$ 2,316,236**	$ 3,975,997	37%
Services / Supplies					
Professional Services	$ 355,322	**$ 355,322**	**$ 276,808**	$ 78,514	78%
Employee Development	52,442	**52,442**	**20,992**	31,450	40%
Supplies / Equipment	174,472	**174,472**	**78,645**	95,827	45%
Utilities	-	**-**		-	0%
Other *(Animal Care - $140,780)*	164,362	**164,362**	**48,656**	$ 115,706	30%
Total Services / Supplies	$ 746,598	**$ 746,598**	**$ 425,100**	$ 321,498	57%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Police Department	$ 7,038,831	**$ 7,038,831**	**$ 2,741,336**	$ 4,297,495	39%

Fire Department
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	***41.7%***

- - - Summary - - -

	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 3,816,649	**$ 3,816,649**	**$ 1,405,853**	$ 2,410,796	37%
Services / Supplies	498,400	**498,400**	**165,771**	332,629	33%
Capital	95,468	**95,468**	**9,584**	85,884	10%
	$ 4,410,517	**$ 4,410,517**	**$ 1,581,208**	$ 2,829,309	36%

- - - Detail - - -

Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 2,665,062	**$ 2,665,062**	**$ 949,956**	$ 1,715,106	36%
Employee Benefits	1,151,587	**1,151,587**	**455,897**	695,690	40%
Total Personnel	$ 3,816,649	**$ 3,816,649**	**$ 1,405,853**	$ 2,410,796	37%
Services / Supplies					
Professional Services	$ 168,358	**$ 168,358**	**$ 34,680**	$ 133,678	21%
Employee Development *(Training - $47,465)*	64,270	**64,270**	**29,701**	34,569	46%
Supplies / Equipment	211,119	**211,119**	**61,819**	149,300	29%
Utilities	2,400	**2,400**	**827**	1,573	34%
Other *(Safety Programs)*	52,253	**52,253**	**38,743**	13,510	74%
Total Services / Supplies	$ 498,400	**$ 498,400**	**$ 165,771**	$ 332,629	33%
Capital					
Equipment / Vehicles	95,468	**95,468**	**9,584**	85,884	10%
Total Capital	$ 95,468	**$ 95,468**	**$ 9,584**	$ 85,884	10%
Total Fire Department	$ 4,410,517	**$ 4,410,517**	**$ 1,581,208**	$ 2,829,309	36%

Community Services
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -

	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 418,978	**$ 418,978**	**$ 164,734**	$ 254,244	39%
Services / Supplies	104,560	**104,560**	**7,955**	96,605	8%
Capital	-	**-**	**-**	-	0%
	$ 523,538	**$ 523,538**	**$ 172,689**	$ 350,849	33%

- - - Detail - - -

Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 300,796	**$ 300,796**	**$ 117,787**	$ 183,009	39%
Employee Benefits	118,182	**118,182**	**46,947**	71,235	40%
Total Personnel	$ 418,978	**$ 418,978**	**$ 164,734**	$ 254,244	39%
Services / Supplies					
Professional Services	$ 79,000	**$ 79,000**	**$ 3,703**	75,297	5%
Employee Development	17,675	**17,675**	**2,808**	14,867	16%
Supplies / Equipment	7,885	**7,885**	**1,445**	6,440	18%
Utilities	-	**-**	**-**	-	0%
Other	-	**-**	**-**	-	0%
Total Services / Supplies	$ 104,560	**$ 104,560**	**$ 7,955**	$ 96,605	8%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Building Operations	$ 523,538	**$ 523,538**	**$ 172,689**	$ 350,849	33%

Streets Division
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 983,521	**$ 983,521**	**$ 410,325**	$ 573,196	42%
Services / Supplies	1,058,719	**1,058,719**	**180,842**	877,877	17%
Capital	255,654	**255,654**	**10,891**	244,763	4%
	$ 2,297,894	**$ 2,297,894**	**$ 602,058**	$ 1,695,836	26%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 622,191	**$ 622,191**	**$ 252,117**	$ 370,074	41%
Employee Benefits	361,330	**361,330**	**158,208**	203,122	44%
Total Personnel	$ 983,521	**$ 983,521**	**$ 410,325**	$ 573,196	42%
Services / Supplies					
Professional Services	$ 107,300	**$ 107,300**	**$ 47,358**	$ 59,943	44%
Employee Development	17,886	**17,886**	**6,322**	11,564	35%
Supplies / Equipment	100,883	**100,883**	**30,889**	69,994	31%
Utilities *(Streetlights)*	115,000	**115,000**	**41,481**	73,519	36%
Other *(Street Maintenance)*	717,650	**717,650**	**54,792**	662,858	8%
Total Services / Supplies	$ 1,058,719	**$ 1,058,719**	**$ 180,842**	$ 877,877	17%
Capital					
Equipment / Vehicles	255,654	**255,654**	**10,891**	244,763	4%
Total Capital	$ 255,654	**$ 255,654**	$ 10,891	$ 244,763	4%
Total Streets	$ 2,297,894	**$ 2,297,894**	**$ 602,058**	$ 1,695,836	26%

Maintenance Division
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	***41.7%***

- - - Summary - - -

	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 506,450	**$ 506,450**	**$ 187,338**	$ 319,112	37%
Services / Supplies	1,931,724	**1,931,724**	**884,607**	1,047,117	46%
Capital	750,000	**750,000**	**-**	750,000	0%
	$ 3,188,174	**$ 3,188,174**	**$ 1,071,945**	$ 2,116,229	34%

- - - Detail - - -

Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 333,323	**$ 333,323**	**$ 119,356**	$ 213,967	36%
Employee Benefits	173,127	**173,127**	**67,982**	105,145	39%
Total Personnel	$ 506,450	**$ 506,450**	**$ 187,338**	$ 319,112	37%
Services / Supplies					
Professional Services	$ 87,226	**$ 87,226**	**$ 40,291**	$ 46,935	46%
Employee Development	6,537	**6,537**	**1,244**	5,293	19%
Supplies / Equipment	710,810	**710,810**	**448,898**	261,912	63%
Utilities	95,000	**95,000**	**34,414**	60,586	36%
Other *(Capital Lease Payments)*	1,032,151	**1,032,151**	**359,759**	$ 672,392	35%
Total Services / Supplies	$ 1,931,724	**$ 1,931,724**	**$ 884,607**	$ 1,047,117	46%
Capital					
Equipment / Vehicles	750,000	**750,000**	**-**	750,000	0%
Total Capital	$ 750,000	**$ 750,000**	**$ -**	$ 750,000	0%
Total Maintenance	$ 3,188,174	**$ 3,188,174**	**$ 1,071,945**	$ 2,116,229	34%

Parks Division
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -					
	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 1,746,343	**$ 1,746,343**	**$ 698,264**	$ 1,048,080	40%
Services / Supplies	883,156	**883,156**	**300,566**	582,590	34%
Capital	56,700	**56,700**	**-**	56,700	0%
	$ 2,686,199	**$ 2,686,199**	**$ 998,830**	$ 1,687,370	37%

- - - Detail - - -					
Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 1,103,982	**$ 1,103,982**	**$ 451,038**	$ 652,944	41%
Employee Benefits	642,361	**642,361**	**247,226**	395,136	38%
Total Personnel	$ 1,746,343	**$ 1,746,343**	**$ 698,264**	$ 1,048,080	40%
Services / Supplies					
Professional Services	$ 271,248	**$ 271,248**	**$ 77,411**	$ 193,837	29%
Employee Development	25,410	**25,410**	**12,526**	12,884	49%
Supplies / Equipment	451,617	**451,617**	**163,885**	287,732	36%
Utilities	133,300	**133,300**	**46,178**	87,122	35%
Other	1,581	**1,581**	**567**	1,014	36%
Total Services / Supplies	$ 883,156	**$ 883,156**	**$ 300,566**	$ 582,590	34%
Capital					
Equipment / Vehicles	56,700	**56,700**	**-**	56,700	0%
Total Capital	56,700	**56,700**	**-**	56,700	0%
Total Parks	$ 2,686,199	**$ 2,686,199**	**$ 998,830**	$ 1,687,370	37%

Recreation Division
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - - -					
	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 255,382	**$ 255,382**	**$ 93,167**	$ 162,215	36%
Services / Supplies	437,545	**437,545**	**151,485**	286,060	35%
Capital	-	**-**	**-**	-	0%
	$ 692,927	**$ 692,927**	**$ 244,652**	$ 448,275	35%

- - - Detail - - -					
Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 198,385	**$ 198,385**	**$ 69,611**	$ 128,775	35%
Employee Benefits	56,997	**56,997**	**23,556**	33,441	41%
Total Personnel	$ 255,382	**$ 255,382**	**$ 93,167**	$ 162,215	36%
Services / Supplies					
Professional Services	$ -	**$ -**	**$ -**	$ -	0%
Employee Development	14,495	**14,495**	**4,287**	10,208	30%
Supplies / Equipment	2,400	**2,400**	**294**	2,106	12%
Utilities	-	**-**	**-**	-	0%
Other *(Recreation Programs)*	420,650	**420,650**	**146,905**	273,745	35%
Total Services / Supplies	$ 437,545	**$ 437,545**	**$ 151,485**	$ 286,060	35%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Recreation	$ 692,927	**$ 692,927**	**$ 244,652**	$ 448,275	35%

Equipment Replacement / Capital Schedule
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	**-**	**-**	-	0%
Finance Capital Outlay	9,700	**9,700**	**-**	9,700	0%
Human Resources Capital Outlay	-	**-**	**-**	-	0%
City Secretary Capital Outlay	-	**-**	**-**	-	0%
Information Services Capital Outlay	140,000	**140,000**	**138,670**	1,330	99%
Marketing Capital Outlay	-	**-**	**-**	-	0%
Police Dept Capital Outlay	-	**-**	**-**	-	0%
Fire Dept Capital Outlay	95,468	**95,468**	**9,584**	85,884	10%
Community Services Capital Outlay	-	**-**	**-**	-	0%
Streets Dept Capital Outlay	255,654	**255,654**	**10,891**	244,763	4%
Maintenance Capital Outlay	750,000	**750,000**	**-**	750,000	0%
City Parks Capital Outlay	56,700	**56,700**	**-**	56,700	0%
City Recreation Capital Outlay	-	**-**	**-**	-	0%
Total Expenditures	$ 1,307,522	**$ 1,307,522**	**$ 159,145**	$ 1,148,377	12%

Utility Fund Revenues
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
Electronic Payment	$ (191,000)	**$ (191,000)**	**$ (69,298)**	$ 121,703	36%
Charges / Penalties	91,100	**91,100**	**36,873**	(54,227)	40%
Total Fees	$ (99,900)	**$ (99,900)**	**$ (32,425)**	$ 67,475	32%
Licenses & Permits					
Construction Inspection	$ -	**$ -**		$ -	0%
Total Licenses & Permits	$ -	**$ -**	**$ -**	$ -	0%
Charges for Services					
Water Sales	$ 6,590,410	**$ 6,590,410**	**$ 1,907,728**	$ (4,682,682)	29%
Sewer Sales	4,332,213	**4,332,213**	**1,611,051**	(2,721,162)	37%
Inspection Fees	4,000	**4,000**	**-**	(4,000)	0%
Total Charges for Service	$ 10,926,623	**$ 10,926,623**	**$ 3,518,779**	$ (7,407,844)	32%
Interest					
Interest (Operations)	$ 370,522	**$ 370,522**	**$ 106,391**	$ (264,131)	29%
Interest (Capital Projects)	286,961	**286,961**	**-**	(286,961)	0%
Total Interest	$ 657,483	**$ 657,483**	**$ 106,391**	$ (551,092)	16%
Impact Fees					
Impact Fees	$ 125,000	**$ 125,000**	**$ -**	$ (125,000)	0%
Total Impact Fees	$ 125,000	**$ 125,000**	**$ -**	$ (125,000)	0%
Miscellaneous Income					
Miscellaneous Income	$ 7,500	**$ 7,500**	**$ 132**	$ (7,368)	2%
Grants/Contributions	$ -	**$ -**		$ -	0%
Total Miscellaneous Income	$ 7,500	**$ 7,500**	**$ 132**	$ (7,368)	2%
Total Utility Fund Revenues	$ 11,616,706	**$ 11,616,706**	**$ 3,592,878**	$ (8,023,828)	31%

Utility Division
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

- - - Summary - Operations - - -	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 2,095,111	**$ 2,095,111**	**$ 794,350**	$ 1,300,761	38%
Services / Supplies	8,633,819	**8,633,819**	**2,241,969**	6,391,850	26%
Capital	18,000	**18,000**	**-**	18,000	0%
Total Utility Division	$ 10,746,930	**$ 10,746,930**	**$ 3,036,318**	$ 7,710,612	28%

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 1,375,208	**$ 1,375,208**	**$ 530,645**	$ 844,564	39%
Employee Benefits	719,903	**719,903**	**263,705**	456,198	37%
Total Personnel	$ 2,095,111	**$ 2,095,111**	**$ 794,350**	$ 1,300,761	38%
Services / Supplies					
Professional Services	$ 413,982	**$ 413,982**	**$ 144,960**	$ 269,022	35%
Employee Development	71,269	**71,269**	**26,301**	44,968	37%
Supplies / Equipment	92,812	**92,812**	**26,989**	65,823	29%
Utilities	504,896	**504,896**	**124,655**	380,241	25%
Other *(Well Lot Maintenance)*	2,352,249	**2,352,249**	**213,812**	2,138,437	9%
Sub-Total - Operations Services / Supplies	$ 3,435,208	**$ 3,435,208**	**$ 536,717**	$ 2,898,491	16%
Wholesale Water / Wastewater					
UTRWD - Administration Fees	$ 5,270	**$ 5,270**	**$ 4,981**	$ 289	95%
UTRWD - Water Volume Cost	1,403,505	**1,403,505**	**457,819**	945,686	33%
UTRWD - Water Demand Charges	1,673,295	**1,673,295**	**557,765**	1,115,530	33%
UTRWD - Sewer Effluent Volume Rate	635,151	**635,151**	**191,223**	443,928	30%
UTRWD - Capital Charge Joint Facilities	1,275,420	**1,275,420**	**425,140**	850,280	33%
UTRWD - HV Sewer Line to UTRWD	205,970	**205,970**	**68,323**	137,647	33%
UTRWD - Wtr Transmission - Opus Develop	-	**-**	**-**	-	0%
Sub-Total - Wholesale Water / Wastewater	$ 5,198,611	**$ 5,198,611**	**$ 1,705,252**	$ 3,493,359	33%
Total Services / Supplies	$ 8,633,819	**$ 8,633,819**	**$ 2,241,969**	$ 6,391,850	26%
Capital					
Equipment / Vehicles	18,000	**18,000**	**-**	18,000	0%
Total Capital	$ 18,000	**$ 18,000**	**$ -**	$ 18,000	0%
Total Utility Division - Operations	$ 10,746,930	**$ 10,746,930**	**$ 3,036,318**	$ 7,710,612	28%

Utility Fund Working Capital
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	$ 6,590,410	**$ 6,590,410**	**$ 1,907,728**	$ (4,682,682)	29%
Sewer Sales	4,332,213	**4,332,213**	**1,611,051**	(2,721,162)	37%
Other Fees / Charges	102,600	**102,600**	**37,005**	(65,595)	36%
Electronic Payment Credit	(191,000)	**(191,000)**	**(69,298)**	121,703	36%
Interest	370,522	**370,522**	**106,391**	(264,131)	29%
Total Revenues	$ 11,204,745	**$ 11,204,745**	**$ 3,592,878**	$ (7,611,867)	32%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	$ 545,065	**$ 545,065**	**$ 232,949**	$ 312,116	43%
Operations	4,985,254	**4,985,254**	**1,098,118**	3,887,137	22%
UTRWD	5,198,611	**5,198,611**	**1,705,252**	3,493,359	33%
Debt Service	981,248	**981,248**	**886,001**	95,247	90%
Capital Projects	-	**-**	**-**	-	0%
Equipment Replace / Capital	18,000	**18,000**	**-**	18,000	0%
Total Expenditures	$ 11,728,178	**$ 11,728,178**	**$ 3,922,319**	$ 7,805,859	33%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Transfers In *(Applied Impact Fees)*	$ 150,000	**$ 150,000**	**$ 150,000**	$ -	100%
Operating Transfers In / Utility Capital Projects			**-**	-	0%
Operating Transfers Out / Utility Capital Projects	-	**-**	**-**	-	0%
Operating Transfers Out / General Fund	(470,000)	**(470,000)**	**-**	(470,000)	0%
Sale of Capital Assets (Vehicles)	-	**-**	**10,800**	10,800	0%
Total Other Sources (Uses)	$ (320,000)	$ (320,000)	**$ 160,800**	$ (459,200)	-50%

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	(843,433)	(843,433)	**(168,641)**
Beginning Working Capital			
Operations	4,116,140	**5,072,150**	**5,072,150**
Available Impact Fees	1,189,337	**1,080,132**	**1,080,132**
Total Available Working Capital	$ 5,305,477	**$ 6,152,282**	**$ 6,152,282**
Ending Working Capital			
Operations	3,272,707	**4,228,717**	**4,903,509**
Available Impact Fees	1,164,337	**1,055,132**	**930,132**
Total Available Working Capital	$ 4,437,044	**$ 5,283,849**	**$ 5,833,641**

Impact Fees			
Beginning Balance	1,189,337	1,080,132	1,080,132
+ Collections	125,000	125,000	-
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	1,164,337	1,055,132	930,132

*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 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Park Entry Fees	$ 664,725	**$ 664,725**	**$ 170,906**	$ (493,819)	26%
Annual Park Passes	53,500	**53,500**	**13,975**	(39,525)	26%
Concession Sales	-	**-**	**-**	-	0%
Interest	39,000	**39,000**	**16,154**	(22,846)	41%
Total Revenues	$ 757,225	$ 757,225	**$ 201,034**	$ (556,191)	27%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 266,330	**266,330**	**$ 111,643**	$ 154,687	42%
Services / Supplies	476,423	**476,423**	**62,397**	414,026	13%
Capital	6,000	**6,000**	**5,282**	718	88%
Total Expenditures	$ 748,753	**$ 748,753**	**$ 179,321**	$ 569,432	24%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	$ 998,152	**$ 966,170**	**$ 966,170**
+ Net Increase (Decrease)	8,472	**8,472**	**21,714**
Ending Fund Balance	$ 1,006,625	**$ 974,642**	**$ 987,884**

Debt Service Fund
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax Revenues	$ 2,776,917	**$ 2,776,917**	**$ 2,632,965**	$ (143,952)	95%
Interest Income	$ 20,811	**$ 20,811**	**$ 9,345**	(11,466)	45%
Total Revenues	$ 2,797,728	**$ 2,797,728**	**$ 2,642,310**	$ (155,418)	94%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Principal Payments	$ 2,088,000	**$ 2,088,000**	**$ 2,088,000**	$ -	100%
Interest Payments	$ 1,209,817	**$ 1,209,817**	**$ 578,789**	631,028	48%
Paying Agent Fees	$ 3,000	**$ 3,000**	**$ 1,695**	1,305	56%
Total Expenditures	$ 3,300,817	**$ 3,300,817**	**$ 2,668,484**	$ 632,333	81%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Transfers In (Out) [To 4B]	532,900	**532,900**	**456,075**	$ 76,825	86%
Proceeds from Refunding Debt	-	**-**		-	0%
Debt Issuance Cost	-	**-**		-	0%
Payment to Escrow Agent	-	**-**		-	0%
Total Financing Sources	$ 532,900	**$ 532,900**	**$ 456,075**	$ 76,825	86%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	$ 121,667	**$ 110,149**	**$ 110,149**
+ Net Increase (Decrease)	29,811	**29,811**	**429,901**
Ending Fund Balance	$ 151,478	**$ 139,960**	**$ 540,050**

Capital Projects Fund
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	$ -	**$ -**		$ -	0%
Contributions	-	**-**		-	0%
Interest Income	575,280	**575,280**	**333,277**	(242,003)	58%
Total Revenues	$ 575,280	**$ 575,280**	**$ 333,277**	$ (242,003)	58%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2021 Bond Issue (Parks)	4,869,631	**4,869,631**	**198,913**	4,670,718	4%
2021 Bond Issue (Streets)	2,111,315	**2,111,315**	**105,871**	2,005,444	5%
2024 Tax Note	885,871	**885,871**	**447,567**	438,304	51%
2025 Bond Issue (Streets)	4,713,920	**4,713,920**	**-**	4,713,920	0%
Total Expenditures	$ 12,580,737	$ 12,580,737	$ 752,351	$ 11,828,386	6%

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds		**$ -**	**-**	$ -	0%
Bond Discount / Premium	-	**-**	**-**	-	0%
Debt Issuance		**-**	**52**	52	0%
Transfers In	-	**-**	**-**	-	0%
Transfer Out	-	**-**	**-**	-	0%
Total Financing Sources	$ -	**$ -**	**$ 52**	**$ 52**	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	$ 19,759,209	**$ 20,073,810**	**$ 20,073,810**
+Net Increase (Decrease)	(12,005,457)	**(12,005,457)**	**(419,021)**
Ending Fund Balance	$ 7,753,752	**$ 8,068,353**	**$ 19,654,789**

Drainage Utilities
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Drainage Conversion Fee	$ 10,000	**10,000**	**$ 9,000**	$ (1,000)	90%
Drainage Fee Receipts	658,856	**658,856**	**246,044**	(412,812)	37%
Miscellaneous	-	**-**		-	0%
Interest	-	**-**	**-**	-	0%
Total Revenues	$ 668,856	**$ 668,856**	**$ 255,044**	$ (413,812)	38%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 429,393	**$ 429,393**	**$ 188,652**	$ 240,741	44%
Services / Supplies	265,607	**265,607**	**119,961**	145,646	45%
Capital	31,500	**31,500**	**-**	31,500	0%
Total Expenditures	$ 726,500	**$ 726,500**	**$ 308,613**	$ 417,887	42%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	$ 71,560	**$ 86,175**	**$ 86,175**
+ Net Increase (Decrease)	(57,644)	**(57,644)**	**(53,569)**
Ending Fund Balance	$ 13,916	**$ 28,531**	**$ 32,606**

Park Development Fee Fund
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Interest	$ 3,700	**$ 3,700**	**$ 1,943**	(1,757)	53%
Community Park Fees	**17,100**	**17,100**	**17,100**	-	100%
Linear Park Fees	-	-	-	-	0%
Neighborhood Park Fees	-	-	-	-	0%
Service Area II	-	-	-	-	0%
Service Area IV	25,625	**25,625**	**25,625**	-	100%
Total Revenues	$ 46,425	**$ 46,425**	**$ 44,668**	$ (1,757)	96%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Unity Park	$ -	**$ -**	**$ -**	$ -	0%
Capital Outlay (Unity Park)	-	-	-	-	0%
Capital Outlay (Village Park)	-	-	-	-	0%
Capital Outlay - (St James development, Area I)	-	-	-	-	0%
Total Expenditures	$ -	**$ -**	**$ -**	$ -	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	$ 95,008	**$ 95,119**	**$ 95,119**
+ Net Increase (Decrease)	46,425	**46,425**	**44,668**
Ending Fund Balance	$ 141,433	**$ 141,544**	**$ 139,787**

Ending Fund Balance Detail	Original Budget	Year to Date
Community Park Fees	$ 19,699	**19,070**
Linear Park Fees	-	-
Neighorhood Park Fees (Area I)	-	-
Neighorhood Park Fees (Area II)	96,109	**95,092**
Neighorhood Park Fees (Area IV)	25,625	**25,625**
Total	$ 141,433	**$ 139,787**

Public Safety Special Revenue Fund
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	$ 76,100	**$ 76,100**	**$ 27,427**	$ (48,673)	36%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Police Grant Related	$ 51,600	**$ 51,600**	**$ 1,756**	$ 49,844	3%
Fire Grant Related	2,500	**2,500**	**-**	2,500	0%
Total Expenditures	$ 54,100	**$ 54,100**	**$ 1,756**	$ 52,344	3%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	$ 83,261	**$ 64,386**	**$ 64,386**
+ Net Increase (Decrease)	2,000	**2,000**	**25,671**
Ending Fund Balance	$ 85,261	**$ 66,386**	**$ 90,057**

Municipal Court Technology Fee Fund
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	***41.7%***

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	$ 3,400	**$ 3,400**	**$ 1,406**	(1,994)	41%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	$ 3,600	**$ 3,600**	**$ 3,720**	$ (120)	103%
Total Expenditures	$ 3,600	**$ 3,600**	**$ 3,720**	$ (120)	103%

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	$ 13,384	**$ 13,916**	**$ 13,916**
+ Net Increase (Decrease)	(200)	**(200)**	**(2,314)**
Ending Fund Balance	$ 13,184	**$ 13,716**	**$ 11,602**

Municipal Court Building Security Fund
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	*41.7%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	$ 3,700	$ 3,700	$ 1,722	$ (1,978)	47%

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	$ 55,387	**$ 55,317**	**$ 55,317**
+ Net Increase (Decrease)	3,700	**3,700**	**1,722**
Ending Fund Balance	$ 59,087	**$ 59,017**	**$ 57,039**

Highland Village Community Development Corporation

Working Capital Analysis (FY 2026)

	Actual 2023-2024	Actual 2024-2025	Budget 2025-2026	YTD 2025-2026
Beginning Fund Balance	$ 1,361,972	$ 2,007,661	$ 2,429,759	$ 2,465,779
Revenues				
4B Sales Tax	1,806,379	1,819,132	1,861,753	516,372
Park Fees (Rental)	63,691	68,949	77,400	49,378
Miscellaneous Income	-		-	-
Interest Income	79,051	92,459	110,000	41,570
Total	$ 1,949,121	$ 1,980,540	$ 2,049,153	$ 607,320
Expenditures				
Personnel	280,010	348,235	406,647	130,215
Services / Supplies	447,732	562,487	362,660	95,223
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	539,165	536,025	532,900	456,075
Total Non-Capital Expenditures	$ 1,294,907	$ 1,474,747	$ 1,330,207	$ 681,513
Capital				
Equipment	8,525	47,675	-	-
Net Increase / (Decrease)	645,689	458,118	718,946	(74,192)
Working Capital Balance	$ 2,007,661	$ 2,465,779	$ 3,148,705	$ 2,391,586

PEG Fee Fund
FY 2025/2026 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	***41.7%***

Revenues	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Received
PEG Fee Receipts	$ 16,759	**$ 16,759**	**$ 2,041**	$ (14,718)	12%
Total Revenues	$ 16,759	**$ 16,759**	**$ 2,041**	$ (14,718)	12%

Expenditures	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ -	**$ -**	**$ -**	$ -	0%
Services / Supplies	7,000	**7,000**	**159**	6,841	2%
Capital	27,108	**27,108**	**20,859**	6,249	77%
Total Expenditures	$ 34,108	**$ 34,108**	**$ 21,018**	$ 13,090	62%

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

Fund Balance	Original Budget	**Revised Budget**	**Year to Date**
Beginning fund balance	$ 191,082	**$ 194,294**	**$ 194,294**
+Net Increase (Decrease)	(17,349)	**(17,349)**	**(18,978)**
Ending Fund Balance	$ 173,733	**$ 176,945**	**$ 175,316**

CITY COUNCIL MEMORANDUM
AGENDA ITEM 13

MEETING DATE: April 14, 2026

SUBJECT: Conduct Public Hearing and Consider Ordinance 2026-1334 amending the Concept Plan applicable to Lot 1R, Block B, Valley Ridge Center, located in the Valley Ridge Planned Development (PD-R) Zoning District, commonly known as 2018 Justin Road (1st of two reads)

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND

The City has received an application from HV East Holdings, property owner, requesting an amendment to the concept plan in the Valley Ridge Planned Development District by adding an additional concept plan option on how the buildings are positioned on the site. Currently, the existing Planned Development Concept plan provides for three different options for building layout. The applicant is requesting addition of a fourth option.

The applicant will still be required to comply with all requirements as set forth in City Ordinances.

To amend this ordinance, public hearings are required to be conducted by both the Planning and Zoning Commission and City Council. All public hearing notification requirements have been satisfied. As of April 8, 2026, the City has only received one inquiry on the nature of the request.

Options are to (1) approve as submitted, (2) approve with modifications, or (3) deny the request. The City Council may also postpone any action in order to receive any additional information which it requests be presented.

At the March 17, 2026, Planning and Zoning meeting, the Commissioners recommended sending the Ordinance forward for approval as submitted, with a vote of 4-0.

BUDGETARY IMPACT

An ordinance amending the current concept plan for the Property is required. A copy of the draft ordinance prepared by the City Attorney is attached.

RECOMMENDATION

That the City Council consider the recommendation made by the Planning and Zoning Commission and take action on the first read of Ordinance 2026-1334.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2026-1334

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING DISTRICT MAP OF THE CITY OF HIGHLAND VILLAGE AS PREVIOUSLY AMENDED, BY AMENDING ORDINANCE NO. 2016-1196 RELATING TO THE DEVELOPMENT AND USE OF A 1.0± ACRE TRACT OF LAND OUT OF LOT 1R, BLOCK B, VALLEY RIDGE CENTER, PRESENTLY ZONED PLANNED DEVELOPMENT – RETAIL (PD-R) BY ADOPTING AN ADDITIONAL ALTERNATIVE CONCEPT PLAN; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR NO VESTED INTEREST; 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 situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, the City Council has concluded that the Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, 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 and Zoning District Map of the City of Highland Village, Texas, as amended, is hereby further amended by amending as follows Ordinance No. 2016-1196 relating to the use and development regulations governing a 1.0± acre tract of land out of Lot 1R, Block B, Valley Ridge Center, City of Highland Village, more particularly described in Exhibit A of Ordinance No. 2016-1196 (“the Property”) which is presently zoned Planned Development-Retail as set forth in Ordinance No. 04-954:

A. Section 1 of Ordinance No. 2016-1196 is amended to correct a scrivener error by changing the phrase “Block E” to read “Block B.”

B. Section 1.B. of Ordinance No. 2016-1196 is amended to read as follows; and

> **B.** The building envelopes, parking areas, fire lanes, setbacks, and drives on the Property shall be developed substantially in accordance with the Concept Plan attached hereto as Exhibits “B,” “C”, “D,” or “E” respectively, and incorporated herein by reference; provided, however, any buildings and other structures constructed on the Property must comply with the maximum lot coverage and building line setback

regulations of the Comprehensive Zoning Ordinance, as amended, and Ordinance No. 04-954, as amended.

C. Ordinance No. 2016-1196 is amended by adding Exhibit “E” to read as set forth in Exhibit “E”, attached hereto and incorporated herein by reference.

SECTION 2. All ordinances of the City of Highland Village related to the use and development of the Property 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 Comprehensive 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. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 5. 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 Comprehensive 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.

SECTION 6. No person or entity shall acquire any vested interest in this Ordinance or any specific regulations contained herein. This Ordinance and any regulations may be amended or repealed by the City Council of the City of Highland Village, Texas, in the manner provided by law.

SECTION 7. 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.

FIRST READ ON THE 14TH DAY OF APRIL, 2026, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.

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

APPROVED:

____

Charlotte J. Wilcox, Mayor

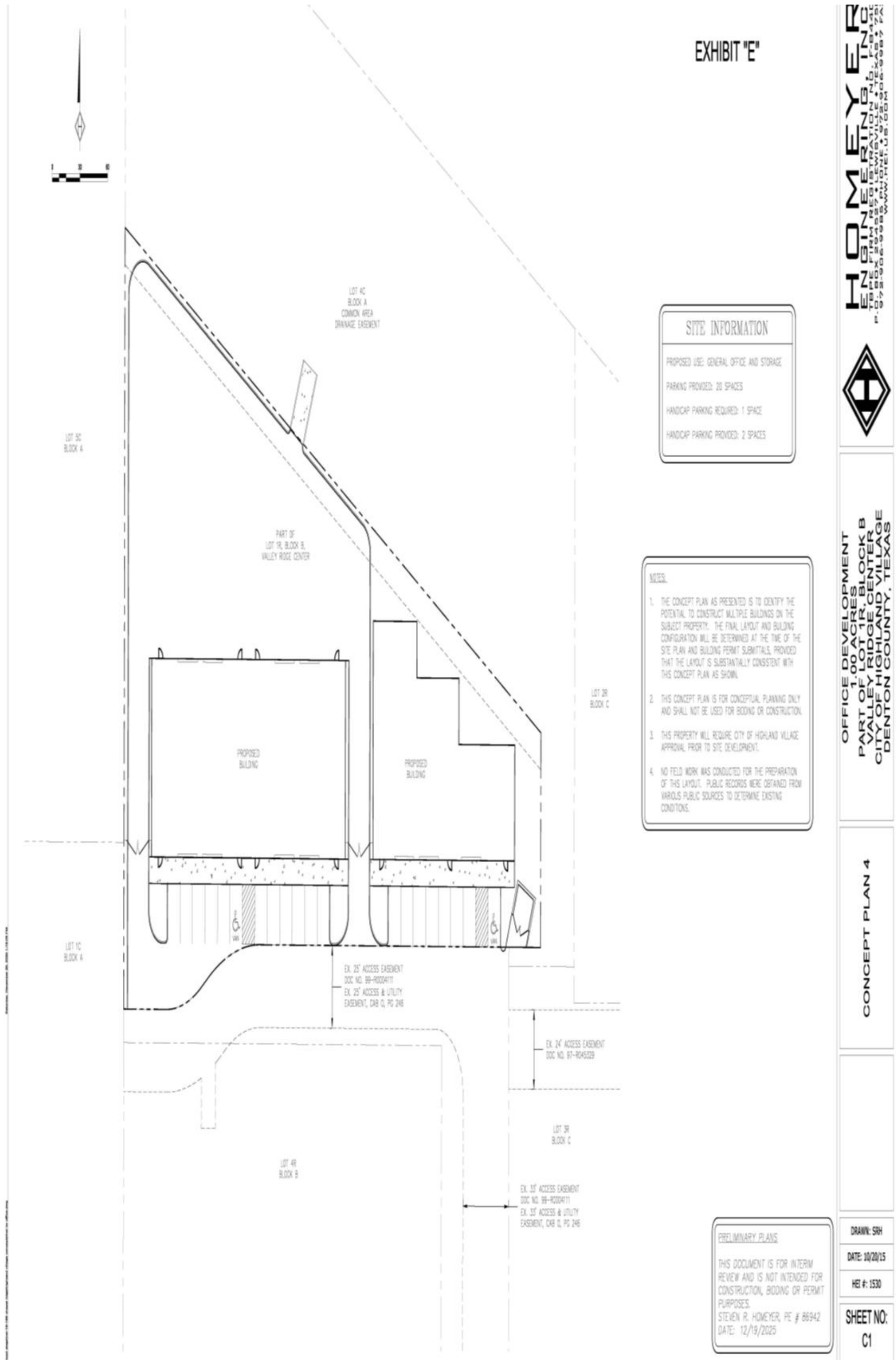
ATTEST:

____
Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

____
Kevin B. Laughlin, City Attorney
(kbl:3/10/2026:4915-8087-5914 v1)

Exhibit E to Ordinance No. 2016-1196
Concept Plan (Option 4)



CITY COUNCIL MEMORANDUM
AGENDA ITEM 14

MEETING DATE: April14, 2026

SUBJECT: Discuss and Consider Ordinance No. 2026-1333 Amending Highland Village Code of Ordinances Article 10.07 “Handbills” by Amending Section 10.07.002 “Handbill Distribution on Residential Property” (First Reading)

PREPARED BY: Kevin B. Laughlin, City Attorney

BACKGROUND

To reduce litter and other nuisance materials from being tossed onto private residential property without the consent of the owners, the City Council adopted Ordinance No. 2025-1328 on August 26, 2025, adding Article 10.07 “Handbills” to the Code of Ordinances. Since the date of adoption of Ordinance No. 2025-1328, one publisher has continued to distribute handbills containing commercial advertising by having them thrown onto the front lawns of residences. The publisher argues such delivery continues to be legal under Ordinance No. 2025-1328 because the paper handbills are secured within plastic wrappers preventing the individual pages of the handbills from blowing and spreading over the residential properties and into the City’s streets.

Ordinance No. 2026-1333 as drafted proposes to amend Code of Ordinances Section 10.07.002 by removing the language allowing it to be a defense to violation of Section 10.07.002 by “placing the handbill in such a manner to secure and prevent such handbill from being blown or drifting about the residential property.” The ordinance also adds language that requires the handbill, if not mailed, to be placed at least within five (5) feet of the main entrance to the residence. While making distribution of the handbill more difficult, requiring the handbill to be placed within a maximum distance from the front door does not make distribution impossible.

A draft of Ordinance No. 2026-1333 as proposed is enclosed with this briefing. Also enclosed is a redline showing the changes being proposed to Section 10.07.002.

BUDGETARY IMPACT

There is no direct cost associated with this ordinance. However, City resources will be expended in relation to enforcement of this ordinance.

RECOMMENDATION

To approve first read of Ordinance No. 2026-1333, as presented.

ARTICLE 10.07 HANDBILLS

§ 10.07.001. Definitions.

For purposes of this article, the following words and phrases shall have the following meanings unless the context indicates a different meaning:

Dwelling has the same meaning set forth in the Comprehensive Zoning Ordinance, exhibit 28 A, section 3 9, as amended.

Handbill means and includes any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter or literature.

Handbill distributor means and includes any person engaging or engaged in the business for hire or gain of distributing handbills, other than newspapers distributed to subscribers thereof, and any person receiving compensation directly or indirectly for the distribution of such handbills.

Handbill sponsor means and includes any person who uses a handbill as a medium of advertising or spreading a message.

Individual shall mean only a natural person.

No Trespass(ing) Sign means a sign made of a weatherproof material that is:

(1) Not less than three inches high;

(2) Not less than four inches wide; and

(3) Bears on the sign face the phrase “no trespassing” or “no trespass” in letters not less than two-thirds (2/3) of an inch in height.

Residential property means any lot or tract of land on which a dwelling is located.

§ 10.07.002. Handbill distribution on residential property.

(a) It shall be unlawful for any individual, handbill distributor, and/or handbill sponsor to:

(1) Distribute, deposit, place, throw, scatter, or cast any handbill upon any residential property; or

(2) Cause to be distributed, deposited, placed, thrown, scattered, or cast any handbill upon any residential property.

(b) It shall be a defense to a violation of subsection (a) if the individual, handbill distributor, or handbill sponsor:

(1) Handed or transmitted the handbill directly to the owner, occupant, or any other person then present in or upon the residential property; or

~~(2) Placed or deposited the handbill in a manner to secure and prevent such handbill~~

~~from being blown or drifting about the residential property; or~~

(2) Placed such handbill in a mailbox and such placement was not prohibited by federal law or regulation.

(c) It shall be unlawful for any person to distribute or cause to be distributed, deposited, placed, thrown, scattered or cast any handbill upon any residential property:

(1) If requested by anyone present on such residential property to not distribute or cause to be distributed, deposited, placed, thrown, scattered or cast such handbill upon such residential property; or

(2) If a no trespass(ing) sign is placed on such residential property in a conspicuous place upon or near the main entrance to the dwelling unit located on such residential property.

(3) If the handbill is not placed or deposited within five feet (5') of the main entrance of any residential property.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2026-1333

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, TEXAS, BY AMENDING CHAPTER 10 "HEALTH AND SANITATION" ARTICLE 10.07 "HANDBILLS" BY AMENDING SECTION 10.07.02 "HANDBILL DISTRIBUTION ON RESIDENTIAL PROPERTY"; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED $500.00 PER OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the random and unsolicited distribution of handbills and similar materials on residential property within the City persists in a manner that is a nuisance to residential property owners and where such materials can be blown or otherwise transported to City's streets and storm drainage creating litter and pollution within the City; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it in the interest of preserving public health and safety within the City to regulate the unsolicited distribution and placement of handbills on residential property within the City.

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

SECTION 1. The City of Highland Village, Texas, Chapter 10 "Health and Sanitation," Article 10.07 "Handbills" is amended by amending Article 10.07.002 "Handbill Distribution on Residential Property" to read as follows:

§10.07.002 Handbill distribution on residential property.

(a) It shall be unlawful for any individual, handbill distributor, and/or handbill sponsor to:

(1) Distribute, deposit, place, throw, scatter, or cast any handbill upon any residential property; or

(2) Cause to be distributed, deposited, placed, thrown, scattered, or cast any handbill upon any residential property.

(b) It shall be a defense to a violation of subsection (a) if the individual, handbill distributor, or handbill sponsor:

(1) Handed or transmitted the handbill directly to the owner, occupant, or any other person then present in or upon the residential property; or

(2) Placed such handbill in a mailbox and such placement was not prohibited by federal law or regulation.

(c) It shall be unlawful for any person to distribute or cause to be distributed, deposited, placed, thrown, scattered, or cast any handbill upon any residential property:

(1) If requested by anyone present on such residential property to not distribute or cause to be distributed, deposited, placed, thrown, scattered, or cast such handbill upon such residential property;

(2) If a no trespass(ing) sign is placed on such residential property in a conspicuous place upon or near the main entrance to the dwelling unit located on such residential property; or

(3) If the handbill is not placed or deposited within five feet (5') of the main entrance to the dwelling unit located on any residential property.

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

SECTION 3. An offense committed before the effective date of this ordinance is governed by prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 4. Any person violating any of the provisions or terms of this Ordinance shall be punished by a fine not to exceed the sum of Five Hundred and No/100 Dollars ($500.00) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

SECTION 5. This ordinance shall take effect on following 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 FIRST READING ON THE 14TH DAY OF APRIL 2026.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON 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:4/8/2026:4929-2756-0791, v 6)

CITY COUNCIL MEMORANDUM
AGENDA ITEM 15

MEETING DATE: April 14, 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

CITY OF Highland Village

UPCOMING MEETINGS

April 13, 2026	**HV Community Development Corporation Meeting – 6:00 pm**
April 14, 2026	**Regular City Council Meeting – 7:30 pm**
April 20, 2026	**Parks and Recreation Advisory Board Meeting – 6:00 pm**
April 21, 2026	**Planning and Zoning Meeting – 7:00 pm**
April 28, 2026	**Regular City Council Meeting – 7:00 pm**
May 7, 2026	**Zoning Board of Adjustment Meeting – 7:00 pm**
May 11, 2026	**HV Community Development Corporation Meeting – 6:00 pm**
May 12, 2026	**Regular City Council Meeting – 7:00 pm**
May 18, 2026	**Parks and Recreation Advisory Board Meeting – 6:00 pm**
May 19, 2026	**Planning and Zoning Meeting – 7:00 pm**
May 26, 2026	**Regular City Council Meeting – Cancelled**
June 4, 2026	**Zoning Board of Adjustment Meeting – 7:00 pm**
June 8, 2026	**HV Community Development Corporation Meeting – 6:00 pm**
June 9, 2026	**Regular City Council Meeting – 7:00 pm**
June 15, 2026	**Parks and Recreation Advisory Board Meeting – 6:00 pm**
June 16, 2026	**Planning and Zoning Meeting – 7:00 pm**
June 23, 2026	**Regular City Council Meeting – 7:00 pm**
July 2, 2026	**Zoning Board of Adjustment Meeting – 7:00 pm**
July 13, 2026	**HV Community Development Corporation Meeting – 6:00 pm**
July 14, 2026	**Regular City Council Meeting – 7:00 pm**
July 20, 2026	**Parks and Recreation Advisory Board Meeting – 6:00 pm**
July 21, 2026	**Planning and Zoning Meeting – 7:00 pm**
July 28, 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 or the City Hall bulletin board for the latest meeting additions and updates.