



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, JULY 22, 2025 at 6:00 P.M.

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

Convene Meeting in Open Session

1. Receive a Presentation on Special Revenue Funds and Follow Up Discussion on the General Fund Budget for Fiscal Year 2025-2026
2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 22, 2025

CLOSED SESSION
Training Room

3. Hold a Closed Meeting in accordance with the following Section(s) of the Texas Government Code:
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
 - (b) Section 551.074 – Personnel – Deliberate the Employment of the City Manager

(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.)

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

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

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

7. **Mayor and Council Reports on Items of Community Interest** pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety
8. **City Manager/Staff Reports**
9. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*

Anyone wishing to address the City Council on any item posted on the City Council agenda for possible action, including matters placed on the Consent Agenda or posted as a Public Hearing, must complete a Speakers' Request Form available at the entrance to the City Council Chambers and present it to the City Secretary prior to the Open Session being called to order. Speakers may be limited to three (3) minutes and given only one opportunity to speak on an item. Other procedures regarding speaking on matters posted for action on the City Council agenda are set forth on the Speakers' Request Form. Subject to applicable law, the City Council reserves the right to modify or waive at any time the procedures relating to members of the public speaking on matters placed the Council's agenda.

CONSENT AGENDA

All of the items on the Consent Agenda are considered for approval by a single motion and vote without discussion. Each Councilmember has the option of removing an item from this agenda so that it may be considered separately and/or adding any item from the Action Agenda to be considered as part of the Consent Agenda items. An item will be moved to the Action Agenda for discussion if a Speaker's Request Form is submitted indicating the person desires to comment on an item posted on the Consent Agenda.

10. **Consider approval of Minutes of the Regular City Council Meeting held on July 8, 2025**
11. **Consider Resolution 2025-3199 receiving the Annual Report from the Highland Village Community Development Corporation and approving the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP)**
12. **Consider Resolution 2025-3200 authorizing the Purchase of a Dump Truck from Premier Truck Group of Fort Worth through the City's Cooperative Purchasing Agreement with Sourcewell**
13. **Consider Resolution 2025-3201 authorizing a Task Order with Schaumburg & Polk, Inc. to provide Professional Services for the Electrical Improvements Project at the Public Works Building and City Hall Building**

ACTION AGENDA

14. **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 on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
- (b) Section 551.074 – Personnel - Deliberate the Employment of the City Manager

LATE WORK SESSION

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

- 15. Receive a Presentation on Results of the Safe Routes to School Survey and Proposed Plan for the Upcoming School Year
- 16. Receive an Update and Discuss Proposed Pilot Knoll Park Improvements
- 17. 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.)
- 18. 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 18TH DAY OF JULY 2025 NOT LATER THAN 6:00 P.M.



Angela Miller, City Secretary

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

Removed from posting on the _____ day of _____, 2025 at _____
am / pm by _____.



CITY COUNCIL MEMORANDUM AGENDA ITEM 1

MEETING DATE: July 22, 2025

SUBJECT: Receive a Presentation on Special Revenue Funds and Follow Up Discussion on the General Fund Budget for Fiscal Year 2025-2026

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

City staff will present information on the Special Revenue Funds and will follow up on the General Fund Budget for Fiscal Year 2024-2025.

BUDGETARY IMPACT

Included within the presentation.

RECOMMENDATION

This item is for informational purposes only.



CITY COUNCIL MEMORANDUM AGENDA ITEM 7

MEETING DATE: July 22, 2025

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen McCoy, Executive Assistant

BACKGROUND

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

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A



CITY COUNCIL MEMORANDUM AGENDA ITEM 10

MEETING DATE: July 22, 2025

SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on July 8, 2025

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

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

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

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

BUDGETARY IMPACT

N/A

RECOMMENDATION

To approve minutes of the Regular City Council Meeting held on July 8, 2025.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, JULY 8, 2025**

EARLY WORK SESSION

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

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

Absent: Robert Fiester Deputy Mayor Pro Tem

Staff Members: Paul Stevens City Manager
Kevin Laughlin City Attorney
Angela Miller City Secretary
Heather Miller Finance Director
Mikael McWhorter Budget and Accounting Administrator
Doug Reim Chief of Police
Cory Gullo Police Lieutenant
Travis Flowers Police Sergeant
J. McCally Police Commander
Scott Green Fire Chief
Scott Kriston Public Works Director
Kim Lopez Human Resources Director
Brian Norton Assistant Director of Park Operations
Andra Foreman Recreation Manager
Sunny Lindsey Information Services Director
Laurie Mullens Marketing and Communications Director

1. Receive a Presentation and Discuss the General Fund Budget for Fiscal Year 2025-2026

City Manager Stevens reported Finance Director Miller would provide a presentation to Council on year-end projects, the proposed General Fund Budget and supplemental requests. He prefaced that next year's budget will be challenging as some revenues are flattening and the effects of state legislation relating to revenues are being felt.

Fiscal Year 2024-2025

Director Miller presented year-end projections for the current fiscal year. Total revenues for this fiscal year are expected to be approximately \$675,000 under budget from what was anticipated, primarily due to property tax protests, flattened sales tax and lower interest income. Director Miller reported that expenditures have been lower this fiscal year, resulting in a decrease of approximately \$1,063,245 in this fiscal year's budget. With the current year expected to be under budget, the ending fund balance is estimated at 46% of expenditures.

Fiscal Year 2025-2026

An overview comparing the current fiscal year and next was also presented. Projected revenues for Fiscal Year 2025-2026 were presented, including a history of property tax valuations and sales tax.

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 will be reviewed every five years. Turnover and attrition data from FY 2020 to June 2025 was also presented. Director Lopez explained how the Employment Cost Index (ECI) is used when reviewing positions and compensation. To address cost of living, any market adjustments and compression, proposed salary information for FY 2025-2026 was presented. Information was also presented to address pay ranges for Police Officers and Crew Leader positions.

Due to an increase with the City's current insurance provider, Finance Director Miller reported Requests for Quotes from other providers are being sought.

Supplemental Requests for Fiscal Year 2025-2026

The following Supplemental Requests were presented for each department:

Police Department

- Flock Cameras (5) - \$15,000
- Ballistic Rifle Shields (2) - \$18,418
- Blue Voice AI Subscription (grant pending) - \$6,000
- CTS Pump Multi-Launcher - \$4,231
- Drone Program Implementation - \$30,000
- Unmarked Pickup Truck - \$14,500

Fire Department

- Radio Replacement - \$9,229

Mayor Wilcox announced that due to time constraints, further discussion and presentations on this agenda item would continue in Late Work Session.

2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 8, 2025

Relating to Agenda Item #16, Councilmember Hurst asked if costs for the project are set and how will that be affected if a decision is made to change the project. With the matching funds available from Denton County, City Manager Stevens reported issuance of bonds is to cover our portion of the project. Relating to the Highland Shores Boulevard reconstruction project, staff still needs direction in order to finalize what is to be done there, but none of that will have a huge impact on the cost and that we are not locked in.

Mayor Wilcox adjourned Early Work Session at 7:04 p.m.

CLOSED SESSION

3. **Hold a Closed Meeting in accordance with the following Section(s) of the Texas Government Code:**
(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

Council did not meet in Closed Session.

OPEN SESSION

4. **Call Meeting to Order**

Mayor Wilcox called the meeting to order at 7:13 p.m.

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

Absent:	Robert Fiester	Deputy Mayor Pro Tem
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Staff Members:	Paul Stevens	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Chief of Police
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Kim Lopez	Human Resources Director
	Phil Lozano	Parks and Recreation Director
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing and Communications Director

5. **Prayer led by Councilmember Rhonda Hurst**

Councilmember Hurst gave the invocation.

6. **Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Rhonda Hurst**

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

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

With recent flooding in Kerr County, Councilmember Hurst reported Dental Depot locations are accepting donations to support families in need.

- **Presentation of a Proclamation to Commemorate the 50th Anniversary of the Highland Village Police Department**

Mayor Wilcox presented a proclamation to Chief Reim and members of the Police Department recognizing the department's anniversary. A video was also shown commemorating their years of service to the community.

8. City Manager/Staff Reports

City Manager Stevens informed residents of the opportunity to apply to serve on a City board/commission.

- **DCTA Board Meeting Update**

Councilmember Hurst asked if staff got the number of Highland Village train riders that she requested previously. City Manager Stevens reported he should have that information by next week.

- **Experience Highland Village Video Presentation**

The video highlighted the experiences of current board members and encouraged residents to submit their applications by July 31 for consideration in this year's appointments.

9. Visitor Comments

Mayor Wilcox announced visitors wishing to speak on Agenda Item #17 could speak now or wait until the item is presented.

The following person spoke:

Austin Holtzman (146 Villa Park Drive) – Mr. Holtzman reported the home located at 142 Villa Park Drive is vacant and should be condemned. He stated that neighbors report the home has been vacant for 30 years, has broken windows, a pool that breeds mosquitos, no fencing on one side of the yard and gates with no locks. He also reported he has personally run off squatters and has had to contact the City on numerous occasions about issues at this location. He added that the home is a health and safety hazard to the community and needs to be addressed.

CONSENT AGENDA

- 10. Consider approval of Minutes of the Regular City Council Meeting held on June 24, 2025**
- 11. Consider Resolution 2025-3196 awarding and authorizing a Contract with Advanced Paving Company for the 2025 Street Asphalt Overlay and Copperas Branch Park Parking Overlay Project**
- 12. Receive the Capital Improvement Program (CIP) for Fiscal Year 2025-2026**

13. Consider Resolution 2025-3198 authorizing the City Manager to Enter into an Interlocal Agreement with Denton County for Collection of Ad Valorem Taxes
14. Receive Budget Reports for Period ending May 31, 2025

Motion by Councilmember Nelson, seconded by Mayor Pro Tem Fiorenza, to approve Consent Agenda Items #10 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 on 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. Discuss and Consider all Matters Incident and Related to approving and authorizing Publication of Notice of Intention to Issue Certificates of Obligation, including the adoption of Resolution 2025-3197 Pertaining Thereto

APPROVED (6 – 0)

Finance Director Miller reported the Capital Improvement Program identified projects related to Highland Shores Boulevard (Briarhill to Twin Coves) and Highland Village Road (Brazos to KCS Railroad). Denton County included a matching portion of the funds for these projects in their bond program. The issuance of certificates of obligation is proposed to fund the City's portion. The proposed resolution approves and authorizes publication of a notice of intention to issue the certificates of obligation, but does not obligate the City to issue the certificates of obligation at this time. A "not to exceed" amount is also included.

Amber Chien from Hilltop Securities presented the financial plan and proposed timeline on this issuance. Ms. Chien reiterated that should Council decide to pause or reconsider the identified projects, publication of the notice does not obligate the City to issue the certificates of obligation.

Motion by Councilmember Kixmiller, seconded by Councilmember Cox, to approve Resolution 2025-3197 for the issuance of notification for the certificates of obligation. Motion carried 6-0.

LATE WORK SESSION

17. Receive a Presentation and Discuss Highland Shores Boulevard Reconstruction Project Design

Public Works Director Kriston presented a timeline and history of projects relating to Highland Shores Boulevard from 2014 to 2025. He reported a mobility study of Highland Shores Boulevard was presented to City Council in August 2022, and included data and preliminary road layouts, and that options for roundabouts were included in that presentation. Based on input received from Council, the City contracted with a firm for design of the Highland Shores Boulevard Reconstruction. He reported the project design is approximately 65-70% complete.

Director Kriston presented the proposed layout. Chief Reim and Chief Green also spoke on safety and response times when using Highland Shores Boulevard. Clarification on some of the proposed features in the reconstruction was provided, and various options were discussed by Council. Councilmember Hurst voiced concern that decisions were made by prior City Council members, which was also before the City's micromobility ordinance was enacted, and requested the project be reviewed to include that aspect.

With the intersection of Hillside and Highland Shores Boulevard being a high-volume pedestrian area, several members of Council voiced their concerns with replacing the four-way stop with a roundabout. They also discussed concerns with moving the location of the crosswalk at Highland Shores Boulevard and Briarhill.

Mayor Wilcox stated she and Council received a lot of emails in opposition of a roundabout at Hillside, and thanked everyone for their input. Due to the volume received, she read the names of those who submitted emails:

Brynn Haag	Clyde Rainford
Wensdy Stucky	Kim Shultz-Rainford
Michael Reed	Rod and Melissa Miller
Kathryn Juliao	Margaret Luse
Pat Albracht	Dave Rush
Ellen Hakala	Michelle Spohnholz
Jane Sukharev	Chris Grimes
Monica Grider	Neal and Sheila Jeffrey
Gaby Hoffman	Steven Allshouse
Theresa Vu	Gail and Richard Patefield
Deborah Marinello	Natalie Schock
Stacey Tredway	Don Leverty
Sam Parnell	Nancie and Steve Rodems
Tammie Ferguson	Roy Williamson
Jan and Mavis Hayden	Richard Huggins
Connie Carlson	Mike and Kae Willenborg
Joe Berger	Rod and Melissa Miller
Deborah Malany	Alex and Katherine Johnson
The Bucey Family	Paul Wilxon
Leslie Andrus	

The following people spoke regarding safety concerns and/or in opposition of the proposed roundabout:

Joseph Berger (685 Chaparral Court)
Margaret Luse (432 Remington Drive E)
Monica Grider (3107 Hillside Drive)
Natalie Schock (3035 Woodhollow Drive)
Denise Hedges (780 Oak Hollow Lane)
Helen Soloman (795 Oak Hollow Lane)
Mark Solow (730 Oak Hollow Lane)
Jay Hayden (2713 Knoll Court)
Marty Franks (2705 Woodside Drive)
Sheila Jeffrey (604 Timbercrest Circle)
Leslie Andrus (2890 Hillside Drive)
Babak Razavi (3060 Woodhollow Drive)
Ruth Solow (730 Oak Hollow Lane)
Dave Rush (715 Oak Hollow Lane)
John Hicks (3113 Lake Highlands)

After a lengthy discussion by Council, consensus of Council was as follows:
Remove the proposed roundabout at Highland Shores Boulevard and Hillside
Remove the proposed flyby at Highland Shores Boulevard and Briarhill
Leave the crosswalk at Highland Shores Boulevard and Briarhill
Use the 2014 engineering study and expand on that with current data, and include the micromobility ordinance

At 9:42 p.m., Mayor Wilcox announced that due to time constraints during Early Work Session, Agenda Items #1 and #18 would be continued in the Training Room after a short break.

1. Receive a Presentation and Discuss the General Fund Budget for Fiscal Year 2025-2026

The following presentations regarding supplemental requests continued:

Fire Department (cont)

- Vehicle Extrication Equipment (V-Strut) - \$2,612
- Multi Rack Weight System - \$9,621
- Wildland / Tech Gear - \$27,231
- Outdoor Warning Sirens (2) - \$85,847

Public Works Department - Streets

- Pro Patch Pothole Unit - \$243,654

Parks and Recreation Department – Parks

- AC & Heat at Unity Park Staff Area - \$10,000
- Pickleball Shades at Unity Park - \$50,400
- Village Park Forest Cleanup - \$72,000
- Office Remodel at Robert & Lee DuVall Center - \$114,000

Parks and Recreation Department – Recreation

- Teen Event - \$10,000
- Recreation Assistant - \$9,000

Director Miller requested Council review the list of the supplemental items that were presented, and for them to provide their choices for funding.

Finance Director Miller reported the base budget is projected to have a deficit, resulting in use of some of the fund balance reserves:

Without Supplementals – 35%

With Supplementals – 32%

A drawdown on the fund balance may be considered. Director Miller reported City policy states the City's ending fund balance is to remain at a 20-25% range of expenditures.

Director Miller stated budget information will continue to be reviewed in July and August, with a public hearing and adoption in September.

18. 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 Hurst requested the following future agenda item:

- Develop a community outreach strategy that includes communication and community meetings/workshops that are held outside of Council meetings, that notify citizens when the City is making any changes to their neighborhoods - be it streets, sidewalks, trails, etc. She added that notification needs to go beyond an item listed on a City Council meeting agenda, and that there needs to be more of a structured communication outreach plan so information is received on the front end of discussions rather than on the back.

Councilmember Hurst stated that one thing that is lacking in our agendas is that presentations need to be included, rather than just agenda briefings. She stated that if presentations or schematics were included, then the citizens could look at them and see what is going to be presented instead of waiting afterwards. City Manager Stevens stated a preliminary presentation could be included as many times staff is still working on presentation the day of a meeting.

19. Adjournment

Mayor Wilcox adjourned the meeting at 10:40 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

MEETING DATE: July 22, 2025

SUBJECT: Consider Resolution 2025-3199 Receiving an Annual Report from the Highland Village Community Development Corporation and Approving the Facilities Development Capital Improvement Program (“FDCIP”).

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

The Bylaws of the Highland Village Community Development Corporation (HVCD) require an annual update to the Facilities Development Capital Improvement Program (FDCIP). The FDCIP details projects and implementation in regard to the approved 4B projects: the City comprehensive trail system and a soccer complex. In addition, the Bylaws also require an annual report to be submitted by the end of July of each year to the City Council to include a review of the accomplishments of the Corporation in the area of project development during the past year; and the planned activities of the Corporation for the budget year addressed in the report. This report is included within the submitted FDCIP.

At the HVCD July 22nd meeting, prior to this Council Meeting, the updated FDCIP was presented to the Board and a public hearing was held to receive public comment as required.

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. Following approval by the HVCD Board, Council approval as required by the by-laws.

Previous Year Project Status

There were no new projects initiated by the HVCD this year. A preliminary design study and grant analysis for FM407 Village Connector is in progress.

New Projects Identified in Updated Facilities Development Capital Improvement Program (FDCIP)

There are new projects identified in this year’s updated FDCIP. The primary emphasis over the last several years has been to fully determine operational costs associated with Doubletree Ranch Park and build working capital balances. Substantial progress has been made with both matters. Projected ending fund balance for FY 2025 will exceed \$2.4M, with net revenues increasing going forward. This provides capacity for funding new projects.

Identified projects include:

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



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

A suggested path forward is to proceed with exploring grant opportunities for the FM 407 Village Connector and, from that, developing a scope for the project. Once considered and approved by the HVCDC Board and City Council, options for funding the other identified projects would be reviewed.

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.



- 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



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

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 in FY 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
Total New FY 2026 Requests	\$ 114,366

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.



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Proposed FY 2026 Budget

	Actual FY 2024	Budget FY 2025	Estimate FY 2025	Base FY 2026	Suppltl FY 2026	Proposed FY 2026
Beginning Fund Balance	\$ 1,361,971	\$ 2,050,204	\$ 2,007,659	\$2,429,759		\$ 2,429,759
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
Total Revenues	1,949,119	2,191,167	1,986,436	2,049,153	-	2,049,153
Expenditures						
<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
Capital	8,525	50,000	50,000	-	62,000	62,000
Total Expenditures	736,265	960,468	1,000,311	769,307	114,366	883,673
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
Ending Fund Balance	\$ 2,007,659	\$ 2,716,878	\$ 2,429,759	\$3,148,705		\$ 3,034,339



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

Extended Five-Year Outlook

	Proposed FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Beginning Fund Balance	\$ 2,429,759	\$ 3,034,339	\$ 3,857,434	\$ 4,767,506	\$ 5,710,911
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
Total Revenues	2,049,153	2,109,750	2,174,462	2,240,591	2,307,596
Expenditures					
<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
Capital	62,000	-	-	26,000	-
Total Expenditures	883,673	724,755	707,365	736,036	740,640
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(560,900)	(561,900)	(557,025)	(561,150)	(559,150)
Net Increase / Decr	604,580	823,095	910,072	943,405	1,007,806
Ending Fund Balance	\$ 3,034,339	\$ 3,857,434	\$ 4,767,506	\$ 5,710,911	\$ 6,718,717

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

- City Trail
- Victoria Trail
- Market Trail
- Village Park Trail
- Lake Vista Trail



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

- 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
- 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)



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

RECOMMENDATION

To approve Resolution 2025-3199 receiving the annual report from the Highland Village Community Development Corporation and approve the Facilities Development Capital Improvement Program ("FDCIP").

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3199

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, RECEIVING THE ANNUAL REPORT FROM THE HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION (HVCDC), APPROVING THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM ("FDCIP"); AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Bylaws of the Highland Village Community Development Corporation ("HVCDC"), require the HVCDC to present an annual report to the City Council and develop and update a combined Facilities Development Capital Improvement Program ("FDCIP") for the City which shall include and set forth both short term and long-term goals for implementation development and construction of the inland trail public park master plan project and the soccer complex amateur sports facility project; and

WHEREAS, the adoption of the annual update for the FDCIP requires approval of both the HVCDC and City Council; and

WHEREAS, having given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all persons interested, on July 22, 2025, the HVCDC voted to approve the annual update for the FDCIP for Fiscal Year 2025-2026; and

WHEREAS, the City Council finds it to be in the public interest to approve the annual update to the FDCIP for Fiscal Year 2025-2026 as approved by the HVCDC.

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

Section 1. The FDCIP for the period beginning on October 1, 2025, and ending September 30, 2026, attached hereto as Exhibit "A" and incorporated herein by referenced is hereby authorized, approved and adopted.

Section 2. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED ON THE 22nd DAY OF JULY 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/17/25:4922-7809-6982 v1)

Resolution No. 2025-3199

Exhibit A

Previous year project status

- There were no new projects started this year for 4B.

New projects identified in updated FDCIP:

- There are new projects identified in this year's updated FDCIP. The primary emphasis over the last several years has been to fully determine operational costs associated with Doubletree Ranch Park and build working capital balances. And substantial progress has been made with both. Projected ending fund balance for FY 2024 will exceed \$2M, with net revenues increasing going forward. This provides capacity for funding new projects.
- **Identified projects include:**
 - FM 407 Village Connector
 - Trail system adjacent to FM 407 from Highland Village Road to FM 2499 inclusive of connections to existing trails where feasible. The vision is to enhance the primary retail base in the City by providing a "sense of place" with amenities to draw people to this area.
 - Grant funding will be explored for this project, with 4B funding, in conjunction with potential DCTA Trip funding to provide matching funds.
- Add trails within Pilot Knoll extending from FM 2499 into park through interior of park and along the shoreline.
- Market Trail side path connection to Village Park Playground
- Complete missing sidewalk sections on 2499 – east and west sides

A suggested path forward is to proceed with exploring grant opportunities for the FM 407 Village Connector and from that, developing a scope for the project. Once considered and approved by the 4B Board and Council, options for funding the other identified projects would be reviewed.

FY 2025 Budget Highlights

Total base proposed non-capital expenditures for the FY 2025 base operating budget reflects a decrease of \$270,182 (27.3%) from FY 2024.

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 a decrease from FY 2024. For FY 2025, the proposed budget for Personnel is \$365,550 – a \$40,947 decrease from FY 2024.
 - This decrease is primarily reflective of reclassification of funding for two part-time positions associated with a supplemental request last year to bring right of way trail mowing in-house rather than contracting. It has been determined that utilization of contract labor for this funding (\$43,318) is more efficient than adding part-time employees, and has thus been redirected to instead be reflected in the services / supplies category that includes contract labor.
- Base expenditures for Services / Supplies totaling \$355,078 decreased \$132,234 from last year's budget amount of \$487,312.

- Park Maintenance (\$152,275) decreased \$148,978 from last year's budget of \$301,253.
 - This decrease is primarily comprised of a number of periodic maintenance items at Doubletree Ranch Park – re-staining concrete around event center (\$25,000) as well as replacement of the Splash Pad pump-house door with double-wide doors to accommodate large equipment (\$22,000), and amenity station improvements of \$40,000 that were funded last year. Additionally, last year budget reflected a supplemental request to convert the DTR kitchen / concession area to a rentable party room (\$60,000). While a few projects carried over from FY 2024 that are again budgeted for FY 2025, the base budget for ongoing routine maintenance was mostly unchanged.
 - Professional services increased \$45,484, reflective of the reclassification of part-time funding to contract labor. Preliminary design services of \$65,000 to explore grant opportunities for the FM 407 Connector identified in last year's budget are carried over to FY 2025.

There is no equipment replacement identified for FY 2025.

Supplemental requests identified for FY 2025 are listed following:

Supplemental Request Description	Proposed
Field Paint Robot (Ongoing \$2,000 / year cost for maintenance).	\$ 50,000
Upgrade electrical system at Doubletree Ranch Park to include connections for food trucks, bounce houses, and decorations for special events.	114,840
Add vertical interactive play elements such as a tipping bucket, sprays, tot-slide, and other equipment to Splash Pad at Doubletree Ranch Park. Two-year plan - \$75,000 initial year, \$50,000 FY 2026	75,000
	\$ 239,840

- The field paint robot is presented as a tool to provide increased efficiency for a repetitive function and allow for staff to address other issue such as athletic field maintenance and irrigation repairs. A number of surrounding cities have experienced great success in utilizing this type of technology.
- Proposed electrical upgrades will enhance capabilities for events held at Doubletree Ranch.
- The splash pad has been a focal point for families at Doubletree Ranch. Our desire is to add interactive equipment to provide for enhanced play experience with fresh features for our children to enjoy.

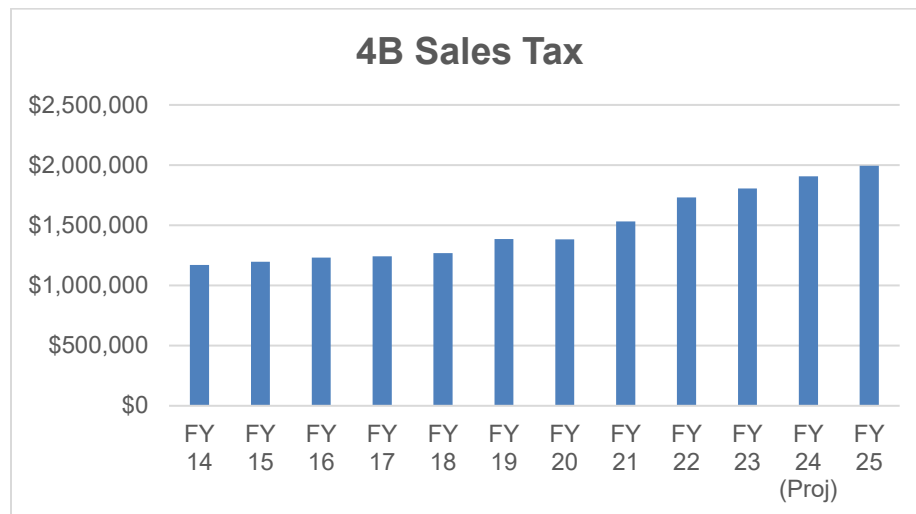
Project Summary

No projects anticipated for FY 2025.

Projected available bond proceeds (9/30/24) \$ - 0 -. There will be no bond proceeds available until the next debt issuance.

Financial Outlook

Sales tax revenues, the primary revenue source for this fund, have experienced a robust recovery in the two years following the pandemic.



Increases of just 1% and 2.1% in FY 2017 through FY 2018, was followed with a 9.2% increase in FY 2019. The FY 2020 sales tax revenues reflected the first decrease in quite some time due to ramifications of COVID-19 shutdowns. However, given the severity of economic ramifications stemming from the shutdown, experiencing only a slight reduction for FY 2020 was an outstanding outcome. A Supreme Court ruling allowing collection of sales tax on Internet sales has resulted in a positive impact, as internet related sales largely offset losses from local retail and restaurant sales. FY 2021 reflected a robust recovery of 11% increase over FY 2020, followed by a 12.9% increase in FY 2022. Sales tax receipts slowed in FY 2023, however still strong at 4%. This is expected to continue, as the economy remains strong, with reduced inflation. FY 2024 projections reflect 5.5% growth with FY 2025 at 4.6%.

Future sales tax revenues are expected to reflect more subdued increases of around 3% – reflective of a larger trend of volatility in the retail market, as well as the effect of our major retail centers maturing. With several years of established history with our new developments, we feel more confident in the reliability of the income stream, but with no expectation of an explosion of revenues. But, with a higher threshold of established retail sales, we have achieved a positive level of revenue to support ongoing operations and ability to increase working capital balances.

To provide a perspective on the current financial picture of this fund, it is helpful to review actions of recent years. The \$6.7M debt issuance in 2014, coupled with the previously received remediation monies (\$2.8M) from the I-35 widening project, effectively provided funding for substantial completion of the three remaining identified major projects: Doubletree Ranch Park, Castlewood Trail (also including the tie-in to the 2499 pedestrian tunnel), and Lakeside Community Park. An additional \$281,152 in funding from Operations in FY 2017 to accommodate the final cost of the last remaining project (Doubletree Ranch Park), resulted in a reduced working capital balance.

For a number of years subsequent to FY 2017, despite a desire to rebuild working capital balances, they remained below our targets due to increased operational expenditures for the new amenities. Increases in sales tax revenues, coupled with leveling of operations expenditures and expiring debt has now provided opportunity to have expectation of net increases each year to build working capital balances. We have now achieved sufficient balances that will provide for new debt issuance if desired.

The FM 407 Village Connector project is clearly an identified priority, but will not necessarily supersede all the other potential trail projects. But given the scope of this project it is important to develop a working concept and determine what grants can be obtained. Once that is determined, a plan forward will be to evaluate what matching funds are needed for this project. DCTA also recently established a program to return a portion of sales tax receipts to the participating cities that can be used for transportation projects. These funding sources will be considered in concert once a scope is determined for the Connector project. Expectation is for the working capital available to be evaluated for the appropriate mix of provision of matching funds as well as potential debt issuance.

A financial summary follows this narrative – depicted in two parts: Working Capital and Projects. The working capital section displays the operations budget. Revenues are primarily derived from sales tax proceeds (1/2 cent). Expenditures consist of four full-time positions (the fourth position added in FY 2018) – supplemented with outsourced mowing contracts (with consideration to convert to in-house), costs associated with maintenance activities, and debt service. The HVCDC has an agreement with the City to repay the debt service the City issued on behalf of the HVCDC. As Doubletree Ranch Park is a mixture of 4B approved expenditures (soccer facilities and trail components) and general fund programming (splash pad), funding has also been provided from the General Fund to address certain amenities. Trail development, with related project expenditures, is the primary mission of the corporation, which are primarily funded with proceeds from the issuance of debt. Maintaining sufficient working capital balances are the determining driver in regard to timing and amount of debt issues to fund the projects.

The working capital balance for year-end FY 2025 in the HVCDC is projected at \$2,716,879, representing a substantial increase from recent years, primarily resulting from strong sales tax performance starting in FY 2021. 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.

Proposed FY 2025 Budget

	Actual FY 2023	Budget FY 2024	Estimate FY 2024	Base FY 2025	Suppltl FY 2025	Budget FY 2025
Beginning Fund Balance	\$ 650,602	\$ 1,212,889	\$ 1,361,970	\$2,050,204		\$ 2,050,204
Sales Tax	1,805,877	1,867,154	1,906,091	1,994,167	-	1,994,167
Park Fees	29,128	3,500	6,364	6,500	-	6,500
Rental Income	33,536	87,500	62,500	75,500	-	75,500
Linear Park Fees	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Interest Income	37,053	63,764	79,000	115,000	-	115,000
Total Revenues	1,905,594	2,021,918	2,053,955	2,191,167		2,191,167
Expenditures						
<i>Personnel</i>	300,076	406,497	290,019	365,550	-	365,550
Professional Services	58,375	68,640	57,783	114,124	-	114,124
Employee Develop	2,568	4,988	4,688	1,928	-	1,928
Supplies / Equipment	144,654	343,934	298,114	182,976	189,840	372,816
Utilities	51,745	57,750	53,300	56,050	-	56,050
Other	-	12,000	-	-	-	-
<i>Total Services / Supplies</i>	257,343	487,312	413,885	355,078	189,840	544,918
Capital	71,226	97,000	94,652	-	50,000	50,000
Total Expenditures	628,644	990,809	798,556	720,628	239,840	960,468
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(565,581)	(567,165)	(567,165)	(564,025)	-	(564,025)
Net Increase / Decr	711,369	463,944	688,234	906,514		666,674
Ending Fund Balance	\$ 1,361,970	\$ 1,676,833	\$ 2,050,204	\$2,956,719		\$ 2,716,879

Extended Five-Year Outlook

	Budget FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Beginning Fund Balance	\$ 2,050,204	2,716,879	3,168,951	4,311,196	5,520,509
Sales Tax	1,994,167	2,066,096	2,128,730	2,193,375	2,260,102
Park Fees	6,500	6,900	7,300	7,300	7,300
Rental Income	75,500	76,600	80,800	84,000	85,000
Linear Park Fees	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest Income	115,000	100,000	110,000	125,000	140,000
Total Revenues	2,191,167	2,249,596	2,326,830	2,409,675	2,492,402
Expenditures					
<i>Personnel</i>	365,550	381,999	399,189	417,153	435,925
Professional Services	114,124	53,562	55,950	58,457	61,090
Employee Develop	1,928	1,628	1,628	1,929	1,628
Supplies / Equipment	372,816	742,784	107,158	106,738	132,138
Utilities	56,050	56,650	58,760	59,060	61,250
Other	-	-	-	-	-
<i>Total Services / Supplies</i>	544,918	854,624	223,496	226,184	256,106
Capital	50,000	-	-	-	26,000
Total Expenditures	960,468	1,236,623	622,685	643,337	718,031
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(564,025)	(560,900)	(561,900)	(557,025)	(561,150)
Net Increase / Decr	666,674	452,073	1,142,245	1,209,313	1,213,221
Ending Fund Balance	\$ 2,716,879	\$ 3,168,951	\$ 4,311,196	\$ 5,520,509	\$ 6,733,731

No Debt Financed Projects are shown in the five-year window. Restoration of working capital balances can now provide capability for consideration of debt issuance in the next few years. Upon determination of a scope for the FM 407 Connector project, a comprehensive plan can be assembled to develop a funding plan for identified projects.

Project Summary

Completed Projects

- 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)

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)



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

MEETING DATE: July 22, 2025

SUBJECT: Consider Resolution 2025-3200 authorizing the purchase of a dump truck from Premier Truck Group of Fort Worth through the City's Cooperative Purchasing Agreement with Sourcewell.

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND

During the budget process, the Fleet Maintenance division works with each division in evaluating their present equipment inventory and need for the upcoming budget year. The City criteria for equipment replacement is based on the repair history, age, hours of service and increased needs for each division. Under previous Council action dated August 27th, 2024, authorization to issue Tax Notes, Series 2024 approved for purchasing City equipment.

In the process of taking bids as required by state law, City staff found that in working with the City's Cooperative Purchasing Agreement with Sourcewell, the vehicle meets or exceeds all specifications for the best price. All Co-Op fees are included in the total prices.

Division	Quantity	Description	Cost
Drainage	1	2026 Freightliner 114SD Plus	\$174,975.00

BUDGETARY IMPACT

Tax Note approved to purchase equipment in the FY 2024/2025.

RECOMMENDATION

To approve Resolution 2025-3200 authorizing the purchase of a dump truck from Premier Truck Group of Fort Worth through the City's Cooperative Purchasing Agreement with Sourcewell.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3200

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF A DUMP TRUCK FROM PREMIER TRUCK GROUP OF FORT WORTH THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH SOURCEWELL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Administration, while in the process of soliciting bids in accordance with state law, determined the purchase of the equipment and vehicles that comply with City specifications can be made for the lowest price from Premier Truck Group of Fort Worth through the City's cooperative Purchasing Agreement with Sourcewell; and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public interest to authorize the above-described purchase.

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 purchase from Premier Truck Group of Fort Worth through the City's Cooperative Purchasing Agreement with Sourcewell one (1) 2026 Freightliner dump truck 114SD Plus in the amount of \$174,975.00 from funds available in the FY 2024-2025 budget.

SECTION 2. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 22ND DAY OF JULY 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:7/15/2025:4919-4998-8182 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 13

MEETING DATE: July 22, 2025

SUBJECT: Consider Resolution 2025-3201 authorizing a Task Order with Schaumburg & Polk, Inc. (SPI) for provision of the Engineering and Surveying Services for the Electrical Improvements (Public Works Building, Maintenance Building, and City Hall Building) Project

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND

The Municipal Complex was constructed in 1998. In 2002, the City was involved in a lawsuit regarding the Municipal Complex's foundation movement. In April 2024, the Municipal Complex suffered a catastrophic electric failure issue due to water penetration on the main buried electrical feed. The stand-by generator equipment was put to the test during the several weeks of operation. After the electrical repairs were made, an assessment of the generator and building electrical was performed by third party contractors, consultants and City staff. It has been determined that the age of the existing electrical infrastructure is at end of life and needs to be replaced or upgraded.

The Municipal Service Center was constructed in 2009 and houses the City's Public Works Utilities Division and the City's fuel island. In 2021, Winter Storm Uri gave the power grid some challenges that had affected the City's ability to provide fuel from the City's Fuel Island.

The Public Works Building, Maintenance Building, and City Hall Building are important parts of the City's building facilities, having provided services to the residents of the City for many years. However, in order for these facilities to continue to provide these services, some electrical improvements need to be made at each site, including the following:

Public Works Building:

1. Replace the existing switchgear (main panel, panelboards, and transformers) with new switchgear similar to the existing switchgear.
2. Add a diesel emergency generator and automatic transfer switch which will supply emergency power to the entire building.
3. Add a 120 volt circuit to the SCADA system.

Maintenance Building:

1. Replace the existing switchgear (panelboards and transformers) with new switchgear similar to the existing switchgear.
2. Add a 208 volt, single phase circuit and associated controls to the fuel island.

City Hall Building:

1. Replace the existing switchgear (main panel, panelboards, and transformers) with new switchgear similar to the existing switchgear.
2. Replace the existing natural gas emergency generator and existing power distribution equipment (new natural gas generator to be sized to serve the entire building at full load).
3. Increase the screening wall enclosure around the new generator to accommodate the new generator, which will be larger in size and KW than the existing generator.



CITY COUNCIL MEMORANDUM AGENDA ITEM 13

A Task Order has been requested and received from Schaumburg & Polk, Inc. (SPI) for the provision of the engineering and surveying services required for this project. The cost for these engineering and surveying services under this Task Order is a not-to-exceed amount of \$75,000.00

BUDGETARY IMPACT

Funded through the General Fund

RECOMMENDATION

To approve Resolution 2025-3201 authorizing a Task Order with SPI for professional services relating to the Electrical Improvements Project at the Public Works Building and City Hall Building.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3201

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING A TASK ORDER WITH SCHAUMBURG & POLK, INC. TO PROVIDE PROFESSIONAL SERVICES FOR THE ELECTRICAL IMPROVEMENTS (PUBLIC WORKS BUILDING AND CITY HALL BUILDING) PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration, having negotiated a Task Order for the Electrical Improvements (Public Works Building and City Hall Building) Project (“the Project”) from Schaumburg & Polk, Inc. in an amount of \$75,000.00, recommends execution of the task order be approved for the professional services related to the Project; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the above recommendation.

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

SECTION 1. The City Manager is hereby authorized to execute a Task Order with Schaumburg & Polk, Inc. to provide professional services for the Project for a lump sum fee in the amount of \$75,000.00.

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

PASSED AND APPROVED THIS 22ND DAY OF JULY 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/16/2025:4916-0540-1942 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

MEETING DATE: July 22, 2025

SUBJECT: Receive a Presentation on Results of the Safe Routes to School Survey and Proposed Plan for the Upcoming School Year

PREPARED BY: Doug Reim, Chief of Police

BACKGROUND

With the closing of Highland Village Elementary School, the City conducted a Safe Routes to School survey to gain an understanding of how this will affect students going to a different campus this school year. City Staff will present the results of the survey and a proposed plan for locations of school guard crossings, school zones and safe routes will also be presented.

BUDGETARY IMPACT

Included within the presentation.

RECOMMENDATION

This item is for informational purposes only.



CITY COUNCIL MEMORANDUM AGENDA ITEM 16

MEETING DATE: July 22, 2025

SUBJECT: Pilot Knoll Park Improvements Update

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

Staff will provide and discuss proposed Pilot Knoll Park improvements, including but not limited to:

- Status of the CMAR Process
- Gatehouse replacement
- Historical understanding of the 2016 Water and Sewer line proposal and plan

RECOMMENDATION

This item is for discussion purposes.



CITY COUNCIL MEMORANDUM AGENDA ITEM 17

MEETING DATE: July 22, 2025

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

July 22, 2025	Highland Village Community Development Meeting – 4:30 pm
July 22, 2025	Regular City Council Meeting – 7:30 pm
August 7, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
August 12, 2025	Regular City Council Meeting – 7:00 pm
August 18, 2025	Parks & Recreation Advisory Board Meeting – 6:00 pm
August 19, 2025	Planning & Zoning Commission Meeting – 7:00 pm
August 26, 2025	Regular City Council Meeting – 7:00 pm
September 1, 2025	City Offices Closed for the Labor Day Holiday
September 4, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
September 9, 2025	Regular City Council Meeting – 7:30 pm
September 15, 2025	Parks & Recreation Advisory Board Meeting – 6:00 pm
September 16, 2025	Planning & Zoning Commission Meeting – 7:00 pm
September 23, 2025	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.