



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, AUGUST 25, 2026 at 6:00 P.M.

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

Convene Meeting in Open Session

1. Follow Up Discussion on the Fiscal Year 2026-2027 Budget
2. Receive an Update on the 2026 Annual Board and Commission Appointments
3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for August 25, 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

4. 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 551.089 – Deliberation Regarding the Deployment, or Specific Occasions for Implementation of Security Devices

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

5. Call Meeting to Order
6. Prayer led by Mayor Charlotte Wilcox

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

7. **Pledge of Allegiance to the U.S. and Texas flags led by Mayor Charlotte Wilcox:**
"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."
8. **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**
9. **City Manager/Staff Reports**
 - **The Village Report**
 - **Receive an Update on Use and Operation of Flock Cameras in Highland Village**
10. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*

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.

11. **Consider approval of Minutes of the Regular City Council Meeting held on July 14, 2026**
12. **Consider Ordinance 2026-1337 amending the City's Code of Ordinances by amending in its Entirety Chapter 24 "Building Regulations" Article 24.04 "Flood Damage Prevention" Establishing the Regulations for Development of Special Flood Hazard Areas and Floodways within the City (2nd and final read)**

ACTION AGENDA

13. Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) of the Texas Government Code:
(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and/or any Matter including, but not limited to, any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
14. Consider Resolution 2026-3252 awarding and authorizing a Contract with Reliable Paving, Inc. for the 2026 Asphalt Overlay Project and Sellmeyer Lane Asphalt Overlay Project - Phase I
15. Consider Ordinance 2026-1338 adopting Amendments to the Fiscal Year 2025-2026 Budget (*1st of two reads*)

LATE WORK SESSION

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

16. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
17. 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 19TH DAY OF AUGUST 2026.



Angela Miller, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 for additional information.

Removed from posting on the _____ day of _____, 2026 at _____
am / pm by _____.



CITY COUNCIL MEMORANDUM AGENDA ITEM 1

MEETING DATE: August 25, 2026

SUBJECT: Follow-Up Discussion on the Fiscal Year 2026-2027 Budget

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

Staff will be available to answer questions and facilitate a follow-up discussion on the Fiscal Year 2026-2027 Budget, if needed.

BUDGETARY IMPACT

Included within the presentation.

RECOMMENDATION

This item is for discussion and informational purposes only.



CITY COUNCIL MEMORANDUM AGENDA ITEM 2

MEETING DATE: August 25, 2026

SUBJECT: Provide an Update on Annual Appointments to the City's Boards and Commissions

PREPARED BY: Valerie Strubelt, Deputy City Secretary/Records Coordinator

BACKGROUND

City ordinance states that each September, Council shall review applications and make appointments to the City's boards and commissions. All appointments are for terms of two years, unless an individual is appointed to fill an unexpired term that exists due to a vacancy. A "term year" shall be from October 1 until the following September 30, with terms expiring on the second year.

Citizens appointed by Council are only allowed to serve four (4) consecutive terms, with the exception of the Board of Directors for the Highland Village Community Development Corporation (4B) whose Articles of Incorporation states that no member shall serve more than three (3) consecutive terms. No members will term out this year.

A call for volunteers was advertised in the City's utility bill inserts, Village Newsletters, social media, and on the City website asking residents interested in volunteering their time by serving on a board or commission to submit an application to be considered for this year's annual appointments. Requests for applications were also announced during several City Council meetings. In addition, currently serving board/commission members with terms expiring this year were contacted by City staff and given the opportunity to notify the City Secretary's Office if they were interested in being considered for reappointment to the same board, appointment to a different board, or if they no longer wished to serve on a board.

There are sixteen (16) positions with terms that expire on September 30, 2026.

To date, a total of thirty-seven (37) applications have been received, which includes the currently serving members who wish to be considered for reappointment:

- Twenty-four (24) new applications have been received
- Thirteen (13) applications/notifications have been received from currently serving members whose term expires this year and wish to be considered for reappointment:
 - Thirteen (13) members have expressed interest in being considered for reappointment to their respective board/commission, with two members also indicating a willingness to serve on a different board/commission if needed.
- Three (3) vacancies exist with terms that will expire this year - one (1) on the Zoning Board of Adjustment and two (2) on the Parks and Recreation Advisory Board

For reference, the following have been included:

Table 1 - a list of each board/commission and currently serving board members; the highlighted positions have terms that expire this year

Table 2 – a list of all new applicants with their board/commission preferences

Table 3 – a list of currently serving members with their board/commission preferences

During Early Work Session, Council will receive an update from staff and will receive copies of all applications that have been submitted. To provide an opportunity to meet face to face and to facilitate any questions, Council has previously hosted a "Meet and Greet" with the new



CITY COUNCIL MEMORANDUM AGENDA ITEM 2

applicants. Staff proposes a “Meet and Greet” early September, with Council making annual appointments at their September 22, 2026 meeting.

BUDGETARY IMPACT

N/A

RECOMMENDATION

This is provided to Council for informational purposes; no action is required at this time.

TABLE 1 - BOARDS AND COMMISSION CURRENT MEMBERS

Board Member	Board Choice	Place	Original Appoint. Date	Term Expires
BOARD OF ETHICS				
Debbie Barber	Same/Diff Board	N/A	1-9-2024	09-2026
Mollie Megahee	Same Board	N/A	9-27-2022	09-2026
Srikanan Mahavadi	---	N/A	9-26-2025	09-2027
Alina Mian	---	N/A	9-26-2025	09-2027
Peter Casey	---	N/A	3-22-2022	09-2027
HV COMMUNITY DEVELOPMENT CORPORATION (4B)				
Matthew Enslin	Same Board	Citizen Rep	9-30-2025	09-2026
Mike Sedillo	Same Board	Citizen Rep	9-27-2024	09-2026
Hogan Heathington	Same Board	Council Rep	6-26-2026	09-2026
Kevin Cox	---	Council Rep	7-1-2025	09-2027
Brian Fiorenza	---	Council Rep	5-1-2023	09-2027
Rhonda Hurst	---	Council Rep	5-1-2023	09-2027
Megan Glass	---	Citizen Rep	9-28-2025	09-2027
PARKS AND RECREATION ADVISORY BOARD				
Vacant	Vacant	Place 1	Resigned	09-2026
Vacant	Vacant	Place 2	Council	09-2026
Tyler Gump	Same Board	Place 3	9-28-2022	09-2026
Kevin Pearson	---	Place 4	9-26-2023	09-2027
Ryan Melson	---	Place 5	9-24-2024	09-2027
Steve Tawadrous	---	Alternate Place 1	9-26-2025	09-2027
Janet Gershenfeld	Same Board	Alternate Place 2	9-27-2025	09-2026
PLANNING AND ZONING COMMISSION				
Spencer Wilk	---	Place 1	9-26-2023	09-2027
Brent Myers	Same Board	Place 2	9-28-2021	09-2026
Misty Sedillo	Same Board	Place 3	9-27-2024	09-2026
Omer Tamir	---	Place 4	10-10-2025	09-2027
Scott Campbell	---	Place 5	10-10-2025	09-2027
Aaron Bouchard	---	Alternate Place 1	9-26-2025	09-2027
Ryan Echols	Same Board	Alternate Place 2	9-26-2025	09-2026
ZONING BOARD OF ADJUSTMENT				
Lucy Turek	---	Place 1	9-26-2023	09-2027
Jeremy Booker	---	Place 2	10-8-2019	09-2027
Angela Garcia	---	Place 3	10-10-2025	09-2027
Jim Fuller	Same Board	Place 4	9-24-2024	09-2026
Russell Jackson	Same Board	Place 5	9-27-2022	09-2026
Laura Hynson	---	Alternate Place 1	9-26-2025	09-2027
Benjamin Somero	Same/Diff Board	Alternate Place 2	9-23-2025	09-2026
Vacant	Vacant	Alternate Place 3	Moved	09-2026

Table 2 - NEW APPLICANT PREFERENCES

Applicant Name	Ethics Board	Community Dev. Corp (4B)	Parks Board	Planning & Zoning Commission	Zoning Board of Adjustment
BAILEY, Jeffrey	5	2	1	3	4
BAILEY, Rachel	1	2	4	5	3
BAKER, Marvin	2	1	5	3	4
BOSMA, Alan			1		
BOWEN, Kimberly	5	3	4	1	2
BRODY, Peter			1	2	
CLINE, Layne	3	4	2	1	5
FRANKLIN, Melvin		1		2	
HILL, Lorri			1		
HODGE, William			1		
JENKINS, Dennis	3	1	5	4	2
KARAGIN,Bradley	5	1	2	3	4
LENTINI, Katherine	4	2	1	3	5
MAYES, Elizabeth	1	4	5	2	3
McLAUGHLIN, Michael	5	3	2	1	4
MINTER, Ashley	4	1	5	2	3
RODEMS, Steve			1		
SINGER, Perry	5	4	1	2	3
STEPHENS, Graham	3	2	1	4	5
SURRATT, William		2	1	3	
HEATHER, Tilley	5	1	4	2	3
TREMETHICK, Joyce	1				
WALDO, Shawn	4	2	3	1	5
WHITCOMB, Mary	5	4	3	2	1

Table 3 - CURRENT MEMBER PREFERENCES

Member Name	Current Service	Interest in Appointment	Ethics Board	HVCDC	Parks Board	P & Z	ZBA
ETHICS BOARD							
Mollie Megahee	Ethics Board	Same Board	1				
Debbie Barber	Ethics Board	Same/Diff Board	1	2		3	
HVCDC (4B)							
Mike Sedillo	Citizen Representative	Same Board		1			
Matthew Enslin	Citizen Representative	Same Board		1			
Hogan Heathington	Council Representative	Same Board		1			
PARKS & RECREATION ADVISORY BOARD							
Tyler Gump	Place 3	Same Board			1		
Janet Gershenfeld	Alternate Place 2	Same Board			1		
PLANNING & ZONING COMMISSION							
Brent Myers	Place 2	Same Board				1	
Misty Sedillo	Place 3	Same Board				1	
Ryan Echols	Alternate Place 2	Same Board				1	
ZONING BOARD of ADJUSTMENT							
Jim Fuller	Place 4	Same Board					1
Russell Jackson	Place 5	Same Board				2	1
Benjamin Somero	Alternate Place 2	Same/Diff Board	1	3	4	2	1



CITY COUNCIL MEMORANDUM AGENDA ITEM 8

MEETING DATE: August 25, 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.



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

MEETING DATE: August 25, 2026

SUBJECT: Consider approval of Minutes from the Regular Meeting of City Council held on July 14, 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 from the Regular Meeting of City Council held on July 14, 2026.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, JULY 14, 2026**

EARLY WORK SESSION

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

Present:	Charlotte J. Wilcox	Mayor
	Shawn Nelson	Deputy Mayor Pro Tem
	Hogan Heathington	Councilmember
	Kevin Cox	Councilmember
	Rhonda Hurst	Councilmember
	Dan Jaworski	Councilmember

Absent:	Brian Fiorenza	Mayor Pro Tem
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Staff Members:	Paul Stevens	City Manager
	Kevin Laughlin	City Attorney (left meeting at 6:06 p.m.)
	Angela Miller	City Secretary
	Valerie Strubelt	Deputy City Secretary
	Heather Miller	Finance Director
	Adriana Martin	Assistant Finance Director
	Mike McWhorter	Budget and Accounting Administrator
	Doug Reim	Chief of Police
	J McCally	Police Commander
	Cory Gullo	Police Lieutenant
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Kim Lopez	Human Resources Director
	Emily Bozarth	Human Resources Coordinator
	Keith Pennock	Network Manager
	Andrew Chong	Public Safety Systems/Network Administrator
	Laurie Mullens	Marketing and Communications Director

1. Receive a Presentation and Discuss the General Fund Budget for Fiscal Year 2026-2027

Fiscal Year 2025-2026 Projections

Director Miller presented year-end projections for the current fiscal year. Total revenues for this fiscal year are expected to be approximately \$267,000 under what was anticipated, primarily due to property tax protests, flattened sales tax and lower interest income. She reported that expenditures have been lower this fiscal year, resulting in an anticipated decrease of approximately \$1,620,705 in this fiscal year's budget. With the current year

expected to end under budget, the ending fund balance is estimated at 44%, compared to the 32% originally budgeted.

Fiscal Year 2026-2027 Budget

Director Miller presented an overview comparing the current fiscal year and next. Projected revenues are expected to increase next fiscal year. A history of property tax and sales tax revenue was presented. Different tax rates were also presented, including the impact for each. The proposed FY 2027 base budget is projected to have a deficit, resulting in the use of reserves in the fund balance. In reviewing the budget, Director Miller reported staff identified decision items that had been removed from the base budget for Council review. Items included a range of cost-saving measures across compensation, operations, infrastructure maintenance and City programs.

Human Resources Director Lopez presented the City's compensation strategy and goals. She reported our market cities were updated in FY 2025, and that a review of market cities and compensation strategy is reviewed every five years. Turnover and attrition data and current market comparisons were presented. Director Lopez explained how the Employment Cost Index (ECI) is used when reviewing positions and compensation. Benefits renewal information, and market adjustments were also presented.

Supplemental Requests for Fiscal Year 2026-2027

The following Supplemental Requests were presented:

Police Department

- Axon Contract Upgrade - \$36,000
- Police Motorcycle Program - \$12,500

Fire Department

- Occupational Cancer Screening (Firefighters with five years in service versus five years with Highland Village Fire Department) - \$6,624
- Research Support for Independent Promotional Process in Fire Service - \$8,500

Parks and Recreation Department

- Public Access AED Save Station - \$8,500

Due to time restraints, Mayor Wilcox stated Council would continue discussion on this item and Items 2 and 3 during Late Work Session.

Early Work Session was adjourned at 7:24 p.m.

2. Receive a Presentation, Discuss and Provide Direction on Lower Sellmeyer Park Playground Options

Due to time restraints, Mayor Wilcox stated this item would be presented during Late Work Session.

3. 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

Due to time restraints, Mayor Wilcox stated this item would be presented during Late Work Session.

4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 14, 2026

No items were discussed.

Early Work Session adjourned at 7:24 p.m.

CLOSED SESSION

5. 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

6. Call Meeting to Order

Mayor Wilcox called the meeting to order at 7:35 p.m.

Present:	Charlotte J. Wilcox	Mayor
	Hogan Heathington	Councilmember
	Kevin Cox	Councilmember
	Shawn Nelson	Deputy Mayor Pro Tem
	Rhonda Hurst	Councilmember
	Dan Jaworski	Councilmember

Absent:	Brian Fiorenza	Mayor Pro Tem
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Staff Members:	Paul Stevens	City Manager
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Chief of Police
	J McCally	Police Commander
	Cory Gullo	Police Lieutenant
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director

7. Prayer led by Councilmember Kevin Cox

Councilmember Cox gave the invocation.

8. 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.

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

No items were discussed.

10. City Manager/Staff Reports

During City Manager/Staff Reports, City Manager Stevens reminded residents of the call for applications to serve on a board or commission.

- **DCTA Board Meeting Update**
- **Video Presentation of Celebrate Highland Village**

A video was presented highlighting the City's recent Celebrate Highland Village event.

11. Visitor Comments

Wayne Parker (342 Doubletree Drive) – Mr. Parker addressed the Council to follow up from his last time speaking during visitor comments. He referenced a recent follow up discussion with City staff regarding street reflectors on Brazos Boulevard and expressed disappointment that funding was not available for the reflectors, although funding was approved for recently authorized park improvements.

CONSENT AGENDA

12. **Consider approval of Minutes from the Regular Meeting of City Council held on June 9, 2026**
13. **Receive the Capital Improvement Program (CIP) for Fiscal Year 2026-2027**
14. **Receive Budget Reports for Period ending May 31, 2026**

Motion by Deputy Mayor Pro Tem Nelson, seconded by Councilmember Cox, to approve Consent Agenda Items #12 through #14. Motion carried 6-0.

ACTION AGENDA

15. **Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) of the Texas Government Code:**
- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and/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)**

NO ACTION TAKEN

16. **Conduct a Public Hearing and consider Ordinance 2026-1335 granting a Conditional Use Permit for a Commercial Amusement Indoor Use for a Building located on Lot 5, Block 1, Marketplace at Highland Village, commonly known as 3090 FM 407, Suite 310; approving a Site Plan (1st of two reads)**

PUBLIC HEARING CONDUCTED
APPROVED 1ST READ (6 – 0)

Public Works Director Kriston reported the City received an application requesting a Conditional Use Permit (CUP) for a commercial amusement, indoor use known as iSmash. The proposed business would occupy approximately 4,900 square feet in Marketplace at Highland Village and would include smash rooms, splatter painting and interactive digital games. Director Kriston reported required notifications had been satisfied, and that the Planning and Zoning Commission considered the request at its June 16, 2026 meeting and recommended approval by a vote of 5-0.

The applicants presented their proposed business concept, and described iSmash as a family-friendly indoor entertainment venue, and reported they could also accommodate birthday parties, team-building events and group activities. The applicants discussed their franchise model, proposed community involvement, reservation-based operations, safety protocols, protective equipment, cleanup procedures and plans to partner with nearby restaurants and businesses.

Council discussed noise mitigation, parking, the number and type of activity rooms, cleanup procedures for splatter paint, disposal of smashed materials, protective equipment, trash service and proposed operating hours.

Mayor Wilcox opened the public hearing; with no one wishing to speak the public hearing was closed.

Motion by Councilmember Jaworski, seconded by Councilmember Heathington, to approve the first read of Ordinance 2026-1335 granting a Conditional Use Permit for a Commercial Amusement Indoor Use. Motion carried 6-0.

17. **Conduct a Public Hearing and consider Ordinance 2026-1336 amending the Concept Plan applicable to Lot 2R, Replat of Tract 3A, of the Replat of Barnett Subdivision Tract 3, Lot 1R and 2R, located in the Barnett Center – East Planned Development (PD-C) Zoning District, commonly known as 109 Barnett Boulevard (1st of two reads)**

PUBLIC HEARING CONDUCTED
APPROVED 1ST READ (6 – 0)

Director Kriston reported the City received an application from the property owner requesting an amendment to the concept plan originally approved in 2005 as part of the Barnett Center East Planned Development District. The original concept plan showed the property being developed as a single tract. Director Kriston reported the property was subsequently re-platted into two lots in 2007. The two lots, originally under common ownership, are now owned separately. The owner of Lot 2R proposes development of three buildings on the property. Director Kriston stated approval of the concept plan would not constitute approval of a final site plan. The applicant would be required to comply with applicable City ordinances and planned development requirements during the subsequent development process. Director Kriston reported required notifications had been satisfied, and that the Planning and Zoning Commission considered the request at its June 16, 2026 meeting and recommended approval by a vote of 5-0.

Council discussed placement and available space for the three proposed buildings, fire lane and parking requirements, drainage and detention, and potential uses of the proposed buildings. The property owner addressed Council regarding a proposed fishing-related retail business. He stated the business would sell fishing tackle, rods and reels,

clothing, minnows, worms and related products. He also discussed a proposed pond intended to provide parents, guardians and children an opportunity to fish together at no charge.

Mayor Wilcox opened the public hearing; with no one wishing to speak the public hearing was closed.

Motion by Deputy Mayor Pro Tem Nelson, seconded by Councilmember Jaworski, to approve the first read of Ordinance 2026-1336 amending the Concept Plan applicable to Lot 2R, Replat of Tract 3A, of the Replat of Barnett Subdivision Tract 3, Lot 1R and 2R, located in the Barnett Center – East Planned Development Zoning District, commonly known as 109 Barnett Boulevard. Motion carried 6-0.

18. **Consider Resolution 2026-3245 authorizing an Application to Texas Water Development Board Water Supply and Infrastructure Grant (WSIG) Opportunity requesting Financial Assistance relating to the Construction of the Lake Vista Groundwater Well**

APPROVED (6 – 0)

Director Kriston reported previous Council action authorized staff to move forward with design and permitting of a new groundwater well to replace the Lake Vista Groundwater Well. The City had since received necessary approvals from the North Texas Groundwater Conservation District and the Texas Commission on Environmental Quality. Director Kriston reported the Texas Water Development Board announced the availability of grant funding for qualifying water supply infrastructure projects pursuant to House Bill 500 enacted during the 89th Regular Session of the Texas Legislature. He stated the Lake Vista Groundwater Well project is shovel-ready and qualifies for consideration. The proposed resolution would authorize the City Manager to complete and submit the required application and supporting documentation to the Texas Water Development Board.

Council discussed the application process, required documentation, anticipated award schedule and the structure of Texas Water Development Board funding.

Motion by Councilmember Hurst, seconded by Councilmember Cox, to approve Resolution 2026-3245 authorizing an application to Texas Water Development Board Water Supply and Infrastructure Grant (WSIG) Opportunity requesting financial assistance relating to the construction of the Lake Vista Groundwater Well. Motion carried 6-0.

LATE WORK SESSION

19. **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 Heathington requested a future agenda item regarding the City's wildflower program, specifically to clarify which areas of the city are officially designated as wildflower areas and which areas may have been treated or perceived as wildflower areas without formal designation.

At 8:23 p.m., Mayor Wilcox announced Council would return to the Training Room to continue discussion from Early Work Session for Agenda Items #2 and #3.

1. Receive a Presentation and Discuss the General Fund Budget for Fiscal Year 2026-2027

Discussion on the proposed Supplemental requests for Fiscal Year 2026-2027 continued, with the following presentations:

Chief Reim reported while the proposed Axon contract upgrade would increase the annual contract amount, expanded technology, equipment replacement, software upgrades and training would be included over the life of the contract period, resulting in an overall cost savings. He also presented information on a proposed Police Department hybrid motorcycle program. He explained the motorcycles would provide increased flexibility for traffic enforcement, trail and park access, special events, emergency response and enforcement involving micro-mobility devices. The motorcycles could operate on City streets as well as in areas that are difficult for patrol vehicles to access.

Chief Green explained the Texas Commission on Fire Protection had interpreted eligibility for the occupational cancer screening as beginning after five years of employment with the current political subdivision. He recommended the City instead provide screenings to firefighters with at least five years of cumulative fire service, regardless of whether all five years were served with Highland Village. He also presented a proposed professional promotional assessment process for Fire Department promotions. Chief Green reported the outside assessment process would provide greater consistency and objectivity, reduce potential bias, improve legal defensibility and provide candidates with feedback for professional development.

Parks and Recreation Director Lozano and Chief Green presented a proposed public-access Automated External Defibrillator (AED) Safe Station at Unity Park. Director Lozano reported the request originated from the Highland Village Area Baseball and Softball Association due to the large number of visitors using the park. The system would be accessible to the public and would include notification and monitoring capabilities when the cabinet is opened or the AED is used.

Finance Director Miller presented a Five-Year Outlook of the City's base budget, with and without supplementals, and the identified decision items. She reported the City's financial policy establishes a target General Fund Balance of 20% to 25%. Director Miller requested direction from Council regarding the decision items. After Council discussion, Council discussed scheduling a special meeting on July 21, 2026 to allow more time for review and discussion.

2. Receive a Presentation, Discuss and Provide Direction on Lower Sellmeyer Park Playground Options

This item was deferred to the July 28 City Council meeting.

3. 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

This item was deferred to the July 28 City Council meeting.

20. Adjournment

Mayor Wilcox adjourned the meeting at 10:21 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

MEETING DATE: August 25, 2026

SUBJECT: Consider Ordinance No. 2026-1337 amending in its entirety Chapter 24 "Building Regulations" Article 24.04 "Flood Damage Prevention" Establishing the Regulations for Development of Special Flood Hazard Areas and Floodways within the City (*2nd and final read*)

PREPARED BY: Sunny Lindsey, Director of Information Services

BACKGROUND

On April 12, 2011, the City of Highland Village enacted Article 24.04 of the Code of Ordinances through the adoption Ordinance No. 2011-1100, establishing floodplain management regulations and formally adopting the applicable National Flood Insurance Rate Maps. The ordinance provides requirements for new construction, substantial improvements, and other development or alterations within mapped and unmapped Special Flood Hazard Areas.

As part of the FY 2025-2026 budget, the City Council authorized the City Manager to enter into an agreement with LAN, Inc. to assist the City in pursuing an improved rating through the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program Community Rating System. The ultimate goal is to provide residents with a discount on their flood insurance premiums and improve communications with residents about the methods the City takes to reduce the risks of flooding in our community.

During the program review process, FEMA's Community Rating System representative determined that revisions to the existing ordinance are necessary for the City to receive maximum credit for floodplain management practices and development review procedures already in place. The complete ordinance, including the proposed amendments, is presented for City Council consideration.

At the August 11, 2026, City Council meeting, Council approved the first read of Ordinance No. 2026-1337.

BUDGETARY IMPACT

N/A

RECOMMENDATION

Council to approve the second and final read of Ordinance No. 2026-1337 amending the City's Code of Ordinances by amending in its entirety Chapter 24 "Building Regulations" Article 24 "Flood Damage Prevention", as submitted.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2026-1337

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, TEXAS, BY AMENDING IN ITS ENTIRETY CHAPTER 24 "BUILDING REGULATIONS" ARTICLE 24.04 "FLOOD DAMAGE PREVENTION"; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED \$2000.00 PER OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to amend the Highland Village Municipal Code to provide for certain amendments relating to the regulation of development within areas of special flood hazards and regulated floodways.

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

SECTION 1. Chapter 24 "Building Regulations," Article 24.04 "Flood Damage Prevention" of the Code of Ordinances of the City of Highland Village, Texas, is amended in its entirety to read as follows:

ARTICLE 24.04 FLOOD DAMAGE PREVENTION

DIVISION 1

Generally

§ 24.04.001. Statutory authorization.

The legislature of the state has in the Flood Control Insurance Act, Texas Water Code, Section 16.315, delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses. Therefore, the City does ordain as set forth in this Article.

§ 24.04.002. Findings of fact.

- (a)** The flood hazard areas of the City are subject to periodic inundation, which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.
- (b)** Such flood losses are created by the cumulative effect of obstructions in floodplains which cause an increase in flood heights and velocities, and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, floodproofed or otherwise protected from flood damage.

§ 24.04.003. Statement of purpose.

It is the purpose of this Article to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1)** Protect human life and health;
- (2)** Minimize expenditure of public money for costly flood-control projects;

- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
- (6) Help maintain a stable tax base by providing for the sound use and development of flood prone areas in such a manner as to minimize future flood blight areas; and
- (7) Ensure that potential buyers are notified that property is in a flood area.

§ 24.04.004. Methods of reducing flood losses.

To accomplish its purposes, this Article uses the following methods:

- (1) Restrict or prohibit uses that are dangerous to health, safety or property in times of flood, or cause excessive increases in flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging and other development which may increase flood damage;
- (5) Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands.

§ 24.04.005. Definitions.

Unless specifically defined below, words or phrases used in this Article shall be interpreted to give them the meaning they have in common usage and to give this Article its most reasonable application.

Accessory Storage Structure is a secondary, detached building or structure located on the same parcel as a primary structure, used exclusively for incidental storage. Common examples include storage sheds, detached garages, boathouses, and gazebos.

Alluvial fan flooding. Flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

Apex. A point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

Appurtenant structure. A structure which is on the same parcel of property as the principal structure to be insured and the use of which is incidental to the use of the principal structure.

Area of future conditions flood hazard. The land area that would be inundated by the 1-percent- annual chance (100 year) flood based on future conditions hydrology.

Area of shallow flooding. A designated AO, AH, AR/AO, AR/AH, or VO zone on a community's flood insurance rate map (FIRM) with a 1-percent or greater annual chance

of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of special flood hazard. The land in the floodplain within a community subject to a 1-percent or greater chance of flooding in any given year. The area may be designated as Zone A on the flood hazard boundary map (FHBM). After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE or V.

Base flood. The flood having a 1-percent chance of being equaled or exceeded in any given year.

Base flood elevation (BFE). The elevation shown on the flood insurance rate map (FIRM) and found in the accompanying flood insurance study (FIS) for Zones A, AE, AH, A1-A30, AR, V1-V30, or VE that indicates the water surface elevation resulting from the flood that has a 1-percent chance of equaling or exceeding that level in any given year - also called the base flood.

Basement. Any area of the building having its floor subgrade (below ground level) on all sides.

Breakaway wall. A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

Critical feature. An integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

Development. Any manmade change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Elevated building. For insurance purposes, a non-basement building, which has its lowest elevated floor, raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

Existing construction. For the purposes of determining rates, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures."

Existing manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Expansion to an existing manufactured home park or subdivision. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood elevation study. An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

Flood insurance rate map (FIRM). An official map of a community, on which the Federal Emergency Management Agency has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

Flood insurance study (FIS). See flood elevation study.

Flood or flooding. A general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood protection system. Those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood-modifying works are those constructed in conformance with sound engineering standards.

Floodplain management. The operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood-control works and floodplain management regulations.

Floodplain management regulations. Zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Floodplain or flood prone area. Any land area susceptible to being inundated by water from any source (see definition of flooding).

Floodproofing. Any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway. See regulatory floodway.

Functionally dependent use. A use, which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Highest adjacent grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure. Any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined

by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary [of the Interior] to qualify as a registered historic district;
- (3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (A) By an approved state program as determined by the Secretary of the Interior; or
 - (B) Directly by the Secretary of the Interior in states without approved programs.

Levee. A manmade structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

Levee system. A flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

Lowest floor. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the National Flood Insurance Program regulations.

Manufactured home. A structure transportable in one or more Sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

Manufactured home park or subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean sea level. For purposes of the National Flood Insurance Program, the North American Vertical Datum (NAVD) of 1988 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

New construction. For the purpose of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

New manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured

homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

Recreational vehicle. A vehicle which is:

- (1) Built on a single chassis;
- (2) 400 square feet or less when measured at the largest horizontal projections;
- (3) Designed to be self-propelled or permanently towable by a light duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory floodway. The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Riverine. Relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

Special flood hazard area. See area of special flood hazard.

Start of construction. For other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure. For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial damage. Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement. Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Variance. A grant of relief by a community from the terms of a floodplain management regulation. (For full requirements see Section 60.6 of the National Flood Insurance Program regulations.)

Violation. The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) [of the National Flood Insurance Program regulations] is presumed to be in violation until such time as that documentation is provided.

Water surface elevation. The height, in relation to the North American Vertical Datum (NAVD) of 1988 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

§ 24.04.006. Lands to which this Article applies.

This Article shall apply to all Special Flood Hazard Areas within the jurisdiction of the City.

§ 24.04.007. Basis for establishing the areas of special flood hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency in the current scientific and engineering report entitled, "The Flood Insurance Study (FIS) for Denton County, Texas and Incorporated Areas, dated April 18, 2011, with Flood Insurance Rate Map (FIRM), dated April 18, 2011"; and any revisions thereto are hereby adopted by reference and declared to be a part of this Article.

§ 24.04.008. Establishment of development permit.

A floodplain development permit shall be required to ensure conformance with the provisions of this Article.

§ 24.04.009. Compliance.

No structure or land shall hereafter be located, altered, or have its use changed without full compliance with the terms of this Article and other applicable regulations.

§ 24.04.010. Abrogation and greater restrictions.

This Article is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this Article and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

§ 24.04.011. Interpretation.

In the interpretation and application of this Article, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body; and

- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

§ 24.04.012. Warning and disclaimer of liability.

The degree of flood protection required by this Article is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by manmade or natural causes. This Article does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This Article shall not create liability on the part of the community or any official or employee thereof for any flood damages that result from reliance on this Article or any administrative decision lawfully made hereunder.

§ 24.04.013. Penalty.

Any person, firm or corporation who intentionally, knowingly or recklessly or with criminal negligence violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Article shall be fined not more than two thousand dollars (\$2,000.00) for each offense. Each day that a violation exists shall constitute a separate offense. The City may institute suit to enjoin the continued violation of this Article in addition to any fine imposed under this Section.

DIVISION 2

Administration

§ 24.04.041. Designation of floodplain administrator.

The City Manager or designee is hereby appointed the floodplain administrator to administer and implement the provisions of this Article and other appropriate Sections of 44 CFR (Emergency Management and Assistance - National Flood Insurance Program Regulations) pertaining to floodplain management.

§ 24.04.042. Duties and responsibilities of floodplain administrator.

Duties and responsibilities of the floodplain administrator shall include, but not be limited to, the following:

- (1) Maintain and hold open for public inspection all records pertaining to the provisions of this Article.
- (2) Review permit application to determine whether to ensure that the proposed building site project, including the placement of manufactured homes, will be reasonably safe from flooding.
- (3) Review, approve or deny all applications for development permits required by adoption of this Article.
- (4) Review permits for proposed development to assure that all necessary permits have been obtained from those federal, state or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334) from which prior approval is required.
- (5) Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to

be a conflict between a mapped boundary and actual field conditions) the floodplain administrator shall make the necessary interpretation.

- (6) Notify, in riverine situations, adjacent communities and the state coordinating agency which is the state water development board (TWDB) and also the state commission on environmental quality (TCEQ), prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.
- (7) Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
- (8) When base flood elevation data has not been provided in accordance with Section 24.04.007, the floodplain administrator shall obtain, review and reasonably utilize any base flood elevation data and floodway data available from a federal, state or other source, in order to administer the provisions of Division 3 of this Article.
- (9) When a regulatory floodway has not been designated, the floodplain administrator must require that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
- (10) Under the provisions of 44 CFR chapter 1, Section 65.12, of the National Flood Insurance Program regulations, a community may approve certain development in zones A1-30, AE, AH, on the community's FIRM which increases the water surface elevation of the base flood by more than 1 foot, provided that the community first completes all of the provisions required by Section 65.12.

§ 24.04.043. Permit procedures.

- (a) Application for a floodplain development permit shall be presented to the floodplain administrator on forms furnished by him/her and may include, but not be limited to, plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard. Additionally, the following information is required:
 - (1) Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures;
 - (2) Elevation in relation to mean sea level to which any nonresidential structure shall be floodproofed;
 - (3) A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of Section 24.04.072(2);
 - (4) Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development;

- (5) Maintain a record of all such information in accordance with Section 24.04.042(1).
- (b) Approval or denial of a floodplain development permit by the floodplain administrator shall be based on all of the provisions of this Article and the following relevant factors:
 - (1) The danger to life and property due to flooding or erosion damage;
 - (2) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - (3) The danger that materials may be swept onto other lands to the injury of others;
 - (4) The compatibility of the proposed use with existing and anticipated development;
 - (5) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (6) The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical and water systems;
 - (7) The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;
 - (8) The necessity to the facility of a waterfront location, where applicable;
 - (9) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.

§ 24.04.044. Variance procedures.

- (a) The appeal board, as established by the community, shall hear and render judgment on requests for variances from the requirements of this Article.
- (b) The appeal board shall hear and render judgment on an appeal only when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the enforcement or administration of this Article.
- (c) Any person or persons aggrieved by the decision of the appeal board may appeal such decision in the courts of competent jurisdiction.
- (d) The floodplain administrator shall maintain a record of all actions involving an appeal and shall report variances to the Federal Emergency Management Agency upon request.
- (e) Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the state inventory of historic places, without regard to the procedures set forth in the remainder of this Article.
- (f) Variances may be issued for new construction and substantial improvements to be erected on a lot of 1/2 acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in Section 24.04.043 of this Article have been fully considered. As

the lot size increases beyond the 1/2 acre, the technical justification required for issuing the variance increases.

- (g) Upon consideration of the factors noted above and the intent of this Article, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this Article (Section 24.04.003).
- (h) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- (i) Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- (j) Prerequisites for granting variances:
 - (1) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - (2) Variances shall only be issued upon:
 - (A) Showing a good and sufficient cause;
 - (B) A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
 - (C) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 - (3) Any application to which a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
- (k) Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that:
 - (1) The criteria outlined in Subsections (a) through (i) are met; and
 - (2) The structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

DIVISION 3

Flood Hazard Reduction Standards

§ 24.04.071. General standards.

In all areas of special flood hazards, the following provisions are required for all new construction and substantial improvements:

- (a) No building intended to be used for residential purposes shall be moved onto or constructed on land located within a special flood hazard area, nor shall any

existing building so located be enlarged, repaired, altered or otherwise improved in a manner that constitutes a substantial improvement.

- (b) All new accessory structures to be used solely for the storage of personal property shall be designed (or modified) and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- (c) All new structures to be used solely for the storage of personal property or similar substantial improvements to the storage structures shall be constructed by methods and practices that minimize flood damage;
- (d) All new storage construction or substantial improvements to the storage structures shall be constructed with materials resistant to flood damage;
- (e) All new storage construction or substantial improvements shall be constructed with electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- (f) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;
- (g) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the system and discharge from the systems into floodwaters; and
- (h) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

§ 24.04.072. Specific standards.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in Sections 24.04.007, 24.04.042(8) and 24.04.073(c), the following provisions are required:

- (a) Residential construction. New construction and substantial improvement of any residential structure, including, but not limited to, all associated machinery and equipment, shall have the lowest floor (including basement), elevated to two (2) feet above the base flood elevation. A registered professional engineer, architect, or land surveyor shall submit a certification to the floodplain administrator that the standard of this subsection as proposed in Section 24.04.043(a)(1), is satisfied.
- (b) Nonresidential construction. New construction and substantial improvements of any commercial, industrial or other nonresidential structure shall either have the lowest floor (including basement) elevated to two (2) feet above the base flood level or together with attendant utility and sanitary facilities, or be constructed so that the structure is watertight at or above two (2) feet above the base flood elevation with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification which includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the floodplain administrator.

- (c) Enclosures. New construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- (1) A minimum of two openings on separate walls having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding shall be provided.
- (2) The bottom of all openings shall be no higher than 1 foot above grade.
- (3) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

- (d) Manufactured homes.

- (1) Require that all manufactured homes to be placed within zone A on a community's FHBM or FIRM shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.
- (2) Require that manufactured homes that are placed or substantially improved within zones A1-30, AH, and AE on the community's FIRM on sites:
 - (A) Outside of a manufactured home park or subdivision;
 - (B) In a new manufactured home park or subdivision;
 - (C) In an expansion to an existing manufactured home park or subdivision; or
 - (D) In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to two (2) feet above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- (3) Require that manufactured homes be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A1-30, AH and AE on the community's FIRM that are not subject to the provisions of subsection (4) of this Section be elevated so that:
 - (A) The lowest floor of the manufactured home is not less than two (2) feet above the base flood elevation; and
 - (B) The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are

not less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

- (e) Recreational vehicles. Require that recreational vehicles placed on sites within zones A1-30, AH, and AE on the community's FIRM either:
- (1) Be on the site for fewer than 180 consecutive days;
 - (2) Be fully licensed and ready for highway use; or
 - (3) Meet the permit requirements of Section 24.04.043(a), and the elevation and anchoring requirements for "manufactured homes" in subsection (4) of this Section.

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices and has no permanently attached additions.

§ 24.04.073. Standards for subdivision proposals.

- (a) All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with Sections 24.04.002, 24.04.003 and 24.04.004 of this Article.
- (b) All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet floodplain development permit requirements of Sections 24.04.008 and 24.04.043 and the provisions of this division.
- (c) Base flood elevation data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions which is greater than 50 lots or 5 acres, whichever is lesser, if not otherwise provided pursuant to Section 24.04.007 or Section 24.04.042(8).
- (d) Base flood elevation data, with the establishment of a floodway, shall be generated by a detailed engineering study for all Zone A areas, within 100 feet of the boundary lines of Zone A areas, and other streams not mapped by FEMA, as indicated on the community's FIRM.
- (e) All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
- (f) All subdivision proposals including the placement of manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

§ 24.04.074. Standards for areas of shallow flooding (AO/AH zones).

Located within the areas of special flood hazard established in Section 24.04.007, are areas designated as shallow flooding. These areas have special flood hazards associated with flood depths of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:

- (a) All new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated to two (2) feet above the base flood

elevation or the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least 3 feet if no depth number is specified).

- (b) All new construction and substantial improvements of non-residential structures:
 - (1) Have the lowest floor (including basement) elevated to two (2) feet above the base flood elevation or the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least 2 feet if no depth number is specified); or
 - (2) Together with attendant utility and sanitary facilities be designed so that below the base specified flood depth in an AO zone, or below the base flood elevation in an AH zone, the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- (c) A registered professional engineer or architect shall submit a certification to the floodplain administrator that the standards of this Section, as proposed in Section 24.04.043(a)(1) are satisfied.
- (d) Require within zones AH or AO adequate drainage paths around structures on slopes, to guide floodwaters around and away from proposed structures.

§ 24.04.075. Floodways.

Located within areas of special flood hazard established in Section 24.04.007, are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles and erosion potential, the following provisions shall apply:

- (a) Encroachments are prohibited, including fill, new construction, substantial improvements and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (b) If subsection (a) above is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this Division.
- (c) Under the provisions of 44 CFR chapter 1, Section 65.12, of the National Flood Insurance Program Regulations, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first completes all of the provisions required by Section 65.12.

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 Two Thousand and No/100 Dollars (\$2000.00) 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 immediately 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 11TH DAY OF AUGUST 2026.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THE 25TH DAY OF AUGUST 2026.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:8/7/2026:4935-8788-9348 v 1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 14

MEETING DATE: August 25, 2026

SUBJECT: Consider Resolution 2026-3252 authorizing and awarding a contract with Reliable Paving, Inc. for the 2026 Asphalt Overlay Project and Sellmeyer Lane Asphalt Project - Phase 1

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND

The City of Highland Village typically overlays certain asphalt roadways each year as part of the City's Pavement Condition Index Program (PCI) to assist in maintaining these roadways and increasing their longevity. City staff targets existing roadways that have shown pavement deterioration and/or pavement failures. City staff identified Shade Tree Street, Raintree Drive, Meadowcrest Drive, Copperas Branch Park Roads, and Sellmeyer Lane as meeting the criteria for recommended asphalt overlay improvements as part of the City's PCI Program. The roadways will have new asphalt pavement placed on them. Also, wedge milling of the edges of the pavement will be done in order to facilitate connection to existing driveways. Public Works budgets \$230,000.00 annually for an asphalt overlay project. The Sellmeyer Lane section is identified to be funded through bonds. The Parks Department budgeted \$209,000.00 for an asphalt overlay project.

The City issued the project for bid for the asphalt overlay improvements for these roads and parking areas. Bids were received on Tuesday, August 4, 2026, from three contractors. The bid total for each responsive bidder is provided below:

BIDDER	TOTAL BID
Reliable Paving, Inc.	\$473,265.00
Reynolds Asphalt & Construction Co.	\$514,398.75
Texas Materials Group	\$518,362.75

The lowest responsive bidder is Reliable Paving, Inc. with a total bid in the amount of \$473,265.00. The bid has been reviewed and evaluated and is considered the lowest responsive bid. Reliable Paving, Inc. has completed previous projects in the area and has sufficient resources to construct this project.

BUDGETARY IMPACT

Funded through the General, Corps Lease Funds and bond funds.

General Fund – Streets Division - \$155,410.00

Corps Lease Fund – Parks Dept. - \$117,275.00

Bond funds - \$200,580.00



CITY COUNCIL MEMORANDUM AGENDA ITEM 14

RECOMMENDATION

To approve Resolution 2026-3252 awarding and authorizing a contract with Reliable Paving, Inc. for the 2026 Asphalt Overlay Project and Sellmeyer Lane Asphalt Overlay Project – Phase I, as presented.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2026-3252

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDING AND AUTHORIZING A CONTRACT WITH RELIABLE PAVING, INC. FOR THE 2026 ASPHALT OVERLAY PROJECT AND SELLMeyer LANE ASPHALT OVERLAY PROJECT – PHASE 1; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration, having solicited, received, and reviewed the bids for the 2026 Asphalt Overlay Project and Sellmeyer Lane Asphalt Overlay Project – Phase 1 (the “Project”) has been determined that Reliable Paving, Inc. has submitted the lowest responsive bid in an amount of \$473,265.00, and recommends award of a contract for the Project to said bidder; and

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

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

SECTION 1. The City Manager is hereby authorized to execute a contract with Reliable Paving Inc., in the amount of \$473,265.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

PASSED AND APPROVED THIS 25TH DAY OF AUGUST 2026.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:8/13/2026:4919-7786-5927 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

MEETING DATE: August 25, 2026

SUBJECT: Consider Ordinance 2026-1338 on First Reading Authorizing Amendments to the Fiscal Year 2025-2026 Budget

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

Each department is responsible for not exceeding the budgeted amounts in each of the three categories – Personnel, Services/Supplies, and Capital. Category subtotals of departmental expenditures thus provide the level of budgetary control. Should a need arise for reallocation between categories or between departments, budget amendments are then presented for Council consideration.

This is the first amendment presented to Council this fiscal year. This amendment mirrors the year-end projections detailed in the budget discussions. Some of the proposed adjustments reflect encumbrances from FY 2024-2025 that will actually be paid in FY 2025-2026. This amendment is to ensure sufficient appropriation for the year-end projections. In total, projected General Fund expenditures of \$24,589,218 are \$1,619,405 under the original budget of \$26,208,623. Projected General Fund revenues of \$22,707,154 reflect a decrease of \$267,437 from the original budget of \$22,974,591. The projected FY 2026 year-end fund balance is \$10,697,001 – exceeding the original budgeted projected amount by \$2,300,091, largely due to the actual FY 2025 fund balance exceeding projections. The presented amendments primarily ensure sufficient appropriation for each category; however, not all deviations from the budget amount are enumerated.

General Fund

Primary factors comprising the majority of the requested increased budget appropriation:

- Personnel budget changes in various departments are suggested to address factors incurred during the year that were not known when budgeted, such as mid-year adjustments, personnel changes, unanticipated overtime, insurance coverage election, etc. Also, some personnel expenditures are budgeted in a single department, such as incentive pay, with actual expenditures charged to the respective departments. The total financial effect of this variance is favorable; however, this year the City Secretary, Communications and Marketing, Streets, and Parks departments came in over budget, and \$63,000 will be added to account for the overage.
- Expenditures other than personnel are adjusted by a collective total of \$1,185,000. These adjustments were netted with \$1,807,00,000 in budget savings. A large portion of these changes are related to five items:
 - o Maintenance – Payments for the leased vehicle program are currently budgeted within the Maintenance Department. In accordance with accounting principles, vehicle acquisitions through the lease program should be classified as capital expenditures within the department. Additionally, the principal and interest portions of the lease payments should be recorded as debt service rather than as supplies and services. Accordingly, this amendment reallocates \$3,000 among the



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

appropriate expenditure categories to ensure proper accounting and budgetary classification.

Maintenance – Supplies/Services	(\$902,000)
Police – Capital	\$77,000
Streets – Capital	\$135,000
Maintenance – Capital	\$143,000
Debt Service – Principal	\$688,000
Debt Service – Interest	\$144,000
Other Finance Sources	<u>(\$282,000)</u>
	\$3,000

- Human Resources - \$37,000 increase in supplies and services for cost of outside consultant services for sensitive personnel matters.
- Information Services - \$41,000 increase in supplies and services for video server replacement and system upgrades.
- Maintenance - (\$700,000) decrease in capital related to the City Hall electrical upgrades and purchase of a generator being delayed to FY 2027. \$95,000 increase in supplies and services related to the replacement of the Public Works and Duvall Center roofs that was anticipated to be completed in FY 2025 but actually completed in FY 2026.
- Recreation – (\$74,000) decrease in supplies/service due to lower-than-anticipated costs from the Celebrate Highland Village, Village Glow, and Christmas at the Ranch events. Additionally, costs for software integration services for the automatic gates at Copperas Branch and Pilot Knoll Parks were reallocated to the Corp Leased Park Fund.

Other suggested amendments are to reflect minor changes in the actual expense compared to the budgeted amount

Utility Fund

- Utility Administration - \$5,000 increased credit card utilization fees (split with General Fund).

Capital Projects Fund

The issuance of the 2024 \$2,805,000 Tax Note was approved by Council at the August 27, 2024 Council Meeting. A budget amendment of \$270,000 is requested to account for equipment ordered and purchased in FY 2026.

- Parks - \$60,000 – Small tractor was expected to be delivered in FY 2025. Instead, it was delivered in FY 2026.
- Drainage Utility - \$210,000 – A dump truck with a cost of \$175,000 was expected to be delivered in FY 2025. Instead, it was delivered in FY 2026. A mini track loader costing \$35,000 was originally budgeted in the Drainage Utility Fund. A request is being submitted to fund it through the 2024 Tax Note.



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

Special Revenue Funds -

- Corps Leased Parks – \$6,000 – Additional cost of anti-trespassing strips.
- Drainage Utility – (\$31,500) – Mini track loader reallocated to the Capital Projects Fund to be funded by the 2024 Tax Note.
- HV Community Development - \$103,000 - Costs associated with design study for FM 407 Village Connector, FM 2499 Tunnel Erosion Study, and lease payments on a crew work truck.
- Municipal Court Tech Fund - \$1,000 – The actual cost of the Video Magistrate subscription fee was higher than budgeted.

Individual allocations are detailed in the worksheets attached to this briefing.

BUDGETARY IMPACT

Budgetary changes to Fund Balance are detailed on the request worksheet following.

RECOMMENDATION

Council to approve the first read of Ordinance No. 2026-1338 adopting amendments to the Fiscal Year 2025-2026 Budget, as presented.



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

Budget Amendment Request Worksheet

Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / (Decrease)
CITY MANAGER	Personnel	485,286	450,286	(35,000)
CITY MANAGER	Supplies/Services	145,093	151,093	6,000
FINANCE	Personnel	915,569	849,569	(66,000)
FINANCE	Supplies/Services	599,762	618,762	19,000
FINANCE	Capital	9,700	10,700	1,000
HUMAN RESOURCES	Personnel	504,758	417,758	(87,000)
HUMAN RESOURCES	Supplies/Services	219,981	256,981	37,000
CITY SECRETARY	Personnel	285,767	300,767	15,000
CITY SECRETARY	Supplies/Services	204,471	186,471	(18,000)
INFORMATION SERVICES	Personnel	914,887	896,887	(18,000)
INFORMATION SERVICES	Supplies/Services	432,730	473,730	41,000
MARKETING & COMMUNICATION	Personnel	394,130	403,130	9,000
POLICE	Personnel	6,292,233	5,962,233	(330,000)
POLICE	Capital	-	77,000	77,000
FIRE	Personnel	3,816,649	3,671,649	(145,000)
COMMUNITY SERVICES	Supplies/Services	104,560	35,560	(69,000)
STREETS	Personnel	983,521	1,017,521	34,000
STREETS	Supplies/Services	1,058,719	1,075,719	17,000
STREETS	Capital	-	135,000	135,000
MAINTENANCE	Personnel	506,450	467,450	(39,000)
MAINTENANCE	Supplies/Services	1,931,724	1,124,724	(807,000)
MAINTENANCE	Capital	750,000	193,000	(557,000)
PARKS	Personnel	1,746,343	1,751,343	5,000
PARKS	Supplies/Services	883,156	903,156	20,000
RECREATION	Supplies/Services	437,545	363,545	(74,000)
DEBT SERVICE - PRINCIPAL	Debt Service - Principal	-	688,000	688,000
DEBT SERVICE - INTEREST	Debt Service - Interest	-	144,000	144,000
OTHER FINANCING SOURCES	Other Financing Sources	(624,906)	(906,906)	(282,000)
UTILITY ADMINISTRATION	Personnel	360,115	376,115	16,000
UTILITY ADMINISTRATION	Supplies/Services	184,950	189,950	5,000
CORPS LEASED PARKS	Personnel	266,330	282,330	16,000
CORPS LEASED PARKS	Supplies/Services	476,423	482,423	6,000
CAPITAL PROJECTS - PARKS	Capital	63,000	123,000	60,000
CAPITAL PROJECTS - DRAINAGE	Capital	30,000	240,000	210,000
DRAINAGE UTILITY	Personnel	429,393	451,393	22,000
DRAINAGE UTILITY	Supplies/Services	265,607	270,607	5,000
DRAINAGE UTILITY	Capital	31,500	-	(31,500)



CITY COUNCIL MEMORANDUM

AGENDA ITEM 15

Budget Amendment Request Worksheet

Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / (Decrease)
HV COMMUNITY DEVELOPMENT	Personnel	406,647	341,647	(65,000)
HV COMMUNITY DEVELOPMENT	Supplies/Services	362,660	465,660	103,000
MUNICIPAL COURT TECHNOLOGY FEE	Supplies/Services	3,600	4,600	1,000
General Fund		Net Change		(1,279,000)
Utility Fund		Net Change		21,000
Corps Leased Parks		Net Change		22,000
Capital Projects Fund		Net Change		270,000
Drainage Utility Fund		Net Change		(4,500)
HV Community Dev Fund		Net Change		38,000
Municipal Court Tech Fund		Net Change		1,000
All Funds		Net Change		(931,500)

Reason For Request

Personnel - (Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc).

City Manager - Supplies/Services - \$6,000 == Higher than anticipated usage of legal services

Finance - Services / Supplies - \$20,000 == Increased in general liability insurance; addition of new vehicles and equipment to insure.

Finance - Capital Outlay - \$1,000 == Cost of copier anticipated to be higher than originally budgeted.

Human Resources - Supplies/Services - \$37,000 == Cost of outside consultant for sensitive HR matters.

City Secretary - Supplies/Services - (\$18,000) == Reduction in Council event participation.

Information Services - Supplies/Services - \$41,000 == Video server replacement, Laserfische and Cityworks upgrades

Police - Capital - \$77,000 == Acquisition of vehicle through the lease program - reclassified from Maintenance.

Community Services - Supplies/Services - (\$69,000) == Engaging consultant to update the International Building Code deferred to FY 2027.

Streets - Services / Supplies - \$17,000 == Increased electrical utility costs.

Streets - Capital - \$135,000 == Acquisition of vehicles through the lease program - reclassified from Maintenance

Maintenance - Supplies/Services - (\$807,000) == Roof replacement at Public Works and Duval center expected to be completed in FY 2025 - completed in FY 2026 -\$95,000, netted with vehicle lease costs allocated to departments, debt service, and other sources (uses) for accounting purposes (\$902,000).

Maintenance - Capital - (\$557,000) == Municipal complex electrical improvements expected to be completed in FY 2026 - only incurred engineering cost - (\$700,000), netted with vehicle acquisition from the lease program - \$143,000.

Parks - Supplies/Services - \$20,000 == Contract weekend restroom cleaning, outsourced irrigation backflow testing.

Recreation - Supplies/Services - (\$74,000) = Reduction in cost of events/programs including Celebrate Highland Village, Village Glows, and Christmas at the Ranch. Automatic gate integration cost moved to the Corp Lease Parks Fund.

Debt Service - Principal - \$688,000 == Principal payments on the vehicle lease program - reclassified from Maintenance Supplies/Services

Debt Service - Interest - \$144,000 == Interest payments on the vehicle lease program - reclassified from Maintenance Supplies/Services



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

Budget Amendment Request Worksheet

Line Item for Proposed Change:

Other Finance Sources - (\$282,000) == Financing sources for vehicles acquired from the lease program.

Utility Administration - Services / Supplies - \$5,000 == Increased credit card utilization fees (split with General Fund).

Corps Leased Parks - Supplies/Services - \$6,000 == Additional cost of anti trespass strips.

Capital Projects - Parks - Capital - \$60,000 == Small tractor funded by 2024 Tax Notes expected delivery in FY 2025. Deferred to FY 2026.

Capital Projects - Drainage Utility - Capital - \$210,000 == Dump truck funded by 2024 Tax Note expected delivery in FY 2025 - delivered in FY 2026 \$175,000. Mini Track Loader funded by the 2024 Tax Note - \$35,000.

Drainage Utility - Supplies/Services - \$5,000 == Costs associated with pond maintenance.

Drainage Utility - Capital - (\$31,500) == Mini Track Loader funded by the 2024 Tax Note.

HV Community Development - Supplies/Services - \$103,000 == Costs associated with design study for FM 407 Village Connector, FM 2499 Tunnel Erosion Study, and lease payments on crew work vehicle.

Municipal Court Tech Fund - Supplies/Services - \$1,000 == Actual Video Magistrate subscription fee came in higher than expected.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2026- 1338

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ADOPTING AMENDMENTS TO THE FISCAL YEAR 2025-2026 BUDGET; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Highland Village, Texas, has lawfully adopted a budget for fiscal year 2025-2026 ("2025-2026 Budget"); and

WHEREAS, the City Manager has prepared, as required by Article VI, Section 6.08 of the City Charter, an amendment to certain appropriations and expenditures in the 2025-2026 Budget, and has submitted same to the City Council for its review and approval, a copy of which is attached to this Ordinance; and

WHEREAS, the City Council of the City of Highland Village has determined that this budget amendment is necessary and appropriate to preserve and protect the health, safety and welfare of the citizens of the City of Highland Village as well as other persons in the City.

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

SECTION 1. The amendments to the 2025-2026 Budget, attached hereto as Exhibit "A" and incorporated herein by reference, are hereby authorized, approved, and adopted.

SECTION 2. If any section, subsection, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect, and to this end, the provisions of this Ordinance are declared severable.

SECTION 3. This Ordinance shall take effect immediately from and after its passage on second reading.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE FIRST READING, THIS THE 25th DAY OF AUGUST 2026.

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

APPROVED:

Charlotte Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(KBL:8/18/2026:4930-4717-9976 V)

Ordinance No. 2026-1338
Exhibit "A"

Budget Amendment Request Worksheet

Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / (Decrease)
CITY MANAGER	Personnel	485,286	450,286	(35,000)
CITY MANAGER	Supplies/Services	145,093	151,093	6,000
FINANCE	Personnel	915,569	849,569	(66,000)
FINANCE	Supplies/Services	599,762	618,762	19,000
FINANCE	Capital	9,700	10,700	1,000
HUMAN RESOURCES	Personnel	504,758	417,758	(87,000)
HUMAN RESOURCES	Supplies/Services	219,981	256,981	37,000
CITY SECRETARY	Personnel	285,767	300,767	15,000
CITY SECRETARY	Supplies/Services	204,471	186,471	(18,000)
INFORMATION SERVICES	Personnel	914,887	896,887	(18,000)
INFORMATION SERVICES	Supplies/Services	432,730	473,730	41,000
MARKETING & COMMUNICATION	Personnel	394,130	403,130	9,000
POLICE	Personnel	6,292,233	5,962,233	(330,000)
POLICE	Capital	-	77,000	77,000
FIRE	Personnel	3,816,649	3,671,649	(145,000)
COMMUNITY SERVICES	Supplies/Services	104,560	35,560	(69,000)
STREETS	Personnel	983,521	1,017,521	34,000
STREETS	Supplies/Services	1,058,719	1,075,719	17,000
STREETS	Capital	-	135,000	135,000
MAINTENANCE	Personnel	506,450	467,450	(39,000)
MAINTENANCE	Supplies/Services	1,931,724	1,124,724	(807,000)
MAINTENANCE	Capital	750,000	193,000	(557,000)
PARKS	Personnel	1,746,343	1,751,343	5,000
PARKS	Supplies/Services	883,156	903,156	20,000
RECREATION	Supplies/Services	437,545	363,545	(74,000)
DEBT SERVICE - PRINCIPAL	Debt Service - Principal	-	688,000	688,000
DEBT SERVICE - INTEREST	Debt Service - Interest	-	144,000	144,000
OTHER FINANCING SOURCES	Other Financing Sources	(624,906)	(906,906)	(282,000)
UTILITY ADMINISTRATION	Personnel	360,115	376,115	16,000
UTILITY ADMINISTRATION	Supplies/Services	184,950	189,950	5,000
CORPS LEASED PARKS	Personnel	266,330	282,330	16,000
CORPS LEASED PARKS	Supplies/Services	476,423	482,423	6,000
CAPITAL PROJECTS - PARKS	Capital	63,000	123,000	60,000
CAPITAL PROJECTS - DRAINAGE	Capital	30,000	240,000	210,000
DRAINAGE UTILITY	Personnel	429,393	451,393	22,000
DRAINAGE UTILITY	Supplies/Services	265,607	270,607	5,000
DRAINAGE UTILITY	Capital	31,500	-	(31,500)

Ordinance No. 2026-1338
Exhibit "A"

Budget Amendment Request Worksheet

Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / (Decrease)
HV COMMUNITY DEVELOPMENT	Personnel	406,647	341,647	(65,000)
HV COMMUNITY DEVELOPMENT	Supplies/Services	362,660	465,660	103,000
MUNICIPAL COURT TECHNOLOGY FEE	Supplies/Services	3,600	4,600	1,000
General Fund		Net Change		(1,279,000)
Utility Fund		Net Change		21,000
Corps Leased Parks		Net Change		22,000
Capital Projects Fund		Net Change		270,000
Drainage Utility Fund		Net Change		(4,500)
HV Community Dev Fund		Net Change		38,000
Municipal Court Tech Fund		Net Change		1,000
All Funds		Net Change		(931,500)
Reason For Request				
Personnel - (Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc).				
City Manager - Supplies/Services - \$6,000 == Higher than anticipated usage of legal services				
Finance - Services / Supplies - \$20,000 == Increased in general liability insurance; addition of new vehicles and equipment to insure.				
Finance - Capital Outlay - \$1,000 == Cost of copier anticipated to be higher than originally budgeted.				
Human Resources - Supplies/Services - \$37,000 == Cost of outside consultant for sensitive HR matters.				
City Secretary - Supplies/Services - (\$18,000) == Reduction in Council event participation.				
Information Services - Supplies/Services - \$41,000 == Video server replacement, Laserfische and Cityworks upgrades				
Police - Capital - \$77,000 == Acquisition of vehicle through the lease program - reclassified from Maintenance.				
Community Services - Supplies/Services - (\$69,000) == Engaging consultant to update the International Building Code deferred to FY 2027.				
Streets - Services / Supplies - \$17,000 == Increased electrical utility costs.				
Streets - Capital - \$135,000 == Acquisition of vehicles through the lease program - reclassified from Maintenance				
Maintenance - Supplies/Services - (\$807,000) == Roof replacement at Public Works and Duval center expected to be completed in FY 2025 - completed in FY 2026 -\$95,000, netted with vehicle lease costs allocated to departments, debt service, and other sources (uses) for accounting purposes (\$902,000).				
Maintenance - Capital - (\$557,000) == Municipal complex electrical improvements expected to be completed in FY 2026 - only incurred engineering cost - (\$700,000), netted with vehicle acquisition from the lease program - \$143,000.				
Parks - Supplies/Services - \$20,000 == Contract weekend restroom cleaning, outsourced irrigation backflow testing.				
Recreation - Supplies/Services - (\$74,000) = Reduction in cost of events/programs including Celebrate Highland Village, Village Glows, and Christmas at the Ranch. Automatic gate integration cost moved to the Corp Lease Parks Fund.				
Debt Service - Principal - \$688,000 == Principal payments on the vehicle lease program - reclassified from Maintenance Supplies/Services				
Debt Service - Interest - \$144,000 == Interest payments on the vehicle lease program - reclassified from Maintenance Supplies/Services				

Ordinance No. 2026-1338
Exhibit "A"

Budget Amendment Request Worksheet

Line Item for Proposed Change:

Other Finance Sources - (\$282,000) == Financing sources for vehicles acquired from the lease program.

Utility Administration - Services / Supplies - \$5,000 == Increased credit card utilization fees (split with General Fund).

Corps Leased Parks - Supplies/Services - \$6,000 == Additional cost of anti trespass strips.

Capital Projects - Parks - Capital - \$60,000 == Small tractor funded by 2024 Tax Notes expected delivery in FY 2025. Deferred to FY 2026.

Capital Projects - Drainage Utility - Capital - \$210,000 == Dump truck funded by 2024 Tax Note expected delivery in FY 2025 - delivered in FY 2026 \$175,000. Mini Track Loader funded by the 2024 Tax Note - \$35,000.

Drainage Utility - Supplies/Services - \$5,000 == Costs associated with pond maintenance.

Drainage Utility - Capital - (\$31,500) == Mini Track Loader funded by the 2024 Tax Note.

HV Community Development - Supplies/Services - \$103,000 == Costs associated with design study for FM 407 Village Connector, FM 2499 Tunnel Erosion Study, and lease payments on crew work vehicle.

Municipal Court Tech Fund - Supplies/Services - \$1,000 == Actual Video Magistrate subscription fee came in higher than expected.



CITY COUNCIL MEMORANDUM AGENDA ITEM 16

MEETING DATE: August 25, 2026

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

PREPARED BY: Paul Stevens, City Manager

BACKGROUND

This item is on the agenda to allow a Councilmember to inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A



UPCOMING MEETINGS

September 3, 2026	Zoning Board of Adjustment Meeting – 7:00 pm
September 8, 2026	Regular City Council Meeting – 7:00 pm
September 14, 2026	HV Community Development Corporation Meeting – 6:00 pm
September 15, 2026	Planning and Zoning Meeting – 7:00 pm
September 21, 2026	Parks and Recreation Advisory Board Meeting – 6:00 pm
September 22, 2026	Regular City Council Meeting – 7:00 pm
October 1, 2026	Zoning Board of Adjustment Meeting – 7:00 pm
October 12, 2026	HV Community Development Corporation Meeting – 6:00 pm
October 13, 2026	Regular City Council Meeting – 7:00 pm
October 19, 2026	Parks and Recreation Advisory Board Meeting – 6:00 pm
October 20, 2026	Planning and Zoning Meeting – 7:00 pm
October 27, 2026	Regular City Council Meeting – 7:00 pm
November 5, 2026	Zoning Board of Adjustment Meeting – 7:00 pm
November 9, 2026	HV Community Development Corporation Meeting – 6:00 pm
November 10, 2026	Regular City Council Meeting – 7:00 pm
November 16, 2026	Parks and Recreation Advisory Board Meeting – 6:00 pm
November 17, 2026	Planning and Zoning Meeting – 7:00 pm
November 24, 2026	Regular City Council Meeting – 7:00 pm

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