



AGENDA

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION
SPECIAL MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
THURSDAY, JULY 16, 2026 at 6:00 PM
HIGHLAND VILLAGE MUNICIPAL COMPLEX
COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

- 1. Call to Order & Roll Call for Highland Village Community Development Corporation**
- 2. Visitors Comments** *(Anyone wishing to address the Highland Village Community Development Corporation board of directors must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, Highland Village Community Development Corporation is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Highland Village Community Development Corporation.)*
- 3. Consider approval of the Minutes from the Regular Community Development Corporation Meeting(s) held on May 11, 2026, and June 29, 2026.**
- 4. Follow-Up Discussion on the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP) and Budget for fiscal year 2026-2027.**
- 5. Review SPI's Proposal for Professional Service related to the Priority Trail cost estimate and seek a recommendation.**
- 6. Review Halff's Proposal for the additional Analyses work requested by the board and seek direction and a recommendation.**
- 7. Status Reports on Current Projects and Discussion on Future Agenda Items (A Board member may inquire about a subject of which notice has not been given. A statement of specific 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.)**
- 8. 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 10th Day of July, 2026 NOT LATER THAN 5:00 P.M.

Pat Kuykendall
Administrative Assistant

Removed from posting on the _____ day of _____, 2026, at ____: ____

By _____



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

MEETING DATE: July 16, 2026

SUBJECT: Approve Minutes from the Regular Meeting(s) of the Community Development Corporation Advisory Board held on May 11, 2026 and June 29, 2026

PREPARED BY: Pat Kuykendall, Administrative Assistant

BACKGROUND

Minutes are approved by a majority vote of Highland Village Community Development Corporation Advisory Board and listed on the agenda. The Board is encouraged to contact the Administrative Assistant prior to the meeting if there are any suggested changes. Upon doing so, staff can make suggested changes and the minutes in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to the Board for consideration prior to the vote, or could be moved to a future meeting for approval.

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

RECOMMENDATION

To approve minutes of the Regular Highland Village Community Development Corporation Advisory Board Meeting(s) held on May 11, 2026 and June 29, 2026.



MINUTES
HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
MONDAY, MAY 11, 2026 at 6:00 PM

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

The meeting was called to order at 6:00 p.m. by Council Representative Brian Fiorenza, all members present except Mike Sedillo.

Present:	Brian Fiorenza	Council Representative
	Rhonda Hurst	Council Representative
	Matthew Enslin	Citizen Representative
	Robert Fiester	Council Representative
	Megan Glass	Citizen Representative
	Kevin Cox	Council Representative
Absent	Mike Sedillo	Citizen Representative
Staff Members:	Phil Lozano	Director of Parks and Recreation
	Paul Stevens	City Manager
	Heather Miller	Director of Finance
	Scott Kriston	Director of Public Works
	Pat Kuykendall	Administrative Assistant

- 2. Visitors Comments:** *(Anyone wishing to address the Highland Village Community Development Corporation board of directors must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, Highland Village Community Development Corporation is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Highland Village Community Development Corporation.*

No one chose to speak

3. Consider approval of the Minutes from the Regular Community Development Corporation Meeting held on April 13, 2026

Motion by Council Representative Fiorenza, seconded by Board Representative Enslin, to approve the minutes for the April 13, 2026 meeting. Motion passed 6-0.

4. Receive an Update on the Village Connection FM407 Corridor & Amenity Project.

AI AFFIRMED

FM 407/Village Connection & Unity Park Trail – Core Discussion

Director of Park and Recreation Lozano, to provide an overview of the Village Connection and FM 407 Corridor and Amenity Project, and summarize the work scope by Liz Pendell and Kevin Gronwaldt of Halff Company.

Guest Speakers Liz Pendell and Kevin Gronwaldt of Halff Company presentation:

- Purpose to receive an update on three alignment options and consider which options to advance toward grant funding and design.
- Pedestrian Demand & Impact to review and conduct assessment and short duration of pedestrian/bike projections.
- Operations Maintenance & Lifecycle Costing for annual maintenance and routine repairs (10/15/20 years for each project option).
- Business Economic Impact Assessment of the high revenue impact for adjacent businesses.
- Emphasizes on the importance of analyzing transit usage within half-mile radius to see who will benefit and how they will have access to the them.

Options from Halff Associates presented by (Kevin Gronwaldt):

- **Option 1 – FM 407 Sidewalk Gap Connections**
 - 6' sidewalks filling gaps from Market Trail to Highland Village Road (3,700 LF)
 - Intended for pedestrians only.
 - Conceptual total cost FY 29/30 = \$2.2M (construction = \$1.775M; engineering = \$425K).
 - Minimal easement needs; stays mostly within TXDOT ROW; least structural/drainage impact.
 - Least expensive option.
- **Option 2 – FM 407, 12' Shared Use Path (SUP)**
 - Remove existing sidewalks; build 12' multi-use trail Market Trail-Highland Village Road (5,200 LF).
 - For pedestrians + bicycles; some driveway/intersection reconstruction.
 - Conceptual total cost FY 29/30 = \$4.67M (construction=\$3.8M; engineering =\$870K).
 - Required easements/strip takings, limited utility relocations, one major culvert extension.
 - Considered most competitive for regional/federal grants (NCTCOG/TXDOT) due to VelWeb status, high destination density and safety benefits.
 - TXDOT staff (Rachel Twiggs) indicated no concern with trail in ROW if built to TXDOT standards.
- **Option 3 – Unity Park Trail Connection (Rail Corridor)**

- 8-12' shared use path from Briar Hill Blvd to Highland Village Road, connecting to Unity Park (3,900 LF).
- Required easements from Highland Forest HOA and one private "farm" property; approx. 24,000 sq ft trail easement.
- Two culvert crossings; coordination with Upper Trinity RWD along the corridor.
- Conceptual total cost FY 29/30 = \$2.715M (construction = \$2.19M; engineering = \$525K).
- Originally envisioned as trails-on-rails; CPKC has since rejected trails within railroad ROW due to increased freight traffic.

Grant Strategy presented by (Liz Pendell)

- Primary recommendation if federal funding is desired, Option 2, Full Width 12-foot SUP Trail:
1. NCTCOG Transportation Funding Program (TFP) – "low-hanging fruit" collaborative, can fund design + construction, strong fit for Option 2(12 "SUP), 4 years to construction due to federal/TXDOT process.
 2. If not funded, then consider TXDOT statewide TA(highly competitive)

Liz Pendell (Halff Associates-Funding/Grants)

1. Primary: NCTCOG Transportation Funding Program.
 2. Secondary: NCTCOG Transportation Alternatives.
 3. Tertiary/Backup: TXDOT TA (most competitive)
- Noted that high-scoring projects typically provide a full 12-ft shared-use path and demonstrate strong regional connectivity and public support.
 - Highlighted financial leverage: example scenario where a \$440K local share could secure 2.2M in improvements, with maintenance and replacement remaining the city's responsibility.
 - Council Member Hurst expressed concerns about the initial grant prepositioning items, connections, opportunities and constraints.

5. Status Reports on Current Projects and Discussion on Future Agenda Items

No alignment option was formally selected. Instead, the board directed staff and consultants to gather additional information before committing to a grant application.

Follow-up Tasks for Halff and Staff (FM 407 Corridor Trail)

Provided a Cost Estimate For:

1. Pedestrian Impact Analysis
2. Business Impact Analysis
3. Operations & Maintenance/End-of-Life Cost Analysis

Director of Park and Recreation Phil Lozano provided a Priority Trails List & Broader Context

- At the next meeting, Director Lozano will provide an update of the priority trails list.

Council Representative Fiorenza thanked the Halff team (Kevin and Liz) for a detailed presentation.

AI AFFIRMED

- Summary of future projects, acquiring timeline for priority projects
- Board requested an update on the total cost spent on the project to ensure additional information requests are necessary.

6. Adjournment

Council Representative Fiorenza stated with no further business, the meeting is adjourned at 7:40pm

Council Representative Brian Fiorenza, Chair

ATTEST

Pat Kuykendall, Administrative Assistant

AI AFFIRMED



**MINUTES
HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
SPECIAL BUDGET MEETING
MONDAY, JUNE 29, 2026 at 6:00 PM**

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

The meeting was called to order at 6:00 p.m. by Council Representative Brian Fiorenza, attendance was taken, Megan Glass absent.

Present:	Brian Fiorenza	Council Representative
	Rhonda Hurst	Council Representative
	Matthew Enslin	Citizen Representative
	Hogan Heathington	Council Representative
	Mike Sedillo	Citizen Representative
	Kevin Cox	Citizen Representative
	Megan Glass	Citizen Representative

Staff Members:	Phil Lozano	Director Parks and Recreation
	Heather Miller	Director of Finance
	Paul Stevens	City Manager
	Pat Kuykendall	Administrative Assistant

- 2. Visitors Comments** *(Anyone wishing to address the Highland Village Community Development Corporation board of directors must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, Highland Village Community Development Corporation is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Highland Village Community Development Corporation.)*

No one chose to speak

- 3. Receive a Presentation and Discuss the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP) and Budget for Fiscal Year 2026-2027.**

Director of Finance Heather Miller, presented the Fiscal year 2025-26 actuals through May 31, 2026, and reported that the overall projected revenue year is \$47,000 under budget, the sales tax is under along with the interest revenue short of \$11,000. Heather noted that expenditures are \$400 over budget. Explanation of the sales tax collections and the projected sales tax for the fiscal year as a flat 1.83M. Noted that the personnel projected under budget due to reallocation of positions and health insurance as \$79,000. Heather stated that the Projected Fiscal year end fund balance at \$3.1M (before proposed) Fiscal year items fund balance with adjustments. Professional services and supplies expected over budget at \$79,000 for Fiscal year 2026 of which \$77,000 is related to professional services for the FM 407 connection and City Tail erosion control study.

Director Miller explained that the budget will have a minor increase over last year and that the budget is projected to be flat for the next fiscal year and discussed fees.

Council Representative Hurst asked if the personnel hours are tracked against the 4B vs. other duties, also requested improved metrics for work hours to establish a baseline if the allocations change. Director Lozano noted that the work hours are recorded in the city's work order system and will work on providing a report at a future CDC meeting. Recommendations for high-end cost 2499 tunnel (retaining walls and shoring/geotech) are expensive, suggested tripling placeholder, with emphasis on options without steering toward a predetermined solution.

Director Miller provided information on the Parks Maintenance for FY 2027, \$23,000 for Pavilion Truss Staining for Doubletree Ranch Park, which will be removed for FY 2027, and the Splash Pad Filter at \$14,953. Director Lozano provided details on the splash pad filter, noting that it has been repaired, is original equipment, and needs to be replaced.

Board Member Enslin asked about utilities items including DoubleTree the history and cost for existing pond diffusers, fountains and asked for a comparison for long-term maintenance cost. Requested clarification about employee development being funded by 4B.

Director Lozano presented two supplemental requests:

- Pond diffuser replacement at Doubletree Park, turnkey cost is \$13,456 recommendation over fountains to improve the health of the pond and lower maintenance, diffusers have minimal electrical-in water components.
- City Trail (2499 tunnel) landscape/erosion control SPI study is \$26,600 for placeholder, engineering and construction cost is set at \$275,00, but board discussion raised to \$825K due to the possible high cost to construct a retaining wall. SPI study will present four (4) options and the probable cost associated with each option. Director Lozano also explained details of the current conditions of the landscape beds and what currently works for landscaping in the existing renovated amenity stations.

Council Representative Hogan presented the option for the SPI study and City trails sustainable plan for the 2499 tunnel erosion and drainage issues and ask for a review for funding and agreement with the City. Director Lozano said to study the tunnel and produce landscape options, and provide construction cost, photos were presented of the rip-rap areas that needed to be addressed. Council Representative Fiorenza questioned how can rip-rap be used to re-

AI AFFIRMED

surface the landscape vs. retaining walls. Council Representative Hurst stated that if retaining walls or other structural work are required that the actual cost would triple and be higher than a placeholder and required outside contractors and in-house maintenance.

Board requested a baseline tracking of staff hours and work orders tied to 4B assets to support personnel cost. SPI study with landscape options, cost and alternatives for 2499 tunnel.

Director of Finance Heather Miller, presented Updates to the FDCIP

- Village Connection FM407 Corridor Trail and Amenity Station
- City Trail Landscaping Project – FM2499 Tunnel
- Priority Trails on Briar hill Rd and the District Connections
- 5-year outlook, grants, park fees, pavilion rental income

4. Discuss a date to conduct a Public Hearing and Consider Adoption of the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP) and the FY 2027 Highland Village Community Development Cooperation Budget.

Director Lozano stated that there are 2 changes that are in consideration:

- Trellis stain cost of \$23,000 will be removed from the budget
- Changes to the placeholder for engineering 2499 Tunnel beds cost from \$275,000 to \$825,000 with Board approval, maximum range and the minimum \$300,000.

Director Lozano proposed meeting dates for adopting the budget with including

- July 6 or 7th (5 p.m. or 6 p.m.)
- July 20 or 21 (5 p.m. or 6 p.m.)
- July 28th, prior to the Council meeting (4:30 p.m.)

The Board ask for follow-up with Halff and SPI assessment, including impact analysis, pedestrian, business and maintenance operation, cost and direction. Director Lozano agreed to the July 16 meeting and outlined the agenda to include presentations on the FM407 trail landscape beds.

July 27th was chosen by the board to conduct a public hearing and consider the adoption of the FDCIP FY2027 Budget

Council Representative Brian Fiorenza express concern about the impact of \$825,000 placeholder on future projects and the study to determine the best solution. Cancellation of the July 13th meeting agreed on. Council suggested Thursday July 16 date for Board to meet, and ensure all members can attend.

5. Adjournment

Council Representative Brian Fiorenza adjourned the meeting at 7:10 p.m.

Council Representative Brian Fiorenza, Chair

ATTEST

Pat Kuykendall, Administrative Assistant

DRAFT

AI AFFIRMED



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

MEETING DATE: July 16, 2026

SUBJECT: Follow-Up Discussion on the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP) and Budget for Fiscal Year 2026-2027

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

City staff will follow up with a discussion on the annual updates to the Facilities Development Capital Improvement Program (FDCIP) and Budget for fiscal year 2026-2027.

BUDGETARY IMPACT

Included in the presentation.

RECOMMENDATION

This item is for discussion and informational purposes.



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

MEETING DATE: July 16, 2026

SUBJECT: Review SPI's Proposal for Professional Service related to the Priority Trail cost estimate and seek a recommendation.

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

The Comprehensive master plan identified several priority trails that the city should focus on for completion. After several Community Development Board meetings, the board recommended focusing on the following trails for consideration to construct

- Briarhill trail connections on the east and west sides and into Unity Park
- The district trail connection

See attachment "A"

BUDGETARY IMPACT

SPI's cost for professional engineering services for preparing cost estimates for the priority trails is \$5,700.00

RECOMMENDATION

Staff is seeking a recommendation from the board to enter into a funding agreement with the City for the cost of Professional Engineering Services from SPI related to the cost estimate for the priority trails

Attachment "A"



June 4, 2025

Mr. Scott Kriston
Director of Public Works
City of Highland Village
1000 Highland Village Road
Highland Village, Texas 75077

Re: Cost Estimates for Trails at Briarhill Boulevard/KCS Railroad and The District (West Side)
Proposal for Engineering Services
TASK ORDER No. 26-447

Dear Scott:

The City has been considering the construction of several trails in the area where Briarhill Boulevard crosses the KCS Railroad in order to improve pedestrian mobility in this area and make connections to the City's existing trail along the power line. Per your request, we have prepared this Task Order for the purpose of preparing cost estimates (construction costs and engineering/surveying costs) for several trails in the Briarhill/KCS Railroad area and also a trail in an area on the west side of The District, which would connect two existing trails. If the City decides to go forward with the construction of any of these trails, a separate Task Order will be provided for the surveying and design services that would be needed for the preparation of construction plans.

The scope of services that will be provided by Schaumburg & Polk, Inc. (SPI) for preparation of the cost estimates is the following:

1. Review the alignments being considered by the City for the proposed trails and identify items that would be included in the construction of these trails.
2. Prepare cost estimates for construction (OPCC's) and cost estimates for engineering/surveying for three options for trails in the Briarhill/KCS Railroad area and the trail to connect the two existing trails on the west side of The District.
3. Prepare exhibits showing the three options for the proposed trails in the Briarhill/KCS Railroad area and an exhibit for the proposed trail on the west side of The District.

The basic services required for this project will be provided under the terms of the General Engineering Services Agreement as amended and dated August 28, 2001 and will be classified as "Planning Services" as identified in paragraph I.D of Exhibit A of the General Engineering Services Agreement. Compensation for these services will be provided in accordance with Paragraph I.D of Exhibit C of the amended General Engineering Services Agreement. SPI proposes that these services be provided under the terms of the amended General Engineering Services Agreement for a fixed fee of \$5,700.00.

If this Task Order is acceptable to the City, please provide signature in the space below, indicating acceptance and authorization to proceed with these services. Thank you for the opportunity to provide these services. If you have any questions or need any additional information, please let me know.

Sincerely,

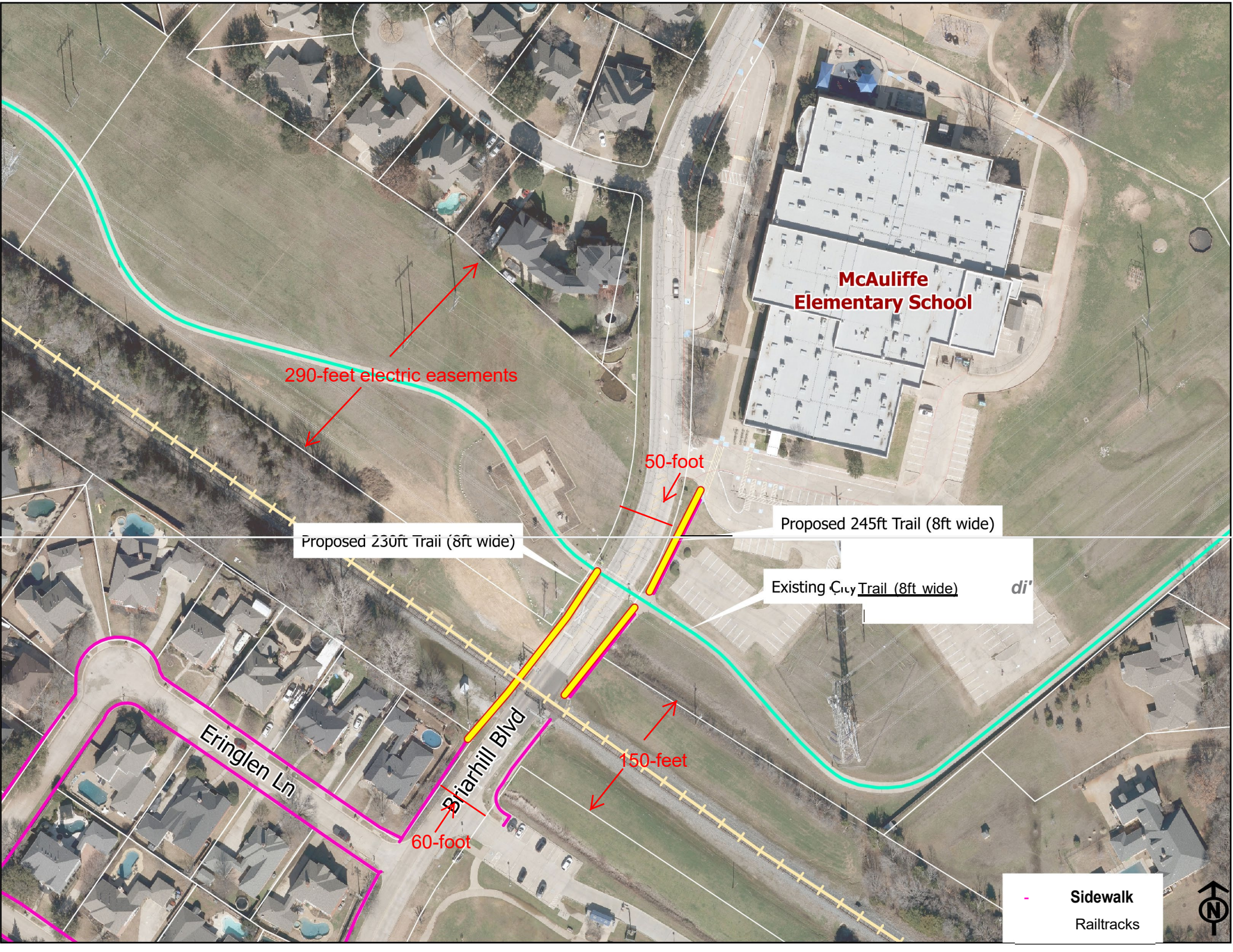

Michael R. Burge, P.E.
Project Manager

MRB:mrh

APPROVED:

Scott Kriston
Director of Public Works

Date



**McAuliffe
Elementary School**

290-foot electric easements

50-foot

Proposed 230ft Trail (8ft wide)

Proposed 245ft Trail (8ft wide)

Existing City Trail (8ft wide)

di'

Eringlen Ln

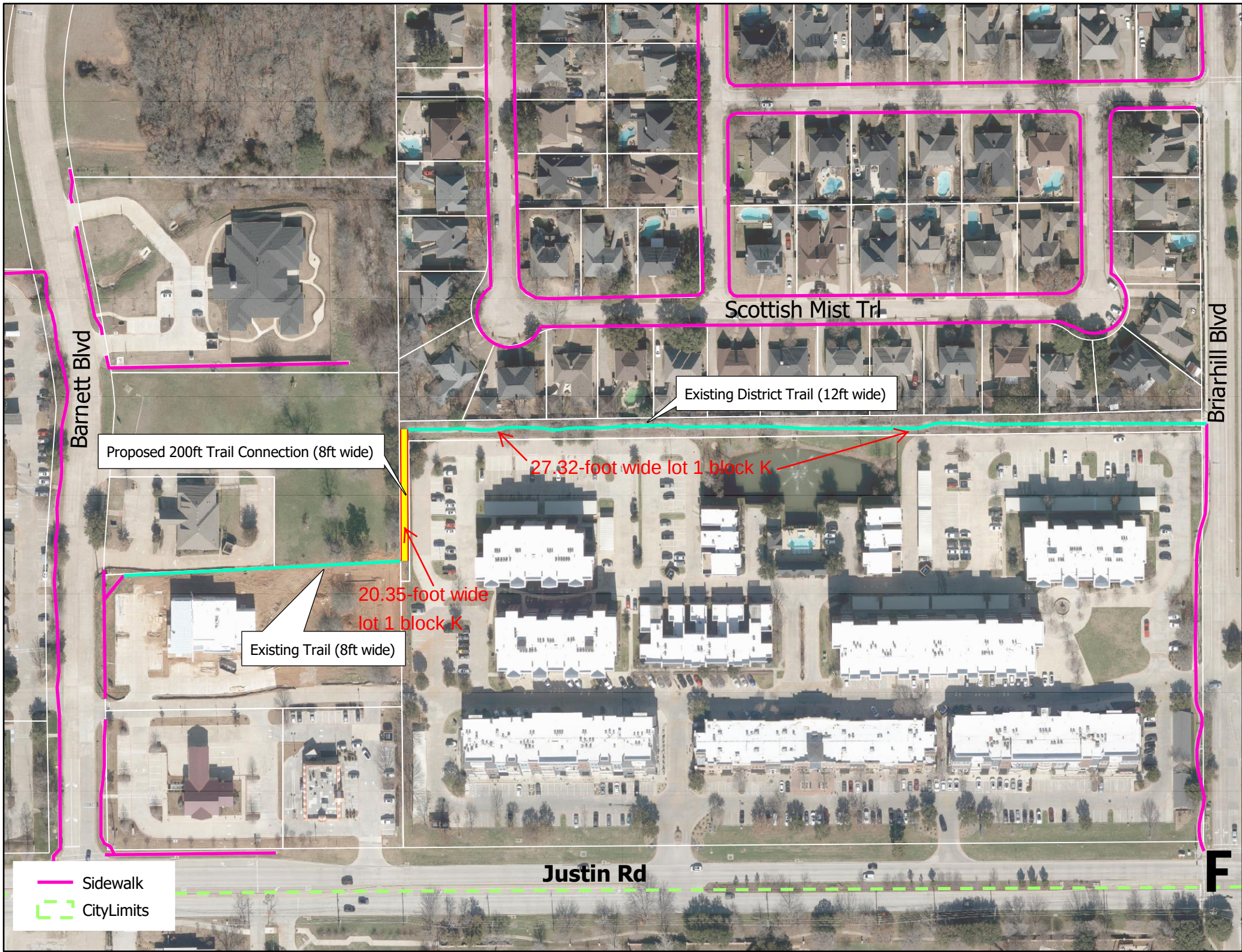
Briarhill Blvd

150-feet

60-foot

Sidewalk
Railtracks





Barnett Blvd

Briarhill Blvd

Scottish Mist Trl

Existing District Trail (12ft wide)

Proposed 200ft Trail Connection (8ft wide)

27.32-foot wide lot 1 block K

20.35-foot wide lot 1 block K

Existing Trail (8ft wide)

Justin Rd

F

- Sidewalk
- CityLimits



HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 6

MEETING DATE: July 16, 2026

SUBJECT: Review Halff's Proposal for the additional Analysis work requested by the board and seek direction and a recommendation.

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

At the May 11, 2026, Regular Board Meeting, Halff presented three alternatives for the Village Connection FM 407 Corridor & Amenity Project and discussed them with the board.

Following the presentation, the Community Development Board directed staff to obtain a proposal from Halff to perform the following additional analysis:

1. Pedestrian Impact Analysis
2. Business Impact Analysis
3. Operations, Maintenance, and End-of-Life Cost Analysis
4. Potential Revenue Enhancement Analysis

Halff's proposal and associated cost estimate to perform the analysis are included in **Attachment A**.

BUDGETARY IMPACT

The cost for the analysis is \$90,000. Funding will be from the HVCDC budget.

RECOMMENDATION

Staff is seeking direction and a recommendation from the board to enter into a funding agreement with the City for the cost of the analysis

Attachment “A”

Halff Associates, Inc., Contract Amendment No. 1

STATE OF TEXAS)

COUNTY OF DENTON)

**CONTRACT AMENDMENT NO. 1
OF
CONSULTANT'S CONTRACT**

THIS agreement is by and between the City of Highland Village, Texas, hereinafter known as City, a home rule municipality, and Halff Associates, Inc., hereinafter known as Consultant, a civil engineering firm, with principal offices located in Fort Worth, Texas.

WHEREAS, the City and Contractor have entered into an agreement such that the Contractor is to provide the following services: **FM 407 TRAIL ALIGNMENT ASSESSMENT AND GRANT FUNDING STRATEGY PROJECT.**

WHEREAS, the above referenced agreement provides that if there is a change in scope or focus of the activities in the contract, or if it is necessary for the Consultant to do additional work such that there is a significant additional cost or expense to the City, it is necessary for the City to approve such work and/or for the parties to change the contract; and

WHEREAS, the parties recognize that it is necessary for Consultant to modify the scope of work under the contract, such work which is set out in the attached Exhibit "A," which is attached hereto and incorporated herein as if set out in full herein; and

NOW, THEREFORE, for and in consideration of the mutual acts and covenants set out herein, the parties agree as follows:

1. Consultant, in addition to the work to be performed in the Contract dated January 29, 2025, shall perform the task(s) described in the attached Exhibit "A," basically described as Additional Services for pedestrian impact analysis, business impact analysis, opinion of probable cost for maintenance, operations, repairs and replacements, and potential revenue enhancements analysis, including associated project and direct costs.
2. The amount to be paid to Consultant under such contract shall be increased by the sum of **\$90,000**, to reflect the work described in Exhibit "A" and to be paid on an approved task order basis by lump sum.
3. This shall constitute an Authorization for a Scope of Work modification and fee increase as set out in the agreement between the parties, and an amendment to such contract. All of the terms and conditions of the original contract shall remain in full force and effect, as amended hereto, unless set out otherwise herein.

Signed and effective on this the ____ day of _____.

CITY OF HIGHLAND VILLAGE, TEXAS

By:_____

Printed Name: Paul Stevens

Title: City Manager

ATTEST:

CITY SECRETARY

HALFF ASSOCIATES, INC., CONSULTANT

By:_____

Printed Name: Elizabeth Range-Pendell

Title: Associate Vice President, Sr. Team Leader, Funding Resources

**EXHIBIT “A”
ADDITIONAL SERVICES**

**FM 407 TRAIL ALIGNMENT ASSESSMENT AND GRANT FUNDING
STRATEGY PROJECT**

Upon feedback during the May 11, 2026 CDC Board Meeting at the City of Highland Village, verbal communications immediately following that meeting, and per email correspondence on May 27, 2026, additional services were requested to be performed by Halff for the ongoing effort related to the “Trail Alternative Alignment Assessment” phase of the project in order to progress to trail selection from the City and grant pre-positioning. Additional Services requested included Pedestrian Impact Analysis, Business/Commercial Impact Analysis, Opinions of Probable Cost (OPC) associated with Maintenance, Operations, Repairs and Replacement for each trail alternative and analysis of potential revenue enhancements realized from each trail alternative. The additional scope of work and associated fee summary is as follows:

Task 1 – Pedestrian Impact Analysis

The City seeks to understand what the potential impacts for pedestrians would be if either of the alternative pedestrian alignments for the FM 407 corridor were implemented. The following tasks represent different methods to better understand current demand for pedestrian and bicycle facilities along the corridor.

- **Subtask 1.1 – Travel Trend Analysis:** Halff will review and assess existing multimodal travel trends using two primary datasets: Replica data and Strava. Replica utilizes public and private sources of data to display trips for various travel modes, including individuals walking or cycling. Halff will download and review applicable Replica datasets including bicycle and pedestrian destinations, volumes, and trip purpose to gain a better understanding of walking and cycling trips along the corridor. Strava is a fitness tracking application in which users can track their walking, running, and cycling trips. Halff will access and review bicycle and pedestrian heat maps for Highland Village to gain a better understanding of walking and cycling trips along the corridor. A brief memo will be prepared to highlight the key findings from both datasets as it relates to the FM 407 corridor in Highland Village.

Fee - \$9,500 Lump Sum

- **Subtask 1.2 – Online Intercept Survey:** Halff will prepare a brief, online questionnaire (five questions max) to seek feedback on how visitors and residents in the area travel currently and how they would like to be able to access area destinations in the future. The survey will be advertised via “yard signs” containing QR codes located along the corridor. The QR

code can also be distributed to residents more widely via existing city distribution lists. A brief memo will be prepared to highlight the key findings from the survey. Estimated cost does not include printing of the yard signs.

Fee - \$7,500 Lump Sum

- **Subtask 1.3 – In-Person Counts:** Halff will conduct in-person counts of non-motorized vehicle users along the FM 407 corridor on a typical Thursday or Friday and a Saturday. Hours to consider are 11:00 AM – 1:00 PM and 5:00 PM – 7:00 PM. Staff members will be stationed at 3 points along the corridor. A brief memo will be prepared to summarize the findings from the in-person counts.

Fee - \$10,500 Lump Sum

Additional Maximum Fee with Task 1 - \$27,500

Task 2 – Business/Commercial Impact Analysis

The City seeks to understand what the potential impacts to businesses would be if either of the alternative pedestrian alignments for the FM 407 were implemented. The following tasks represent different methods to gauge potential impacts to surrounding businesses along the corridor.

- **Subtask 2.1 – Business Owner Survey:** Halff will prepare a brief, online questionnaire (five questions max) to seek feedback from business owners on how their patrons currently access their business and what potential impacts to their businesses they foresee if either of the alternative alignments were implemented. The survey will be advertised via an online survey link and distributed to contact information based on existing City databases. No additional research on property owner or business owner contacts will be conducted. A brief memo will be prepared to summarize the key findings from the survey.

Fee - \$7,500 Lump Sum

- **Subtask 2.2 – Business and Land/Property Owner Interviews:** Halff will procure the services of a subconsultant, Mundo & Associates, Inc., to conduct up to seventy (70) interviews with property owners along the FM 407 corridor to seek input on how patrons currently access their business and what potential impacts to their businesses they foresee if either of the alternative alignments were implemented. This task would involve, with City assistance, preparing a database of contact information (names, emails, and telephone numbers) for the property owners and businesses along the corridor within Highland Village to be used for interview purposes. Up to fifty (50) interviews will be conducted via telephone. Up to twenty (20) key property stakeholder interviews will be reserved for face-to-face appointments or Teams/Zoom appointments. A brief memo

will be prepared to summarize the key findings from the interviews. If follow-up interviews or more than seventy (70) interview are required, this will be considered additional services and additional fee will be requested prior to additional interview effort being performed.

Fee - \$42,000 Hourly Cost Max Basis (\$1,100/in-person interview) (\$400/phone interview)

Additional Maximum Fee with Task 2 - \$49,500

Task 3 – Opinion of Probable Cost for Trail Maintenance, Operations, Repairs and Replacements

The City seeks to understand what the potential long term costs related to maintenance, operations, repairs, and replacements would be between the trail alternatives provided to assess life of service cost after construction. Halff will research, review and analyze available data related to post-construction costs related to trails focused specifically in the DFW metroplex, but also in other locales, to provide Opinions of Probable Cost (OPC) for each trail alternative. A brief memo and corresponding spreadsheet will be prepared to highlight key findings from available data and similar reporting agencies upon this analysis.

Additional Maximum Fee with Task 3 - \$4,000

Task 4 – Potential Revenue Enhancements Analysis

The City seeks to understand what potential revenue enhancements could be realized with each trail alternative if it were constructed. Halff will research, review and analyze available data related to the potential revenue enhancements that trails have directly or indirectly provided and been realized by local entities focused specifically in the DFW metroplex, but also in other locales. A brief memo and corresponding spreadsheet will be prepared to highlight key findings from available data and similar reporting agencies upon this analysis.

Additional Maximum Fee with Task 3 - \$3,500

Additional Services Pursuant to Original Contract Task – Project Management and Communication:

Halff shall provide additional contract management, communications, requested status reports, monthly invoices, and QA/QC review of deliverables due to the extension of the original project schedule and additional tasks.

Additional Fee to Project Management and Communication - \$2,500

Additional Expenses Pursuant to Original Contract – Direct Costs:

Additional Reimbursable Expenses for Travel to/from Halff Richardson, Dallas, and Fort Worth offices, including mileage, transportation, meals, as well as costs for production/printing of yard signs, print-outs, deliverables, and similar incidentals.

Additional Fee to Direct Costs - \$3,000

Fee Summary:

Additional Services for Task 1	\$27,500.00
Additional Services for Task 2	\$49,500.00
Additional Services for Task 3	\$4,000.00
Additional Services for Task 4	\$3,500.00
Additional Services for Project Mgmt. and Communication	\$2,500.00
<u>Additional Direct Costs</u>	<u>\$3,000.00</u>

Total Additional Fee: \$90,000.00

The additional tasks as selected and approved in writing by the City and their corresponding fees shall be added to the existing "Trail Alternative Alignment Assessment" section and "Direct Costs" section from the original contract as detailed above.

All work will be billed to FM 407 Trail Alignment Assessment and Grant Funding Strategy Project pursuant to the terms of the original contract for a not to exceed fee of \$90,000. The total fee for FM 407 Trail Alignment Assessment and Grant Funding Strategy Project will increase from \$136,900.00 to \$226,900.00.



**HIGHLAND VILLAGE
COMMUNITY DEVELOPMENT
CORPORATION MEMORANDUM
AGENDA ITEM 7**

MEETING DATE: July 16, 2026

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

PREPARED BY: Phil Lozano, Director of Parks and Recreation

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