



**A G E N D A**  
**REGULAR MEETING OF THE**  
**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**HIGHLAND VILLAGE MUNICIPAL COMPLEX**  
**1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**  
**MONDAY, JULY 22, 2025 at 4:30 P.M.**

**OPEN SESSION**  
**Training Room**

- 1. Call Meeting to Order**
- 2. Visitor Comments** *(Anyone wishing to address the Highland Village Community Development Corporation must complete a Speakers' Request Form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, the 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 Chair may impose a three (3) minute limitation on any person addressing the Highland Village Community Development Corporation. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Agenda.)*
- 3. Consider approval of Minutes of the Highland Village Community Development Corporation held on April 17, 2025**
- 4. 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.**
- 5. Discuss Scheduling a Fall Trail Tour.**
- 6. 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.)
- 7. Adjournment**

**I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD,**

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*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.*

**HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 17<sup>TH</sup> DAY OF JULY 2025 NOT LATER THAN 4:30 P.M.**

**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 \_\_\_\_\_  
am / pm by \_\_\_\_\_.



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

**MEETING DATE:** July 22, 2025

**SUBJECT:** Consider approval of Minutes of the Regular Highland Village Community Development Corporation Meeting held on April 17, 2025

**PREPARED BY:** Kristin Thomas, Administrative Assistant

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**BACKGROUND**

Minutes are approved by a majority vote of HVCDC and listed on the Agenda. The Corporation 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 Corporation for consideration prior to the vote, or could be moved to a future meeting for approval.

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

**BUDGETARY IMPACT**

N/A

**RECOMMENDATION**

To approve minutes of the Regular Highland Village Community Development Corporation Meeting held on April 17, 2025.



**MINUTES**  
**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**HIGHLAND VILLAGE MUNICIPAL COMPLEX**  
**1000 HIGHLAND VILLAGE ROAD**  
**THURSDAY, APRIL 17, 2025 at 6:00 PM**

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

The meeting was called to order at 6:01 p.m.

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

**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.)*

No visitor comments.

**3. Approve Minutes from the Regular Meeting of the Highland Village Community Development Corporation held on February 20, 2025.**

Rhonda Hurst  
Mike Sedillo  
4-0

#### **4. Receive a presentation from DCTA.**

Phil Lozano introduces the DCTA presenters to talk about ridership and more

Rhonda Hurst asks for the pre-pandemic numbers.

Rhonda Hurst asks about Rail – how many Highland Village residents are using the A Train.

(Want to see the value Go Zone and Rail). Numbers of riders of Allen and .... )

What is the produced time to get back to pre-pandemic levels?

Rhonda Hurst daily average of HV residents using the A Train.

Projects DCTA Rail Trail Investments

Highland Village TRiP funding 1.7 mil balance to apply to a

As the long range plans are developed dcta will be looking at trail head cities to look at team advancement of master trail plans.

Projects in process.

BF – does dcta have any plans for directional signage.

RH – On copperas branch is that part of the 35 money. PL – it is a future bond initiative.

A train enhancement plan. 15 min frequency. Silver line. All the way to DFW airport. New station in Corinth.

BF- what are you doing to increase ridership. Getting people where the need and want to go. A service of choice.

MS – do you have an idea of the opportunity in HV. Paul – in last council meeting

#### **5. Provide an update on meeting(s) with Halff & Associates on the FM 407 Trail Alignment and grant funding assessment and priority list for trails.**

Staff has meeting with Halff & associates 3 times now. 1st march. 2nd Feb walked several areas surveying challenges and opportunities. 4/16 meeting looking at preliminary alignment and how it aligned with the FM 407 corridor. On a surface level we are looking good for grant money. RH

voices concern for kids near 407 and safety to a high standard. Phil – legitimate questions for Halff. Safety initiatives will be looked at. RH – workshop when are we bringing in the

Phil can share specific tasks of engagement opportunities later next week.

Paul Stevens – big part has to be community input, there will be involvement of the

Several public meetings built in.

DTR bike lane – Scott recommended not to add any parking restrictions.

#### **6. Discuss having a tour of the trails: Spring, Early Summer or Fall?**

Missing members and would like to bring up at the next meeting.

#### **7. Provide an update on the crash and respond to calls data on the priority list. (Data provided by Police since 2020 and Fire since 2022)**

**Priority List:**

**Briarhill Blvd Trails(s) - 3**

**Barnett Blvd Trail Connection to District Trail - 0**

**Highland Village Rd to Unity Park Trail Connection - 3**

## **Doubletree Drive On-Street Bike Lane - 0**

- 8. 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).**

- 9. Adjournment of Regular Meeting.**

The meeting was adjourned at 6:51 p.m.

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Brian Fiorenza, Chair

ATTEST

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Kristin Thomas, Secretary



# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 4

**MEETING DATE:** July 22, 2025

**SUBJECT:** Conduct a Public Hearing and Consider Adoption of the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP) and Proposed FY 2025 Budget Included Therein.

**PREPARED BY:** Heather Miller, Finance Director

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## **BACKGROUND**

The Bylaws of the Highland Village Community Development Corporation require an annual update to the Facilities Development Capital Improvement Program (FDCIP), as well as approval of an annual budget. The FDCIP details projects and implementation in regard to the approved 4B projects: the City comprehensive trail system and a soccer complex. As the budget is an integral component of the FDCIP, it is presented together.

The Corporation is to adopt an annual FDCIP enumerating any new projects. An annual budget is also to be approved – this being the first year of the five-year outlook included in the FDCIP. A public hearing is required prior to adoption of the FDCIP and budget. The five-year outlook financial presentation immediately follows this briefing.

This meeting is concerned with discussion including:

- Five-year outlook
- New projects for consideration to add to FDCIP
- Prioritization of projects / implementation

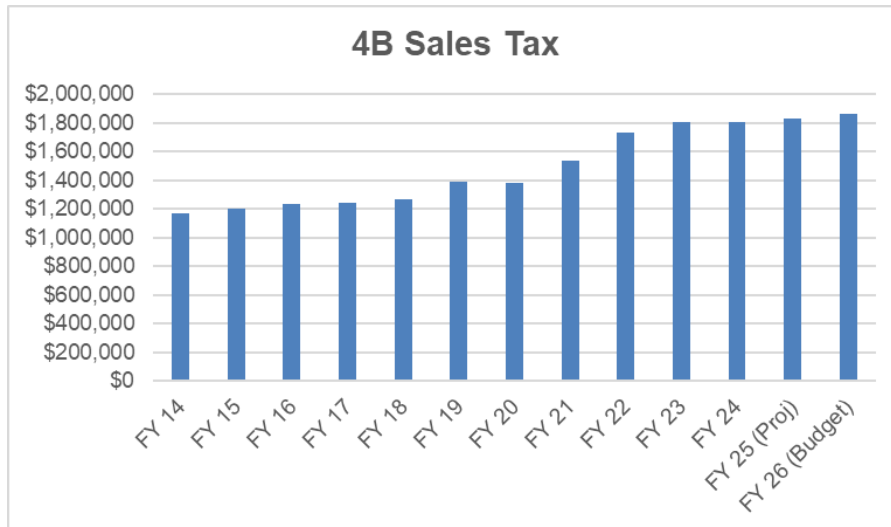
## **FY 2026 Budget Highlights**

### **Revenues**

- The ½ cent 4B sales tax is the primary revenue source. Projections for FY 2026 sales tax revenues of \$1,861,753 are a 6.6% decrease over the FY 2025 budget amount of \$1,994,167. Actual received sales tax revenues in FY 2025 are expected to fall short of the budget with \$1,825,536 estimated.



## HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 4



- Rental income of \$70,900 at Doubletree Ranch is anticipated, decreasing from \$75,500 projected for FY 2025.

### Expenditures

Total base proposed non-capital expenditures for the FY 2026 base operating budget reflects a decrease of \$141,161 (15.5%) from FY 2025.

- Personnel
  - The 4B funds a total of four positions. This crew is focused on maintenance of all city trails, Lakeside Community Park, and Doubletree Ranch Park. Parks employees funded by the General Fund are also used to supplement as needed.
  - The personnel budget reflected an increase from FY 2025. For FY 2026, the proposed budget for Personnel is \$406,647 – a \$41,097 increase from FY 2025.
    - This increase is due to cost-of-living adjustments, market adjustments, compression, and an increase in health insurance premium costs.
  - Base expenditures for Services / Supplies totaling \$362,660 decreased \$182,258 from last year's budget amount of \$544,918.
    - Professional Services decreased by \$65,000. There was a preliminary design study and grant analysis for FM407 Village Connector that was budgeted for \$65,000 in FY 2025. The study was later expanded at a cost of \$136,900. No professional services are anticipated in FY 2026.
    - Park maintenance and supplies decreased by \$122,222. The Doubletree Ranch Park's Truss staining for \$23,000 was rescheduled from FY 2025 to FY 2027. Repairs from concrete damage and trip hazards on walkways \$23,022 were budgeted in FY





# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 4

2025. Park upgrades budgeted for FY 2025 included vertical interactive play elements at the splash pad for \$125,000 and an upgrade in the electrical system at Doubletree Ranch Park to accommodate food trucks, bounce houses, and decorations for special events for \$114,840. This was offset by trellis repair at the Doubletree Ranch Park, for which \$136,000 was budgeted in FY 2026. The base budget for ongoing routine maintenance was mostly unchanged.

- There is no equipment replacement identified for FY 2026 base budget.

Supplemental requests identified for FY 2026 are listed following:

Supplemental Request Description	Proposed
A resident has requested stairs near the ADA parking spaces at the Doubletree Ranch Park soccer fields to provide a more direct entry. While ADA access already exists, this addition would improve convenience and connectivity. Engineering: \$1,600 - Construction: \$34,724.	\$ 36,324
The current shade structure over the chess board hangs too low, making it prone to vandalism and creating a safety risk if users attempt to climb it. Replacing it with a more traditional, elevated design will improve safety, durability, and usability.	\$ 62,000
A section of the Village Trail in the Rolling Hills neighborhood has settled, causing poor drainage and standing water after rain. Proposed improvements includes the installation of a French drain to ensure proper drainage. Project A: Trail section at Quail Cove FY 2026 \$16,042; Project B: Trail section at Shady Meadow FY 2027 \$16,602	\$ 16,042
	Submitted
<b>Total New FY 2026 Requests</b>	<b>\$ 114,366</b>

## Financial Outlook

The working capital balance for year-end FY 2025 in the HVCDC is projected at \$2,429,759, representing a substantial increase from recent years, primarily resulting from strong sales tax performance starting in FY 2021 and then relatively flat since FY 2023. As the primary revenue source is sales tax, which comes with an associated higher degree of volatility, a reasonably healthy level of reserves is suggested.



# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 4

## Proposed FY 2026 Budget

	Actual FY 2024	Budget FY 2025	Estimate FY 2025	Base FY 2026	Suppltl FY 2026	Proposed FY 2026
<b>Beginning Fund Balance</b>	<b>\$ 1,361,971</b>	<b>\$ 2,050,204</b>	<b>\$ 2,007,659</b>	<b>\$2,429,759</b>		<b>\$ 2,429,759</b>
Sales Tax	1,806,379	1,994,167	1,825,536	1,861,753	-	1,861,753
Park Fees	-	6,500	4,100	6,500	-	6,500
Rental Income	63,691	75,500	69,800	70,900	-	70,900
Linear Park Fees	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Interest Income	79,048	115,000	87,000	110,000	-	110,000
<b>Total Revenues</b>	<b>1,949,119</b>	<b>2,191,167</b>	<b>1,986,436</b>	<b>2,049,153</b>	<b>-</b>	<b>2,049,153</b>
<b>Expenditures</b>						
<i>Personnel</i>	280,009	365,550	351,600	406,647	-	406,647
Professional Services	59,266	114,124	140,540	49,288	-	49,288
Employee Develop	3,817	1,928	1,828	1,928	-	1,928
Supplies / Equipment	331,381	372,816	400,293	255,394	52,366	307,760
Utilities	53,268	56,050	56,050	56,050	-	56,050
Other	-	-	-	-	-	-
<i>Total Services / Supplies</i>	447,731	544,918	598,711	362,660	52,366	415,026
<b>Capital</b>	<b>8,525</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>62,000</b>	<b>62,000</b>
<b>Total Expenditures</b>	<b>736,265</b>	<b>960,468</b>	<b>1,000,311</b>	<b>769,307</b>	<b>114,366</b>	<b>883,673</b>
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(567,165)	(564,025)	(564,025)	(560,900)	-	(560,900)
Net Increase / Decr	645,688	666,674	422,100	718,946		604,580
<b>Ending Fund Balance</b>	<b>\$ 2,007,659</b>	<b>\$ 2,716,878</b>	<b>\$ 2,429,759</b>	<b>\$3,148,705</b>		<b>\$ 3,034,339</b>



# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 4

## Extended Five-Year Outlook

	Proposed FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
<b>Beginning Fund Balance</b>	<b>\$ 2,429,759</b>	<b>\$ 3,034,339</b>	<b>\$ 3,857,434</b>	<b>\$ 4,767,506</b>	<b>\$ 5,710,911</b>
Sales Tax	1,861,753	1,914,850	1,972,062	2,031,091	2,091,996
Park Fees	6,500	6,900	7,300	7,300	7,300
Rental Income	70,900	73,000	75,100	77,200	78,300
Linear Park Fees	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest Income	110,000	115,000	120,000	125,000	130,000
<b>Total Revenues</b>	<b>2,049,153</b>	<b>2,109,750</b>	<b>2,174,462</b>	<b>2,240,591</b>	<b>2,307,596</b>
<b>Expenditures</b>					
<i>Personnel</i>	406,647	424,946	444,069	464,052	484,934
Professional Services	49,288	53,562	55,950	58,457	61,090
Employee Develop	1,928	1,628	1,628	1,929	1,628
Supplies / Equipment	307,760	187,969	146,958	126,538	131,738
Utilities	56,050	56,650	58,760	59,060	61,250
Other	-	-	-	-	-
<i>Total Services / Supplies</i>	415,026	299,809	263,296	245,984	255,706
<b>Capital</b>	<b>62,000</b>	<b>-</b>	<b>-</b>	<b>26,000</b>	<b>-</b>
<b>Total Expenditures</b>	<b>883,673</b>	<b>724,755</b>	<b>707,365</b>	<b>736,036</b>	<b>740,640</b>
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(560,900)	(561,900)	(557,025)	(561,150)	(559,150)
<b>Net Increase / Decr</b>	<b>604,580</b>	<b>823,095</b>	<b>910,072</b>	<b>943,405</b>	<b>1,007,806</b>
<b>Ending Fund Balance</b>	<b>\$ 3,034,339</b>	<b>\$ 3,857,434</b>	<b>\$ 4,767,506</b>	<b>\$ 5,710,911</b>	<b>\$ 6,718,717</b>

## Project Summary

No debt financed projects identified in the five-year window. Restoration of working capital balances now has ability to provide capability for consideration of debt issuance in within next couple of years.

## Completed Projects



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

- City Trail
- Victoria Trail
- Market Trail
- Village Park Trail
- Lake Vista Trail
- Highland Village Road (Village Park Trail connection to RR crossing)
- Practice Soccer Fields (LISD property)
- Crosswalk at FM 2499
- Market Trail / Village Park Connection
- Pedestrian Crosswalk Enhancements (Victoria Trail crossing @ Highland Village Rd), and City Trail crossing @ Briarhill Blvd)
- FM 2499 Sidewalk (City Trail at FM 2499 south to connect with Market Trail)
- Highland Village Road Trail - Phase IIb (Lions Club Park to Doubletree Ranch Park)
- Highland Village Road RR Crossing
- Marauder Park Lake Access
- Castlewood Trail (including tie-in to FM 2499 Pedestrian Tunnel and City Trail)
- Southwood Trail
- Lakeside Community Park (707 HV Rd) Trailhead
- Doubletree Ranch Park
- Chapel Hill City Trail / FM 2499 Pedestrian Tunnel Connector (Funding with available 2018 bond proceeds).
- Highland Village Road (Service Center to Sellmeyer Ln)
- Highland Village Road (City Hall to Service Center)
- Brazos Road to Medina Dr. (Brazos Park to Medina)

## **Small fill-in / connector sections completed**

- Trail connection from Remington Dr. E. to Highland Village Road.
- Trail Section on Spring Oaks Drive
- Briarhill Blvd. Across from the Jr. HS West side between the District Trail and Shannon Lane 5' sidewalk connector
- Highland Shores Blvd. at H. V. Road South Side 5' sidewalk/trail connector where bike lane ends due to right turn lane, connect to City Trail mark section for bike lane.

## **Projects (Previously Identified) for Future Consideration**

### **Projects**

- Marauder Park Trail Head
- Pilot Knoll Trail (Connection from FM 2499 Sidewalk at City Trail to Pilot Knoll Park)
- Victoria Trail (Connection to Lewisville)
- Pilot Knoll extending from FM 2499 into park through interior of park and along the shoreline



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- Market Trail side path connection to Village Park Playground
- FM 407 Village Connector - adjacent to FM 407 from Highland Village Road to FM 2499

Identified small fill-in / connector sections

- Trail/Sidewalk connection on Castlewood Blvd. (west side) at FM 2499/Highland Shores
- Trail connector from Marauder Park Trail under FM2499 Bridge to connect to Shoreline trail access point (have easement from TxDOT for trail)

Proposed updates to the Facilities Development Capital Improvement Program (FDCIP) for future consideration.

- Briarhill Blvd Trail connections and improvements
- Barnett Blvd Trail connection to District Trail
- Highland Village Rd to Unity Park Trail connection
- Doubletree Drive On-Street Bike Lane

Small fill-in / connector sections

- Repair two sections of the Village Trail in the Rolling Hills Neighborhood at Quail Cove Drive and Shady Meadow

**RECOMMENDATION**

Conduct public hearing and approve submitted FY 2026 Budget and annual updates to the HVCDC FDCIP.



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

**MEETING DATE:** July 22, 2025

**SUBJECT:** Discuss Scheduling a Fall Trail Tour.

**PREPARED BY:** Kristin Thomas, Administrative Assistant

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**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



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

**MEETING DATE:** July 22, 2025

**SUBJECT:** Status Reports

**PREPARED BY:** Kristin Thomas, Administrative Assistant

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**BACKGROUND**

Status reports on current projects and discussion on future agenda items.