



AGENDA
HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
THURSDAY, OCTOBER 23, 2025 at 6:00 PM

- 1. Call to Order**
- 2. Visitors Comments** *(Anyone wishing to address the Highland Village Community Development Corporation board of directors must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, Highland Village Community Development Corporation 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 Chairperson may impose a three (3) minute limitation on any person addressing the Highland Village Community Development Corporation.)*
- 3. Consider approval of the Minutes from the Regular Community Development Corporation Meeting held on July 22, 2025**
- 4. Consider Appointment of a Chair and Vice Chair**
- 5. Receive information on the Highland Village Road Reconstruction Project**
- 6. Discuss Community Development Corporation Fall Trail Tour scheduled for November 4, 2025**
- 7. Receive a Presentation on the DoubleTree Ranch Shade Structure and consider a recommendation to the City Council**
- 8. Consider Recommendation to the City Council for the landscape Improvements Project relating to the FM2499 landscaping for the City Trail Art Project**
- 9. Receive Information on the Scope of Halff and Associates Agreement for the Village Connection FM407 Corridor & Amenity Project**
- 10. Consider holding monthly meetings the first Tuesday of each Month**
- 11. Status Reports on Current Projects and Discussion on Future Agenda Items** *(A Board member may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)*
- 12. 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 16th Day of OCTOBER, 2025 NOT LATER THAN 5:00 P.M.

Kristin Thomas

Kristin Thomas
Administrative Assistant

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

Removed from posting on the _____ day of _____, 2025, at ____:____

By _____



**HIGHLAND VILLAGE COMMUNITY
DEVELOPMENT CORPORATION
MEMORANDUM
AGENDA ITEM 3**

MEETING DATE: October 23, 2025

SUBJECT: Approve Minutes from the Regular Meeting of the Highland Village Community Development Corporation meeting held on July 22, 2025

PREPARED BY: Kristin Thomas, Administrative Assistant

BACKGROUND

Minutes are approved by a majority vote of Parks and Recreation Advisory Board and listed on the Agenda. The Board is encouraged to contact the Administrative Assistant prior to the meeting if there are any suggested changes. Upon doing so, staff can make suggested changes and the minutes 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 the Board for consideration prior to the vote, or could be moved to a future meeting for approval.

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

RECOMMENDATION

To approve minutes of the Regular Highland Village Community Development Corporation Meeting held on July 22, 2025.



MINUTES
HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, JULY 22, 2025 at 4:30 PM

1. Call to Order & Roll Call for Highland Village Community Development Corporation.

The meeting was called to order at 4:30 p.m.

Present:	Robert Fiester	Council Representative
	Karla Limon	Citizen Representative
	Mike Sedillo	Citizen Representative
	Brian Fiorenza	Council Representative
	Rhonda Hurst	Council Representative
Absent:	Kevin Cox	Council Representative
Staff Members:	Phil Lozano	Parks & Recreation Director
	Andra Foreman	Assistant Director of Recreation
	Paul Stevens	City Manager
	Heather Miller	Finance Director
	Kristin Thomas	Administrative Assistant

2. Approve Minutes from the Regular Meeting of the Highland Village Community Development Corporation held on April 17, 2025.

Motion by Rhonda Hurst seconded by Karla Limon to approve the minutes.

Motion carried 5-0.

3. Conduct a Public Hearing and Consider Adoption of the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP) and the Proposed Fiscal Year 2025-2026 Budget included Therein.

Finance Director Heather stated that in November 2004, Highland Village voters approved the adoption of a one-half cent 4B sales tax. This tax is specifically designated for city trails and the soccer complex. The 4B Corporation is composed of seven members, including both council and citizen representatives, who administer the funds. Brian asked whether the original approval included a sunset clause. Staff liaison Phil Lozano responded that he would look into it. Heather then presented the current fiscal year (FY) projection, noting that a significant portion of revenue comes from sales tax, with only a modest 1.1% increase projected. Rhonda raised questions

about the soccer complex budget, prompting a discussion about the reasons for a change in revenue. Heather continued by presenting a review of the FY 2024 actuals, current year-to-date (YTD) numbers, and the estimated FY 2025 budget, covering both total revenues and expenditures. The board held a brainstorming session to evaluate the budget and attempted to identify trends compared to FY 2023. They also recapped expenses related to services and repairs. Rhonda asked about the trellis and how that issue might be addressed. Various repair options were discussed. Phil introduced the supplemental requests. The first involved a resident's request to add stairs in front of the ADA parking area to provide better access to the field. Photos were shown, and the HVCDC engaged in a detailed discussion about the request and other alternatives. At this time, more data is needed before deciding on a solution. The second supplemental request concerned the shade structure covering the chessboard area at Doubletree Ranch Park (DTR), which needs replacement for safety and durability. The most recent replacement was in July 2023. The board discussed various repair options and associated costs. Brian suggested possibly partnering with Friends of Highland Village to provide natural shade and remove the current structure. Other options such as installing a center mast or using umbrellas were also considered. The board agreed to revisit the topic in a few months and possibly include it in the next year's budget. The board then addressed a drainage issue along a section of the Village Trail in the Rolling Hills neighborhood, where water tends to accumulate. HVCDC discussed solutions, including cutting the curb and placing large rocks along the fence line. A rock bed and grass area could be created between the rock bed and the fence. They also considered adding a step near homes with gates to ensure access isn't obstructed. The meeting continued with updates to the FDCIP (Five-Year Capital Improvement Plan). They explored potential grant funding and reviewed proposed trail updates. Heather presented a five-year outlook to consider future projects and grant opportunities. However, she reminded the board that any debt issued would be the responsibility of the 4B Corporation. It was suggested that a joint meeting with City Council be scheduled to align projections and better understand future plans. Robert proposed expanding the scope of 4B-funded projects beyond just trails and soccer facilities. Rhonda motioned to omit the three supplemental items and move forward with the proposed FY 2025–26 budget. Robert seconded, and the motion passed with a 5–0 vote.

4. Discuss Scheduling a Fall Trail Tour.

The HVCDC discussed organizing a tour of the city's trail system to become more familiar with its layout and condition. They plan to allocate approximately three hours for the tour, ending with lunch. The board voted to move forward with the tour but decided to focus on one section of the trail system at a time, rather than trying to cover everything in one outing. The tour is scheduled to take place in October, with a preference for holding it on a weekend.

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

6. Adjournment of Regular Meeting.

The meeting was adjourned at 6:02 p.m.

Brian Fiorenza, Chair

ATTEST

Kristin Thomas, Secretary

DRAFT



**HIGHLAND VILLAGE COMMUNITY
DEVELOPMENT CORPORATION
MEMORANDUM
AGENDA ITEM 4**

MEETING DATE: October 23, 2025

SUBJECT: Consider Appointment of a Chair and Vice Chair

PREPARED BY: Kristin Thomas, Administrative Assistant

BACKGROUND

The Vice Chair will conduct the meeting if the Chair is unable to attend the meeting.



**HIGHLAND VILLAGE COMMUNITY
DEVELOPMENT CORPORATION
MEMORANDUM
AGENDA ITEM 5**

MEETING DATE: October 23, 2025

SUBJECT: Receive Information on the Highland Village Road Reconstruction Project

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

Liaison Phil Lozano will provide information on the Highland Village Road Reconstruction Project that is directly related to trails and sidewalks.



**HIGHLAND VILLAGE COMMUNITY
DEVELOPMENT CORPORATION
MEMORANDUM
AGENDA ITEM 6**

MEETING DATE: October 23, 2025

SUBJECT: Discuss Community Development Corporation Fall Trail Tour scheduled for November 4th

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

Board liaison Phil Lozano will discuss details about the tour schedule for this fall. This tour may include, but not limited to:

- City Trail
- Victoria Trail
- Village Trail
- Market Trail

RECOMMENDATION

The board chooses a date that allows one week in advance for posting the special meeting notice and quorum requirement.



HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 7

MEETING DATE: October 23, 2025

SUBJECT: Receive a Presentation on the Doubletree Ranch Park Shade Structure and consider a recommendation to the City Council to fund the best option

PREPARED BY: Brian Norton, Assistant Director of Parks Operations and Projects

BACKGROUND

The Chess Board shade structure at Doubletree Ranch Park was poorly engineered, and as a result, the fabric sags too low to the ground. Also, staff has witnessed patrons climbing on top of the shade fabric which is a safety hazard. It has been vandalized twice due to the sagging of the fabric which can be reached while standing under it. The shade fabric was replaced in 2023 at a cost of \$12,000.00, and it has already been vandalized again and had to be removed.

A new and more durable design is needed. Staff has researched several alternative options at the request of the City Council and is seeking recommendations from the board for the best most responsible replacement based on cost, functionality, durability, and warranty.

Alternative options are outlined in Appendix A

BUDGETARY IMPACT

Alternative options and cost:

- | | |
|--|-------------|
| 1. Single Four post structure | \$62,000.00 |
| 2. Four – 20' x 20' Cantilever Shades | \$60,795.00 |
| 3. Add Center column to existing structure | \$41,000.00 |
| 4. Plant three 3" caliper trees | \$12,761.63 |
| 5. Plant three 6" caliper trees | \$17,622.05 |

RECOMMENDATION

Staff is asking the CDC Board to recommend the best most responsible option for the replacement of the Chess Board Shade at Doubletree Ranch Park, make a recommendation to the City Council to fund the best option, and approve funding for the project.

Appendix A - Alternate Shade Proposals for Chessboard Shade at Doubletree Ranch Park				
BuyBoard Vendors	Proposal	Structural Warranty	Shade Fabric Warranty	Notes
Kraftsman Original Design recommended by Staff for Single 4 Post Structure	\$62,000.00	20 years	10 years	New structure will match the playground shades; Price includes demo of old structure and patching of turf. Includes cost of \$4,000.00 for patching turf.
Shade Pros (4 - 20' x 20' Umbrellas) (Unit Price \$15,000)	\$60,795.00	20 years	10 years	Price includes demo of old structure. Does NOT include cost of \$4,000.00 for patching turf.
Shade Pros - Add center column and attach new shades to existing structure.	\$41,000.00	No Warranty	No Warranty	Will not provide a warranty and will not be responsible for any damage that may occur to the existing structure.
Fannin Tree Farm (3 - Bur Oaks - 3" Caliper) \$3,301.63; Irrigation: \$2,975; Demo of old structure and patching turf: \$ 6,485.00	\$12,761.63	1 year warranty if Fannin plants the trees.		Will provide low maintenance natural shade, but the trees will not be large enough to provide adequate shade for
Fannin Tree Farm (3 - Bur Oaks - 6" Caliper) \$8,162.05; Irrigation: \$2,975; Demo of old structure and patching turf: \$ 6,485.00	\$17,622.05	1 year warranty if Fannin plants the trees.		Will provide low maintenance natural shade, but the trees will not be large enough to provide adequate shade for many years.



HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 8

MEETING DATE: October 23, 2025

SUBJECT: Consider approval of funding and make a Recommendation to the City Council regarding the Landscape Improvement Project on City Trail adjacent to the FM2499 Tunnel

PREPARED BY: Brian Norton, Assistant Director of Park Operations and Projects

BACKGROUND

The area on City Trail next to the FM2499 tunnel has developed serious erosion control issues due to the steep slope and the close proximity to FM2499 where storm drains empty onto the slope and run down toward the tunnel. The drainage and erosion issues have made it impossible to maintain the irrigation and landscape that was initially installed in this area. Mud is washing out into the tunnel area each time it rains causing excessive maintenance and clean-up for Parks staff, and safety issues for trail users. It is also unsightly and the City has received complaints about this area from trail users.

The site has been inspected by SPI Engineering and a recommendation was made to use landscape fabric and Rip Rap stone to protect the integrity of the slope and prevent erosion.

This Fall, Parks staff will address the more serious erosion areas first and install a portion of the landscape fabric and Rip Rap stone to address the more immediate problem areas causing mud to washout into the tunnel and on the trail. Over the next three years, the Parks Division will budget, and complete in phases, the renovation of the rest of the slope and will continue to use Rip Rap, Colorado River Rock, new irrigation and new plant material to improve the aesthetics of the trail and tunnel. Parks will use the sloped landscape areas along the President George Bush Turnpike as a template for the design of the new tunnel landscape.

BUDGETARY IMPACT

- Rip Rap and Colorado River Rock: \$9,000.00
- Erosion Control Fabric: \$ 500.00
- Equipment Rental: \$2,500.00

Total Project Cost: \$12,000.00

RECOMMENDATION

Staff is requesting that the Community Development Committee Board approve the funding for the City Trail Landscape Project at the FM2499 Tunnel and make a recommendation to the City Council to approve funding for the materials and equipment rental for the project as presented.



HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 9

MEETING DATE: October 23, 2025

SUBJECT: Receive Information on the Scope of Halff and Associates Agreement for the Village Connection FM407 Corridor & Amenity Project

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

On February 28, 2023, Ordinance 2023-1300 was voted on and passed by the City Council, adopting the Highland Village Comprehensive Plan Update, "Our Village Our Vision."

The Village Connection (pg. 195 in the Comp Plan) is one of the elements in the plan that identifies the need to explore the feasibility of a trail connection along FM 407 and identify residents' desired amenities along the trail. The focus was to expand the existing trail system to increase access to shopping areas and parks for residents and visitors while maintaining user safety and focusing on connectivity. The plan identified disconnected trail and sidewalk systems and the opportunity to connect neighborhoods to commercial areas such as restaurants, retail centers, and regional connections with neighboring cities.

The plan proposed a 5-year, 10-year, and 20-year corridor recommendation. In the first five years, the plan identified the need for the city to develop funding strategies for the trail. Halff was hired to do precisely this, focusing on grant positioning and the likelihood of winning grants for the project.

Halff's Basic Scope and Purpose:

Provided Trail Alignment Assessment and Grant Funding Strategy Services for FM 407 (Justin Road). The purpose is to analyze potential trail routes and to provide a preferred trail alignment and grant funding strategies to help position the City for the best chances of grant success. The intent is to provide active transportation connections within the City, connecting residents and trail users to places of business, schools, adjacent communities and parks.

Below are the specific tasks from Halff's Agreement to meet the basic scope and purpose.



HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 9

A. PHASE 1 – PRE-DESIGN	
Task 1.1 – Project Management and Communication	\$8,700
Task 1.2 – Data Collection and Base Map Preparation	\$6,700
Task 1.3 – Site Investigation	\$8,500
Task 1.4 – Project Opportunities and Constraints Exhibit	\$12,900
Task 1.5 – Agency, Client, and Stakeholder Meetings	\$33,600
PHASE 1 TOTAL (Tasks 1.1-1.4)	\$70,400
B. PHASE 2 – TRAIL ALTERNATIVE ALIGNMENT ASSESSMENT	
Task 2.1 – Project Management and Communication	\$10,900
Task 2.2 – Preliminary Alignment Study	\$14,600
Task 2.3 – Preliminary Opinion of Probable Cost	\$4,700
Task 2.4 – Preliminary Alignment Review Meeting	\$2,700
Task 2.5 – Final Alignment Study	\$15,200
Task 2.6 – Final Opinion of Probable Cost	\$3,000
PHASE 2 TOTAL (Tasks 2.1-2.6)	\$51,100
C. PHASE 3 – GRANT APPLICATION AND PRE-POSITIONING	
Task 3.1 – Project Management and Communication	\$5,400
Task 3.2 – Grant Funding Competitiveness Assessment	\$6,600
PHASE 3 TOTAL (Tasks 3.1-3.2)	\$12,000
**Direct Costs (Estimated Reimbursable Expenses)	\$3,400
PROJECT GRAND TOTAL (Phases 1-3, & Direct Costs)	
	\$136,900



HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 9

Meetings to date

FM 407 Trail Alignment Assessment & Grant Funding Strategy - Meetings To Date			
Meeting Type	Meeting Date	Meeting Summary	Meetings Remaining by Type
City Staff Coordination Meeting (Monthly)	3/19/2025	In-Person Kickoff Meeting for the Project	5 (6 scoped)
City Staff Coordination Meeting (Monthly)	4/16/2025	In-Person Status Meeting, Discussed Site Walk and Data Collection Completion, Discussed Alignment Alternatives Map	4 (6 scoped)
City Staff Coordination Meeting (Monthly)	5/14/2025	In-Person Status Meeting, Discussed Opps and Constraints Exhibit and Presentation on Grant Funding Assessment and Scoring	3 (6 scoped)
Meeting with NCTCOG, City, Lewisville and Flower Mound (Stakeholder)	6/25/2025	In-Person Stakeholder Meeting to discuss input from Lewisville and Flower Mound on project involvement and priorities, receive feedback from NCTCOG rep on successful projects.	4 (5 Scoped)
City Staff Coordination Meeting (Monthly)	7/29/2025	Virtual Pre-Workshop Meeting to discuss goals of the public meeting and workshop and confirm presentation format.	2 (6 Scoped)
Public/Board/Council Meeting	8/4/2025	In-Person Special Joint Workshop Meeting and Presentation with Parks and CDC Boards as well as Public	3 (4 Scoped)
City Staff Coordination Meeting (Monthly)	8/14/2025	Workshop Debrief Meeting to discuss City feedback and thought and discuss items of effort that remain/are scoped as well as items that are not scoped that would require additional services.	1 (6 Scoped)
City Staff Coordination Meeting (Monthly)	TBD	Pending Virtual Meeting to discuss next Board meeting	0 (6 Scoped)



**HIGHLAND VILLAGE COMMUNITY
DEVELOPMENT CORPORATION
MEMORANDUM
AGENDA ITEM 9**

BUDGETARY IMPACT

Halff's Agreement for professional services \$136,900.00 (anticipated 5-month project)

RECOMMENDATION

That the Board, Staff, and Halff focus on

- The tasks outlined in the Halff Agreement and based on available funding and grant opportunities, City staff recommends prioritizing and focusing on the trial alignment section on FM 407 from Highland Village Rd to 2499 (Phase 1).



**HIGHLAND VILLAGE COMMUNITY
DEVELOPMENT CORPORATION
MEMORANDUM
AGENDA ITEM 10**

MEETING DATE: October 23, 2025

SUBJECT: Consider holding monthly meetings the first Tuesday of each Month

PREPARED BY: Kristin Thomas, Administrative Assistant

BACKGROUND

Consider holding monthly meetings the first Tuesday of each month to ensure consistency and allow board members to plan ahead.

DISCLAIMER:
This data has been compiled for The City of Highland Village. Various official and unofficial sources were used to gather this information. Every effort was made to ensure the accuracy of this data. However, no guarantee is given or implied as to the accuracy of said data.



Highland Village Trails Map



Trail System

Name	
Castlewood Trail (1.12 Miles)	
City Trail (2.74 Miles)	
Copperas Trail (0.92 Miles)	
Copperas Trail (In Design)	
Doubletree Ranch Park Trail (1.57 Miles)	
Market Trail (3.17 Miles)	
Victoria Trail (0.64 Miles)	
Village Trail (1.85 Miles)	

Legend

City Parks	Amenity Stations
Lakes and Ponds	Creeks and Streams
Railroad	City Limits

