



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, OCTOBER 28, 2025 at 5:30 P.M.

EARLY WORK SESSION
City Council Chambers – 5:30 P.M.

Convene Meeting in Open Session

1. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for October 28, 2025

CLOSED SESSION
City Manager's Conference Room

2. 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 Appointment or Employment of the Municipal Court Judge

Reconvene Meeting in Open Session
City Council Chambers

3. Receive Presentations from Nonprofit Organizations requesting Funding for Providing Services, Programs and/or Benefits Serving a Public Purpose to City Residents

(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
City Council Chambers – 7:30 P.M.

4. Call Meeting to Order
5. Prayer led by Councilmember Rhonda Hurst

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.

6. **Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Rhonda Hurst:** *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
7. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415** the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety
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 October 14, 2025**
11. **Consider Resolution 2025-3218 authorizing the Purchase of an Asphalt Patch Truck from Doggett Freightliner of South Texas, LLC through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS)**
12. **Consider Resolution 2025-3219 authorizing a Contract for Tree Maintenance Services with Golden Tree Maintenance for the Village Park Forest Cleanup Project**
13. **Consider Resolution 2025-3220 authorizing a Contract for Construction Services with Dallas Harmony Construction, LLC for the Doubletree Ranch Park Trellis Replacement Project through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS)**

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 Appointment or Employment of the Municipal Court Judge
15. Consider Resolution 2025-3221 amending Sections 15.02 and 15.03 of the Financial Policies for the City of Highland Village relating to the City Manager's Spending Authority and Exceptions to Competitive Procurement Requirements
16. Consider Resolution 2025-3222 authorizing the Purchase of Portable Radios from Motorola Solutions, Inc. and Related Maintenance Agreements through the City's Cooperative Purchasing Agreement with Houston-Galveston Area Council (HGAC)

LATE WORK SESSION

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

17. Receive an Update on Proposed Pilot Knoll Park Projects
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.)
19. 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 22ND DAY OF OCTOBER 2025 NOT LATER THAN 5:30 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 3

MEETING DATE: October 28, 2025

SUBJECT: Receive Presentations from Nonprofit Organizations requesting Funding from the City of Highland Village for providing Services, Programs and/or Benefits serving a Public Purpose

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

Per Resolution 2018-2729, City Council will consider written requests for funding of the community services that are provided by community organizations to residents of Highland Village. Requests must satisfy the following criteria:

- Services must be provided by an organized civic, cultural, educational or service group that is a nonprofit organization with membership open to all residents of Highland Village
- Services must be of economic benefit to the community or contribute to the quality of life in Highland Village by serving a municipal public purpose
- Services must be provided to the residents of Highland Village on an equal basis
- The organization must enter into a written contract with the City of Highland Village for the provision of services

Examples of a municipal public purpose include, but are not limited to:

- Preservation, promotion or development of historically sensitive areas of the city
- Promotion of the performing arts
- Activities promoting and improving the health, safety and welfare of the youth, adults or senior citizens residing in the city
- Educational programs promoting student and citizen participation in the electoral process and local government
- Crime awareness and prevention

Council has historically allocated 0.25% of the City's Maintenance & Operations budget (excluding capital project or purchasing funds) for funding services provided by eligible nonprofit organizations. There is \$62,000 included in the Fiscal Year 2025-2026 budget for funding community services and activities provided by nonprofit organizations.

Each nonprofit requesting funding this fiscal year has submitted an application, which have been provided to Council. Twenty applications were received this year, totaling \$98,873 in funding requests. The nonprofit organizations have been invited to provide a brief presentation to Council during Early Work Session. Council will discuss and determine funding allocations at a separate City Council meeting.

The following list includes each of the nonprofit organizations that submitted an application this year, including the amount of their funding request.



CITY COUNCIL MEMORANDUM AGENDA ITEM 3

Nonprofit Organizations	Funding Request
Family Service Organizations	
Christian Community Action (CCA)	\$ 5,000
Denton County Friends of the Family, Inc.	\$ 5,000
Denton County MHMR Center	\$ 5,000
Enabling Movement Foundation	\$10,000
Heart of the City	\$ 7,500
Lovepacs Lewisville	\$ 1,700
The Salvation Army	\$ 6,150
SPAN, Inc./Meals on Wheels of Denton County	\$ 2,523
Special Abilities of North Texas	\$15,000
Children's Service Organizations	
Court Appointed Special Advocates (CASA) of Denton County, Inc.	\$ 3,000
Communities in Schools of North Texas, Inc.	\$ 4,000
Journey to Dream Foundation	\$ 5,000
PediPlace	\$ 5,000
Lewisville Education Foundation (LEF)	\$ 5,000
Love Thy Neighbor (LTN)	\$ 3,500
Community Service Organizations	
Chisholm Trail Retired Senior Volunteer Program (RSVP), Inc.	\$2,500
Friends of the Flower Mound Public Library	\$ 2,500
Lewisville Lake Symphony	\$4,500
Studio B Performing Arts	\$5,000
MLK of North Texas	\$1,000
TOTAL	\$98,873



CITY COUNCIL MEMORANDUM AGENDA ITEM 7

MEETING DATE: October 28, 2025

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Valerie Strubelt, Deputy City Secretary

BACKGROUND

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

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A



CITY COUNCIL MEMORANDUM AGENDA ITEM 10

MEETING DATE: October 28, 2025

SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on October 14, 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 October 14, 2025.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, OCTOBER 14, 2025**

EARLY WORK SESSION

Mayor Wilcox called the meeting to order at 6:00 p.m. and introduced Mayor for the Day Alexa Alonzo.

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

Absent: Kevin Cox Councilmember
Robert Fiester Deputy Mayor Pro Tem

Staff Members: Paul Stevens City Manager
Kevin Laughlin City Attorney
Angela Miller City Secretary
Heather Miller Finance Director
Karl Schlichter Police Commander
Scott Green Fire Chief
Kim Lopez Human Resources Director
Phil Lozano Parks and Recreation Director
Sunny Lindsey Information Services Director
Keith Pennock Network Manager
Laurie Mullens Marketing and Communications Director
Valerie Strubelt Deputy City Secretary/Records Coordinator

1. Receive Presentation on Emergifire relating to Fire Department Billing Service

Chief Green reported Emergicon currently provides EMS billing services to the City. Emergifire is a subsidiary and specializes in the fire response billing division of Emergicon. Emergifire helps fire departments shift more of the cost burden away from taxpayers by pursuing insurance reimbursements for services rendered. Service costs can be customized, and could include incident costs associated with hazardous material spills and motor vehicle accidents, as well as commercial and industrial-related incidents. These services have not been billed in the past. Consensus of Council was to move forward with using Emergifire for billable services.

2. Discuss Nomination of Candidate(s) for Appointment to the Denton Central Appraisal District (DCAD) Board of Directors

City Secretary Miller reported staff was contacted by DCAD advising that all taxing jurisdictions have the option to nominate up to two individuals to be considered for election to the DCAD Board of Directors and further stated that taxing jurisdictions are not required to nominate anyone, The taxing jurisdictions retain the option to cast votes from the list of nominees submitted by other jurisdictions even if not making a nomination.

City Secretary Miller stated Ann Pomykal and Mike Hennefer currently serve on the DCAD Board and have indicated interest in serving another term. She also reported staff has publicized information seeking people interested in serving, with no one indicating a desire to serve. She reported an item is included on tonight's regular meeting agenda if Council wished to nominate candidates.

3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for October 14, 2025

Relating to Agenda Item #14, Mayor Pro Tem Fiorenza asked if the equipment is a power upgrade. Network Manager Pennock reported it is an upgrade in terms of capacity, physical footprint, power consumption, and has more built-in ransomware protection.

Mayor Wilcox announced Council would meet in Closed Session and read Agenda Items #4(a) and #4(b).

CLOSED SESSION

Council convened into Closed Session at 6:29 p.m.

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

(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and 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 Appointment or Employment of the Municipal Court Judge

Council concluded Closed Session at 6:48 p.m. and Early Work Session ended.

OPEN SESSION

5. Call Meeting to Order

Mayor Wilcox and Mayor for the Day Alexa Alonzo called the meeting to order at 7:00 p.m.

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

Staff Members:	Paul Stevens	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Karl Schlichter	Chief of Police
	David Harney	Corporal/SRO
	Scott Green	Fire Chief
	Phil Lozano	Parks and Recreation Director
	Sunny Lindsey	Information Services Director
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director

6. Prayer led by Councilmember Shawn Nelson

Councilmember Nelson gave the invocation.

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

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

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

Mayor Wilcox announced yesterday was the 250th birthday of the United States Navy.

Councilmember Hurst invited residents to attend the upcoming public input meeting on November 1 from 10:00 a.m. to noon at Lower Sellmeyer Park to provide input on the best use of the park.

- **Presentation of Proclamation celebrating Highland Village Mayor for the Day**

Mayor Wilcox presented a proclamation to Alexa Alonzo.

- **Presentation of Proclamation designating End Polio Now Week**

Mayor Wilcox presented a proclamation to members of the Highland Village Rotary Club.

9. City Manager/Staff Reports

City Manager Stevens informed residents of the public meeting regarding Lower Sellmeyer Park. He also reported signs placed at the park notifying residents of the meeting include a QR code with details and a link to a survey for those unable to attend.

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

The Village Report provided information on the TXFallenPD Tribute Event and featured an Experience Highland Village video featuring Blue Mercury located in The Shops at Highland Village.

10. Visitor Comments

No one wished to speak.

CONSENT AGENDA

Councilmember Kixmiller requested moving Agenda Item #17 up to the Consent Agenda, and to nominate Ann Pomykal to Place 4 and Mike Hennefer to Place 7 on the Denton Central Appraisal District Board of Directors. Mayor Wilcox moved the item up to the Consent Agenda.

- 11. Consider approval of Minutes of the Special City Council Meeting held on September 16, 2025 and of the Regular City Council Meeting held on September 23, 2025**
- 12. Conduct an Annual Review of the City's Investment Policy and consider Resolution 2025-3214 adopting the City's Investment Policy for Fiscal Year 2025-2026 with any Amendments Thereto**
- 13. Receive Budget Reports for Period ending August 31, 2025**
- 14. Consider Resolution 2025-3216 authorizing the Purchase of a Netapp Storage Server, Maintenance Agreement and Installation Services from Soccour Solutions through General Services Administration Contract No. GS-35F-0511T**
- 15. Consider Resolution 2025-3217 authorizing Renewal of the Interlocal Agreement with TML Intergovernmental Risk Pool for Insurance Coverage**
- 17. Consider Resolution 2025-3215 nominating a Candidate(s) for Election to a Place on the Denton Central Appraisal District Board of Directors**

Motion by Mayor Pro Tem Fiorenza, seconded by Councilmember Nelson, to approve Consent Agenda Items #11 through #15, and Agenda Item #17, as read. Motion carried 5-0.

ACTION AGENDA

- 16. 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 Appointment or Employment of the Municipal Court Judge**

NO ACTION TAKEN

- 17. Consider Resolution 2025-3215 nominating a Candidate(s) for Election to a Place on the Denton Central Appraisal District Board of Directors**

MOVED TO CONSENT

This item was moved to the Consent Agenda.

LATE WORK SESSION

- 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.)**

No items were discussed.

- 19. Adjournment**

Mayor Wilcox adjourned the meeting at 7:21 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

MEETING DATE: October 28, 2025

SUBJECT: Consider Resolution 2025-3218 authorizing the purchase of an asphalt patch truck from Doggett Freightliner of South Texas, LLC through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System ("TIPS")

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND

During the FY25-26 budget process, the Streets Division presented as part of its supplemental budget a need for a self-contained asphalt pothole patch truck. The City Council approved the supplemental request for the additional piece of equipment. This item is approved as part of the Streets Division FY25-26 capital budget.

In the process of taking bids as required by state law, City staff found a vehicle meeting or exceeding all required specifications could be purchased for the best price from Doggett Freightliner of South Texas, LLC through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS). All fees required to be paid to TIPS are included in the total price.

Division	Quantity	Description	Cost
Streets	1	Pro-Patch TCM 425-100-DHE	\$253,170.65

BUDGETARY IMPACT

Funded through the FY 25-26 General Fund budget.

RECOMMENDATION

To approve Resolution 2025-3218 authorizing the purchase of an asphalt patch truck from Doggett Freightliner of South Texas, LLC, as presented.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3218

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING PURCHASE OF AN ASPHALT PATCH TRUCK FROM DOGGETT FREIGHTLINER OF SOUTH TEXAS, LLC THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE INTERLOCAL PURCHASING SYSTEM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Administration identified the need to purchase one (1) Pro-Patch TCM 425-100-DHE truck as approved through the City's budgeting process for FY 25-26; and

WHEREAS, City Administration, while in the process of soliciting bids in accordance with state law, determined the purchase of a vehicle that complies with City specifications can be made for the lowest price from Doggett Freightliner of South Texas, LLC through the City's cooperative Purchasing Agreement with The Interlocal Purchasing System ("TIPS"); 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 funds available in the FY 2025-2026 budget one (1) 2027 Pro-Patch TCM 425-100-DHE truck in the amount of \$253,170.65 from Doggett Freightliner of South Texas, LLC through the City's Cooperative Purchasing Agreement with TIPS.

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 28th DAY OF OCTOBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:10/16/2025:4901-9326-6291 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

MEETING DATE: October 28, 2025

SUBJECT: Consider Resolution 2025-3219 authorizing a Contract for Tree Maintenance Services with Golden Tree Maintenance for the Village Park Forest Cleanup Project.

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

BACKGROUND

The Village Park Forest Clean Up Project will improve the aesthetics and safety of Village Park. There are multiple dead trees, under brush, and overgrown brush and vines that need to be removed. Trees will also be trimmed up high enough to provide better sight lines through the park which fits into the Crime Prevention Through Environmental Design (CPTED) initiative. CPTED is a cooperative effort between the Parks Department and the Highland Village Police to improve public safety in our parks.

BUDGETARY IMPACT

The Parks Department obtained 3 quotes for the Village Park Forest Clean Up Project and has chosen Golden Tree Maintenance as the lowest most responsible bidder:

- Golden Tree Maintenance \$57,000.00
- Tree Shepherds \$70,500.00
- Clean Edge Tree Service \$82,500.00

The approved supplemental budget request for this project in FY25-26 is \$72,000.00

RECOMMENDATION

To approve Resolution 2025-3219 authorizing a contract for tree maintenance services with Golden Tree Maintenance for the Village Park Forest Cleanup Project, as presented.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3219

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING A CONTRACT FOR TREE MAINTENANCE SERVICES WITH GOLDEN TREE MAINTENANCE FOR THE VILLAGE PARK FOREST CLEANUP PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Administration has determined that major work is needed to clean up the forested area at Village Park (the “Project”), and

WHEREAS, City Administration (i) has determined that the tree maintenance services necessary to perform the Project and that comply with City specifications may be acquired from Golden Tree Maintenance for the amount of \$57,000.00; and (ii) recommends negotiation and execution of an agreement with Golden Tree Maintenance for the Project, and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to authorize the above-described agreement in accordance with said 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 negotiate and execute an agreement for tree maintenance services with Golden Tree Maintenance for the Project in the amount of \$57,000.00, and, subject to applicable state laws, city policies, and, in the event of an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the City’s best interest.

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

PASSED AND APPROVED THIS THE 28TH DAY OF OCTOBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:10/14/2025)



CITY COUNCIL MEMORANDUM AGENDA ITEM 13

MEETING DATE: October 28, 2025

SUBJECT: Consider Resolution 2025-3220 authorizing a Contract for Construction Services with Dallas Harmony Construction, LLC, for the Doubletree Ranch Park Trellis Replacement Project through the City's cooperative purchasing agreement with The Interlocal Purchasing System ("TIPS")

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

BACKGROUND

The trellis attached to the Sgt. Dennis Oliver Event Center at Doubletree Ranch Park needs extensive repairs. The design of the original structure was under-engineered and is failing. As a result, the horizontal support beams and the trellis section at the top of the structure need to be replaced. The vertical 12" x 12" supports are still in good condition and will not need to be replaced as part of this project.

The current lighting that is attached to the trellis will be removed and replaced with upgraded fixtures that will require less maintenance and are easier to locate when replacement parts are needed. The new lights will also have the ability to change colors to add character to the facility during holidays and special events.

The structure has been inspected by a Professional Engineer and will be repaired according to the recommendations in the Engineer's report.

BUDGETARY IMPACT

An official quote has been submitted by Dallas Harmony Construction, LLC for the renovation of the Doubletree Ranch Park Trellis to include the replacement of the horizontal beams, the trellis section at the top of the structure, and new lighting for the cost of \$129,993.00.

City administration has determined in accordance with state law that the construction services comply with City specifications and may be acquired from Dallas Harmony Construction, LLC through the City's cooperative purchasing agreement with The Interlocal Purchasing System ("TIPS").

The approved budget for this maintenance project in FY25-26 is \$136,000.00

RECOMMENDATION

To approve Resolution 2025-3220 authorizing a contract for construction services with Dallas Harmony Construction, LLC for the Doubletree Ranch Park Trellis Replacement Project, as presented.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3220

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING A CONTRACT FOR CONSTRUCTION SERVICES WITH DALLAS HARMONY CONSTRUCTION, LLC FOR THE DOUBLETREE RANCH PARK TRELLIS REPLACEMENT PROJECT THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE INTERLOCAL PURCHASING SYSTEM ("TIPS"); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Administration has determined that the majority of the trellis structure at Doubletree Ranch Park needs to be replaced; and

WHEREAS, City Administration (i) has determined that the construction services necessary to perform the Project and that comply with City specifications may be acquired from DHC Construction through the City's cooperative purchasing agreement with The Interlocal Purchasing System ("TIPS") in the amount of \$129,993.00, and (ii) recommends negotiation and execution of an agreement with DHC Construction for the Project, and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to authorize the above-described construction agreement in accordance with said 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 negotiate and execute an agreement for construction services with Dallas Harmony Construction, LLC for the Project in the amount of \$129,993.00 through the City's cooperative purchasing agreement with TIPS, and, subject to applicable state laws, city policies, and, in the event of an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the City's best interest.

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

PASSED AND APPROVED THIS THE 28TH DAY OF OCTOBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:10/15/2025:4904-8404-6451 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

MEETING DATE: October 28, 2025

SUBJECT: Consider Resolution 2025-3221 Amending Sections 15.02 and 15.03 of the Financial Policies for the City of Highland Village Relating to the City Manager's Spending Authority and Exceptions to Competitive Procurement Requirements

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

Financial policies are a key fixture of sound fiscal administration. These policies provide guidelines for the financial management staff in planning and directing the City's day-to-day financial operations. The last update to the City's financial policies was in January 2025.

During the 89th Regular Session of the Texas Legislature, for the first time in over 20 years, the Legislature increased from \$50,000 to \$100,000 the maximum amount that a city can spend on public works projects and/or the purchase of goods and services before requiring such purchase to be subjected to a competitive procurement process. Historically, most cities have looked to this state law limit for guidance in setting the amount that a city manager or city administrator is authorized to spend in budgeted funds before requiring approval from the City Council. In view of that practice. Following a review of the policies to conform to best practice standard and changes to state law, the following updates in the City's Financial policies were identified for consideration.

Section 15.03 Purchasing Authority

- S.B. 1173 was passed in the 89th Legislative Session. This bill increased from \$50,000 to \$100,000 the threshold at which competitive procurement is required for city purchases and increases the threshold at which a city must contact at least two historically underutilized businesses to an expenditure of more than \$3,000 but less than \$100,000.
- Staff recommends increasing the amount the City Manager may delegate purchasing authority to department directors from \$5,000 to \$10,000.
- As a cleanup matter, because (i) Section 15.03 of the Financial Policies authorizes the "Assistant City Manager" to act on purchases in the absence of the City Manager, and (ii) there is presently no one serving as Assistant Manager, the language in Section 15.03 has been revised to change "Assistant City Manager" to be "such other person authorized to perform the duties of the City Manager in the absence of the City Manager."

Section 15.02 is also amended to change the amount of "\$50,000" to read "\$100,000" to conform to the changes in Section 15.03.

BUDGETARY IMPACT

N/A

RECOMMENDATION

Council to approve Resolution 2025-3221 amending the City's Financial Policies relating to the City Manager's spending authority and exceptions to competitive procurement requirements, as presented.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3221

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING SECTIONS 15.02 AND 15.03 OF THE FINANCIAL POLICIES FOR THE CITY OF HIGHLAND VILLAGE RELATING TO THE CITY MANAGER'S SPENDING AUTHORITY AND EXCEPTIONS TO COMPETITIVE PROCUREMENT REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Texas Local Government Code §252.021 was amended effective September 1, 2025, by increasing from \$50,000 to \$100,000 the amount which when being spent on goods and services and/or the construction of public works requires such procurement to be made through a competitive process set forth in state law except where exceptions in state law apply; and

WHEREAS, in order to provide greater efficiency in the City's procurement process, City Administration recommends the City Manager's purchasing authority limits set forth in the City's Financial Policies be amended to authorize the City Manager to make purchases up to \$100,000 without prior City Council; and

WHEREAS, the City Council, having reviewed and considered the proposal by City Administration finds it in the public interest to adopt amendment.

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

SECTION 1. The *Financial Policies of the City of Highland Village, Texas*, adopted pursuant to Resolution 2025-3170 are amended as follows:

- A.** Section 15.02 "Objectives" is amended by replacing the amount "\$50,000" wherever it appears in said section with the amount "\$100,000."
- B.** Section 15.03 "Purchasing Authority" is amended to read in its entirety as follows:

15.03 *Purchasing Authority*

Purchases more than \$100,000: Before the City may enter a contract for the construction of public works or the purchase of most goods and services that require an expenditure of more than \$100,000 from one or more municipal funds, the City must comply with statutory procedures for competitive sealed bidding or competitive sealed proposals, including high technology items and insurance. The best value bid or proposal must be awarded by Council through resolution prior to the execution of the contract.

The City Manager shall be authorized to approve and, where necessary, negotiate and sign contracts for, the purchase of goods or services in the amount of \$100,000 or less. The City Manager shall also be authorized to approve change orders if the contract is for construction of public works in the amount of \$100,000 or less. Such changes may not increase or decrease the original contract price by more than 25 percent. For efficiency

of operations, the City Manager may delegate purchasing authority to department directors when the cost for such goods or services does not exceed \$5,000, which authority shall include procurements through purchase orders or contracts. For purposes of this Section 15.03, "City Manager" shall also include such other person authorized to perform the duties of the City Manager in the absence of the City Manager.

Purchasing between \$3,000 and \$100,000: As provided by statute, the City must seek quotes from at least two historically underutilized businesses in the related category of the items to be purchased if the City makes an expenditure of between \$3,000 and \$100,000. The City is only excused from this notification requirement if there are no such businesses located in Denton County.

Purchases less than \$3,000: The City is not required to obtain quotes or sealed bids or proposals for purchases less than \$3,000.

SECTION 2. This resolution shall become effective immediately from and after its passage.

PASSED AND APPROVED THIS THE 28TH DAY OF OCTOBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:10/15/25:4928-8473-0995 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 16

MEETING DATE: October 28, 2025

SUBJECT: Consider Resolution No. 2025-3222 Authorizing the Purchase of Portable Radios from Motorola Solutions, Inc. and Related Maintenance Agreements through the City's cooperative purchasing agreement with the Houston-Galveston Area Council ("HGAC")

PREPARED BY: Scott Green, Fire Chief

BACKGROUND

During the budget process, the Fire Department identified that the current radio system is beyond its end of life and end of support. The need for replacement of both mobile and portable radios was reviewed during preparation of the FY26 budget. City administration decided to focus on replacement of portable radios during FY26. Staff determined that hardware costs in the amount of \$266,538.82 would be paid using the current tax note to replace twenty-three (23) portable radios. The cost includes programming, vehicle and station chargers, accessories and spare batteries.

City administration has determined that portable radios compatible with Denton County's existing Motorola ASTRO P25 Trunked Radio System used by the City for providing emergency communications that comply with the specifications required by the City can be purchased from Motorola Solutions, Inc. through the City's cooperative purchasing agreement with the Houston-Galveston Area Council ("HGAC") This system is currently in use by City personnel and surrounding member agencies thus integrating seamlessly to ensure interoperability, maintenance of communication reliability, and support of ongoing public safety operations.

Estimated time of delivery is by end of calendar year 2025.

BUDGETARY IMPACT

Motorola Portable Radios (23)	one-time payment	\$266,538.82 (tax note)
Annual software costs	years 1-5	\$9,229.18
Annual software costs	years 6-7	\$1,592.26

Total first year expenditure is \$275,768.00.

RECOMMENDATION

To approve Resolution No. 2025-3222 authorizing the purchase of portable radios from Motorola Solutions, Inc. and related maintenance agreements, as presented.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3222

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF PORTABLE RADIOS FROM MOTOROLA SOLUTIONS, INC. AND RELATED MAINTENANCE AGREEMENTS THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH HOUSTON-GALVESTON AREA COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration has determined that the portable radios used for emergency communications are nearing end of useful life and need to be replaced; and

WHEREAS, City administration has further determined that portable radios compatible with Denton County's existing Motorola ASTRO P25 Trunked Radio System used by the City for providing emergency communications that comply with the specifications required by the City can be purchased from Motorola Solutions, Inc. through the City's cooperative purchasing agreement with the Houston-Galveston Area Council ("HGAC"); 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 negotiate and sign the necessary agreements to purchase twenty-three (23) portable radios from Motorola Solutions, Inc. in an amount not to exceed \$266,538.82 and initial annual software maintenance costs in the amount of \$9,229.18 through the City's cooperative purchasing agreement with HGAC.

SECTION 2. The City Manager is further authorized to negotiate and execute a software maintenance agreement with Motorola Solutions, Inc. with a term of seven years with an annual fee to be paid as follows, with years 2 through 7 being subject to the appropriation of funds by the City Council to pay such expenses for the year in which such fee is due:

- A.** Years 1-5: \$9,229.18 per year
- B.** Years 6 and 7: \$1,592.26 per year.

SECTION 3. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED THIS THE 28TH DAY OF OCTOBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:10/21/2025:4918-2074-2259 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 17

MEETING DATE: October 28, 2025

SUBJECT: Receive an Update on Proposed Pilot Knoll Park Projects

PREPARED BY: Phil Lozano, Parks and Recreation Director

BACKGROUND

City staff will provide an update regarding potential projects at Pilot Knoll Park. The presentation will include, but not be limited to, the Construction Manager At-Risk (CMAR) quote for the construction of all bond projects related to Pilot Knoll Park, an alternative on-site sewage facility, an update of the capital improvement program identified for Parks, and cabin feasibility analysis along with anticipated maintenance and operational costs.

BUDGETARY IMPACT

To be addressed during the staff presentation.

RECOMMENDATION

No formal action is required at this time. However, City staff is requesting guidance from City Council regarding the preferred direction for all components of the project.



CITY COUNCIL MEMORANDUM AGENDA ITEM 18

MEETING DATE: October 28, 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

November 6, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
November 11, 2025	Regular City Council Meeting – 7:00 pm
November 17, 2025	Parks & Recreation Advisory Board Meeting – 6:00 pm
November 18, 2025	Planning & Zoning Commission Meeting – 7:00 pm
November 25, 2025	Regular City Council Meeting - Cancelled
November 27-28, 2025	City Hall Closed for the Thanksgiving Holiday
December 4, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
December 9, 2025	Regular City Council Meeting – 7:00 pm
December 15, 2025	Parks & Recreation Advisory Board Meeting – 6:00 pm
December 16, 2025	Planning & Zoning Commission Meeting – 7:00 pm
December 23, 2025	Regular City Council Meeting - Cancelled
December 24-25, 2025	City Hall Closed for the Christmas Holiday
January 1, 2026	City Hall Closed for the New Year Holiday
January 13, 2026	Regular City Council Meeting – 7:00 pm
January 19, 2026	Parks & Recreation Advisory Board Meeting – 6:00 pm
January 20, 2026	Planning & Zoning Meeting – 7:00 pm
January 27, 2026	Regular City Council Meeting – 7:00 pm
February 5, 2026	Zoning Board of Adjustment Meeting – 7:00 pm
February 10, 2026	Regular City Council Meeting – 7:00 pm

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