



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 28, 2026 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 2026-2027
2. Receive a Presentation, Discuss and Provide Direction on Lower Sellmeyer Park Playground Options
3. Discuss Appointment to Fill a Vacancy on the Animal Shelter Advisory Committee
4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 28, 2026

(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.)

CLOSED SESSION

5. 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/or any Matter including, but not limited to, any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

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

6. Call Meeting to Order
7. 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.

8. **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."*
9. **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
10. **City Manager/Staff Reports**
 - **Nonprofit of the Year Video**
11. **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.

12. **Consider approval of Minutes from the Regular Meeting of City Council held on June 23, 2026**
13. **Consider Ordinance 2026-1335 granting a Conditional Use Permit for a Commercial Amusement Indoor Use for a Building located on Lot 5, Block 1, Marketplace at Highland Village, commonly known as 3090 FM 407, Suite 310; approving a Site Plan** *(2nd and final read)*
14. **Consider Ordinance 2026-1336 amending the Concept Plan applicable to Lot 2R, Replat of Tract 3A, of the Replat of Barnett Subdivision Tract 3, Lot 1R and 2R, located in the Barnett Center – East Planned Development (PD-C) Zoning District, commonly known as 109 Barnett Boulevard** *(2nd and final read)*

15. Consider Resolution 2026-3247 receiving the Annual Report from the Highland Village Community Development Corporation and approving the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP)

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/or any Matter including, but not limited to, any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
17. Consider Resolution 2026-3249 appointing a Member to Fill a Vacancy on the Animal Shelter Advisory Committee
18. Consider Resolution 2026-3248 authorizing the Purchase of Playground Equipment for Lower Sellmeyer Park from Kraftsman LP dba Kraftsman Commercial Playgrounds & Water Parks and/or PlayCore Wisconsin, Inc. dba Game Time, in Partnership with Cunningham Associates, Inc. dba Cunningham Recreation, through a BuyBoard Cooperative Contract, for a Price not to Exceed \$164,009.00 and 5% Contingency for a Total Authorization of up to \$172,209.45; authorizing the City Manager or his Designee to Execute all Necessary Documents to Effectuate Said Purchase; and providing an Effective Date

LATE WORK SESSION

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

19. Continue Discussion regarding the Roles and Responsibilities of the City of Highland Village Appointees serving on the Denton County Transportation Authority (DCTA) Board of Directors, and Discussion of Future Denton County Transportation Authority Service Plans
20. 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.)
21. 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 JULY 2026.



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 _____, 2026 at _____
am / pm by _____.



CITY COUNCIL MEMORANDUM AGENDA ITEM 1

MEETING DATE: July 28, 2026

SUBJECT: Receive a Presentation on Special Revenue Funds and Follow-Up Discussion on the General Fund Budget for Fiscal Year 2026 - 2027

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

City staff will present information on the Special Revenue Funds and follow up on the General Fund Budget for Fiscal Year 2026-2027.

BUDGETARY IMPACT

Included within the presentation.

RECOMMENDATION

This item is for informational purposes only.



CITY COUNCIL MEMORANDUM AGENDA ITEM 2

MEETING DATE: July 28, 2026

SUBJECT: Receive a Presentation, Discuss and Provide Direction on Lower Sellmeyer Park Playground Options

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

This item was originally included on the agenda for the July 14, 2028 City Council meeting. However, due to time constraints, the item was not addressed and moved to the July 28, 2028 meeting agenda.

The Parks and Recreation Department held a public meeting on November 1, 2025, at Lower Sellmeyer Park to engage the community and gather feedback on the playground renovation identified in the 2022 bond. Information and marketing for the meeting were sent to the community several weeks prior to the meeting using all the city's communication methods for this type of message. In addition, the city provided an electronic survey for residents who could not attend the meeting.

Details of the Public Meeting:

- Thirty-Seven attended the public meeting, including families, kids, grandparents, park board members, and council members
- Twelve online responses
- Seven email responses
- One phone call

Totaling 57 engagement touches with the community

At the February 16, 2026, regular Parks and Recreation Advisory Board meeting, staff presented the public engagement results for Lower Sellmeyer Park. Based on the community's responses, the highest-ranked need was for a new playground. Staff contacted two experienced playground vendors, requested renderings based on the community's input, and cost estimates for installing a new playground, and presented them to the board for discussion at the April 20, 2026, regularly scheduled Parks and Recreation Advisory Board meeting.

At the April 20, 2026, regular Parks and Recreation Advisory Board meeting, staff received direction on which options to include in a public survey for feedback. The board recommended eliminating one of the Kraftsman options, totaling \$170,314.50, due to its high cost. The remaining five (5) playground options were included in the public survey. The survey was posted and made available to the public from April 23 through May 11. The survey informed residents the results would be presented to the Parks and Recreation Advisory Board at their meeting on May 18 and provided details to attend in person or watch online.

At the May 18, 2026, regular Parks and Recreation Advisory Board meeting, staff presented the results of the Lower Sellmeyer Park Playground Survey for discussion and to provide a recommendation on which playground option(s) to present to the City Council for consideration and approval. (The City received 235 survey responses.)



CITY COUNCIL MEMORANDUM AGENDA ITEM 2

The board recommended Option E as the first choice and Option C with the “Alternate” as the second choice. Both Cunningham/Gametime Playgrounds offer a better warranty on the turf and meet the publics/community’s desires for play features.

Options:

- Option A \$120,639.00 Gametime/Cunningham
- Option B \$128,103.00 Kraftsman
- Option C \$129,561.00 Gametime/Cunningham Playground (PRAB Recommended, second choice)
- Option D \$140,368.00 Kraftsman
- Option E \$151,009.00 Gametime/Cunningham Playground (PRAB Recommended, first choice)
- Alternate \$13,000 Gametime/Cunningham
- Alternate \$12,020 - Kraftsman

An email was sent to all survey respondents informing them the playground options will be presented to Council at the July 14 meeting, and on the July 28 agenda for Council action. This information, along with the link to the survey results, was also included in the July editions of City Connections and The Villager.

BUDGETARY IMPACT

This project will be funded from 2022 Bond Proceeds. The original budget amount for the project is \$140,000.00. Given the rising cost of materials and labor, we expect the project to cost more than what was originally budgeted for this project.

RECOMMENDATION

Staff is seeking feedback and direction from City Council on their preferred option.

If a consensus is reached, a companion item is included on tonight’s regular meeting agenda for formal action.



CITY COUNCIL MEMORANDUM AGENDA ITEM 3

MEETING DATE: June 23, 2026

SUBJECT: Discuss appointment to Fill a Vacancy on the Animal Shelter Advisory Committee

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

Chapter 823 of the Texas Health and Safety Code establishes the operational standards, regulations and requirements for animal shelters across the state. Members of the Highland Village Animal Shelter Advisory Committee (Committee) assist in meeting compliance requirements for the City's Animal Shelter. Of those members, the Committee must be composed of at least one licensed veterinarian, one county or city official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization. In addition, the Committee is required to meet at least three times per year.

Former Councilman Jon Kixmiller served on the Committee as a city official. Mr. Kixmiller is no longer serving on City Council, thus leaving one (1) vacancy on the Committee.

BUDGETARY IMPACT

N/A

RECOMMENDATION

This agenda item provides an opportunity for Council to discuss and consider an appointment to fill the vacancy.

A companion item has also been included on tonight's regular meeting agenda for Council to formally appoint a representative to serve on the Committee.



CITY COUNCIL MEMORANDUM AGENDA ITEM 9

MEETING DATE: July 28, 2026

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.



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

MEETING DATE: July 28, 2026

SUBJECT: Consider approval of Minutes from the Regular Meeting of City Council held on June 23, 2026

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 from the Regular City Council Meeting held on June 23, 2026.



**MEETING MNUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, JUNE 23, 2026**

EARLY WORK SESSION

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

Present:	Charlotte Wilcox	Mayor
	Hogan Heathington	Councilmember
	Kevin Cox	Councilmember
	Shawn Nelson	Deputy Mayor Pro Tem
	Brian Fiorenza	Mayor Pro Tem

Absent:	Rhonda Hurst	Councilmember
	Dan Jaworski	Councilmember

Staff Members:	Paul Stevens	City Manager
	Chris Metcalf	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Adriana Martin	Assistant Finance Director
	Doug Reim	Chief of Police (arrived at 6:34 p.m.)
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Brian Norton	Assistant Director of Park Operations
	Kim Lopez	Human Resources
	Sunny Lindsey	Information Services Director
Laurie Mullens	Marketing and Communications Director	

1. Receive a Presentation regarding the Use of Artificial Intelligence (AI) in the City of Highland Village

Information Services Director Lindsey provided an overview of the City's planned use of artificial intelligence tools. She reported the City currently has some ChatGPT licenses and two Otter.AI licenses, which is being tested for transcription-related uses. The Police Department is currently using Bluevoice. She also reviewed the AI Ambassadors, which includes representative members for multiple departments to review various programs. She added that the City recently completed an AI policy, and that training is planned for employees, which will also include AI content that will be included in cybersecurity training, along with future in-house training.

Director Lindsey reviewed current departmental use cases, including IT error and log review, light coding, training materials; Parks and Recreation Department programming

ideas and graphics, meeting minutes and transcripts; Police Department ordinance lookup; Human Resources memos and training materials; Planning and Zoning Commission meeting minutes transcription; departmental communications review for clarity and brevity, and code comparison research. She also discussed future internal document hubs that would search only City-provided documents, including ordinances, budgets, and department-specific materials. Council discussed accuracy, citations, open records considerations, training, and potential future use cases such as camera footage searches.

2. Review the Capital Improvement Program (CIP) Budget for Fiscal Year 2026-2027

Finance Director Miller presented a status update on existing debt-funded capital projects and future debt issue considerations. She reviewed the 2021 certificates of obligation for street and drainage improvements, including Highland Village Road, Highland Shores Boulevard, and various street reconstruction and overlay project. Traffic control and other drainage projects were also presented. Director Miller also reviewed the 2025 bond issue for Highland Shores Boulevard and Highland Village Road reconstruction projects.

She also reviewed the 2021 park improvements bond and the 2024 tax note projects. An update on the 2021 park improvements bond projects was provided, which included Tennis Center lighting upgrades, Pilot Knoll Parks improvements, Unity Park improvements, and various other park improvements. The 2024 tax note items were also presented, which included equipment for the Fire, Police, Parks, Streets and Drainage Departments/Divisions.

Items for future bond issue consideration in 2028 and 2031 were also reviewed.

3. Receive a Presentation, Discuss and Provide Direction on an Art Project for Unity Park

Parks and Recreation Director Lozano reviewed the City's public art planning efforts and discussed opportunities to incorporate art into parks and public spaces. He presented several options, with estimated costs, considered by the Parks and Recreation Advisory Board, including concrete benches, an art hunt concept, and printed wall wraps. Director Lozano reported the City's art fund has a current balance of approximately \$7,800 and that the Parks and Recreation Advisory Board recommended beginning with two wall wraps at Unity Park.

Council discussed the wall wrap concept, possible locations, durability and vandalism concerns, use of the art fund, potential sponsorships, involvement from local schools, and the desire for a community-driven design. Council consensus was for staff to pursue a postcard-style wrap with a Highland Village theme that could potentially be used in other parks, with design elements specific to each location. Staff will work with the Marketing and Communications Department and Parks and Recreation Advisory Board on wording, branding, design concepts, community input, and to bring back for future review by Council to finalize the art and funds.

4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for June 23, 2026

Relating to Agenda Item #16, City Secretary reported the Cities of Lewisville, Highland Village, Justin and Towns of Northlake and Flower Mound share a seat on the Regional Transportation Council (RTC), which allows for a primary member and an alternate member. Our current primary representative is City of Lewisville Mayor T.J. Gilmore, with

City of Justin Mayor James Clark serving as the alternate representative. Their terms expire this year. New appointments will serve a two-year term beginning in July, and shall be serving on one of the governing bodies they represent. Mrs. Miller stated both wish to serve another term.

Relating to Agenda Item #17, Councilmember Heathington voiced interest in serving on the Highland Village Community Development Corporation.

Relating to Agenda Item #19, Councilmember Cox asked for an update on the handbill ordinance. City Manager Stevens reported he would contact our City Attorney that worked on the ordinance to see if he has any updates.

Early Work Session was adjourned at 7:07 p.m.

CLOSED SESSION

5. 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/or any Matter including, but not limited to, 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

6. Call Meeting to Order

Mayor Wilcox called the meeting to order at 7:30 p.m.

Present:	Charlotte Wilcox	Mayor
	Hogan Heathington	Councilmember
	Kevin Cox	Councilmember
	Shawn Nelson	Deputy Mayor Pro Tem
	Brian Fiorenza	Mayor Pro Tem

Absent:	Rhonda Hurst	Councilmember
	Dan Jaworski	Councilmember

Staff Members:	Paul Stevens	City Manager
	Chris Metcalf	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Chief of Police
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Brian Norton	Assistant Director of Park Operations
	Kim Lopez	Human Resources
	Laurie Mullens	Marketing and Communications Director

7. Prayer led by Councilmember Hogan Heathington

Mayor Wilcox gave the invocation.

8. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Hogan Heathington

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

9. 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

Councilmember Cox thanked the Highland Village Police and Fire Departments for their recent response to a family emergency.

- **Recognition by The Salvation Army for Participation in the Mayoral Red Kettle “Ring the Bell” Challenge**

Major Gifts Manager Tiffany Jackson, and Majors Mark and Becky Gilliam presented a certificate of appreciation to the City Council for the community’s ongoing support for The Salvation Army’s Mayoral Red Kettle “Ring the Bell” 2025 campaign.

10. City Manager/Staff Reports

City Manager Stevens reminded residents of the call for applications to serve on a board or commission, and invited residents to attend the Lewisville Lake Paddle Trail Ribbon Cutting event at Lakeside Community Park on June 25.
Cutting event.

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

Due to technical difficulties, The Village Report video was not shown.

11. Visitor Comments

The following spoke:

Wayne Parker (342 Doubletree Drive) – Mr. Parker spoke regarding the need for reflectors on the Brazos medians, concerns regarding the City’s irrigation running during water restrictions near the Sellmeyer Lane pickleball courts, his prior request to have horseshoe pits installed at Doubletree Ranch Park was denied, and lack of street repairs at Sellmeyer between Brazos and Doubletree, primarily between Brazos and Merryman, and on FM 407 where you turn into The Marketplace.

CONSENT AGENDA

12. Consider approval of Minutes from the Special Joint Meeting of City Council and Planning & Zoning Commission held on May 5, 2026

Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Heathington, to approve Consent Agenda Item #12, as read. Motion carried 5-0.

ACTION AGENDA

13. 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/or any Matter including, but not limited to, 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

14. Consider Resolution 2026-3241 authorizing a Project Funding Agreement with the Highland Village Community Development Corporation to Provide Funds for the Doubletree Ranch Park Shade Structure Replacement Project

APPROVED (4 – 1)

Parks and Recreation Director Lozano reported the existing chess board shade structure at Doubletree Ranch Park was poorly designed, causing the fabric to sag too low to the ground and creating a safety hazard. He reviewed alternatives considered by the Highland Village Community Development Corporation (HV CDC), including a single four-post shade structure, cantilever shades, tree planting options, and removal of the entire structure and replace with sod and trees. The HV CDC recommended single four-post 30-foot X 30-foot shade structure in the amount of \$61,811, funded by the HV CDC budget.

Council discussed the existing structure, available shade, whether trees would provide adequate shade in the near term, warranty considerations, fabric design, cost, long-term replacement needs, and the amount of shaded area provided by the proposed structure. Staff stated the current artificial turf surface needs shade because of heat and that the proposed structure would be similar to shade structures already used at the park.

Motion by Mayor Pro Tem Fiorenza, seconded by Councilmember Cox, to approve Resolution 2026-3241 authorizing a project funding agreement with the Highland Village Community Development. Motion carried 4-1 with the following vote:

Ayes – Wilcox, Heathington, Cox, Fiorenza

Nos – Nelson

15. Consider Resolution 2026-3242 authorizing a Project Funding Agreement with the Highland Village Community Development Corporation to Provide Funds for the City Trail Erosion Control Study

APPROVED (5 - 0)

Parks and Recreation Director Lozano reported the segment of City Trail along FM 2499 near the pedestrian tunnel and landscape beds needs to be renovated with sustainable landscape and drainage design to address erosion and landscape challenges. He stated that, before design can be developed, a study is needed to provide options and cost estimates. He reported City staff presented a task order to the Highland Village Community Development Corporation (HV CDC) for professional engineering and landscape architecture services to conduct a study of the project area. The HV CDC approved the study and recommended it be brought to City Council for consideration to enter into a funding agreement with the City. Director Lozano provided background on the ongoing issues there over the years.

Council discussed the existing drainage and erosion issues, drip irrigation failures, coordination with TxDOT, whether the study could be incorporated into a future project, and the need to identify a sustainable long-term solution.

Motion by Councilmember Cox, seconded by Mayor Pro Tem Fiorenza, to approve Resolution 2026-3242 authorizing a project funding agreement with the Highland Village Community Development Corporation to provide funds for the City Trail Erosion Control Study. Motion carried 5-0.

16. Discuss and Consider Resolution 2026-3243 joining in the Appointment of the Primary and Alternate Representatives for the Towns of Flower Mound and Northlake, and Cities of Lewisville, Highland Village and Justin to the Regional Transportation Council of the North Central Texas Council of Governments
**APPOINTED TJ GILMORE AS PRIMARY AND
JAMES CLARK AS ALTERNATE
APPROVED (5 – 0)**

City Manager Stevens reported the Regional Transportation Council is a group of local elected officials throughout the North Texas region that make decisions and provide direction for funding of transportation projects. Deputy Mayor Pro Tem Nelson asked for examples of regional transportation items; City Manager Stevens stated funding for the onramp from Highland Village Road onto Interstate 35, as well as the widening of Interstate 35 through Denton, Lewisville and Carrollton are examples.

Motion by Mayor Wilcox, seconded by Mayor Pro Tem Fiorenza, to approve Resolution 2026-3243 appointing T.J. Gilmore as the Primary and James Clark as the Alternate Representatives on the Regional Transportation Council of the North Central Texas Council of Governments. Motion carried 5-0.

17. Discuss and Consider Resolution 2026-3244 appointing a Council Representative to Fill a Vacancy for an Unexpired Term on the Highland Village Community Development Corporation
**HOGAN HEATHINGTON APPOINTED
APPROVED (5 – 0)**

City Secretary Miller reported former Councilmember Robert Fiester served on the Highland Village Community Development Corporation, with a term that expires on September 30, 2026. Mr. Fiester is no longer serving on City Council, thus leaving one vacancy to be filled.

Motion by Mayor Pro Tem Fiorenza, seconded by Councilmember Cox, to approve Resolution 2026-3244 appointing Hogan Heathington as a Council Representative to Fill a Vacancy for an Unexpired Term on the Highland Village Community Development Corporation. Motion carried 5-0.

18. Consider Resolution 2026-3245 authorizing a Contract for Construction Services with Sports Field Solutions, LLC for the Unity Park and Brazos Park Field Renovation Project through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative (BuyBoard)
APPROVED (5 – 0)

Assistant Director of Parks Operations and Projects, Brian Norton, reported the drainage and irrigation at the Unity Park Flex Field and Brazos Park flag football fields is not

inadequate and renovations are needed to maintain viable turf and safe, durable playing surfaces for users. He stated the new irrigation system will provide better head-to-head coverage, grading will allow the fields to drain properly during inclement weather, and new hydro mulch with sports turf seed will provide a more durable playing surface. The total project cost for both parks is \$442,430, with an additional cost to be determined for a new water meter at Unity Park, with funding for both included in the 2022 bond fund.

Assistant Director Norton reviewed the project scope. Council discussed project phasing, public notification, displacement of informal field users, the current condition and safety of the fields, future field options, project timing, and inflation from original bond estimates.

Council took a short recess at 9:02 p.m. and returned to open session at 9:04 p.m.

Parks and Recreation Director Lozano reported proper notification would be provided to the community, along with signage to notify of the work being done.

Motion by Mayor Pro Tem Fiorenza, seconded by Councilmember Cox, to approve Resolution 2026-3245 authorizing a contract for construction services with Sports Field Solutions, LLC for the Unity Park and Brazos Park Field Renovation Project through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative. Motion carried 5-0.

LATE WORK SESSION

- 19. 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.)**

This item was briefly discussed during Early Work Session.

Councilmember Cox thanked City staff and all departments involved in planning and supporting Celebrate Highland Village. Mayor Wilcox agreed and stated it was a great event. City Manager Stevens stated the Celebrate Highland Village video would be shown at a future meeting.

- 20. Adjournment**

Mayor Wilcox adjourned the meeting at 9:10 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



CITY COUNCIL MEMORANDUM AGENDA ITEM 13

MEETING DATE: July 28, 2026

SUBJECT: Consider Ordinance No. 2026-1335 granting a Conditional Use Permit (C.U.P) for a Commercial Amusement Indoor Use for Lot 5, Block 1, The Marketplace at Highland Village located within the Planned Development (The Marketplace) Retail Zoning District at 3090 Justin Road, Suite 310. (*2nd and final read*)

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND

An application was received requesting a Conditional Use Permit for a Commercial Amusement Indoor Use, to be called iSmash, relating to the use and development of an approximately 4,900± square foot lease space in The Marketplace at Highland Village. The applicant is proposing to utilize the space for a business consisting of areas for splatter painting and smash rooms.

The use of this type of business in a Retail Zoning District requires the approval of a Conditional Use Permit (C.U.P) in accordance with the City of Highland Village Comprehensive Zoning Ordinance. The applicant will still be required to comply with all requirements set forth in the City of Highland Village Code of Ordinances to finish-out the space.

Public Hearings are required prior to consider an application for a C.U.P. All notification requirements have been satisfied. As of the date of this briefing, July 7, 2026 staff has received no inquiries as a result of the notices.

Options are to (1) approved as submitted, (2) approved with modifications, or (3) deny the request. The City Council may also postpone any action in order to receive any additional information which it requests be presented.

At the June 16, 2026, Planning and Zoning Commission meeting, the Commission recommended sending the Ordinance forward as submitted for approval to City Council. Vote 5-0.

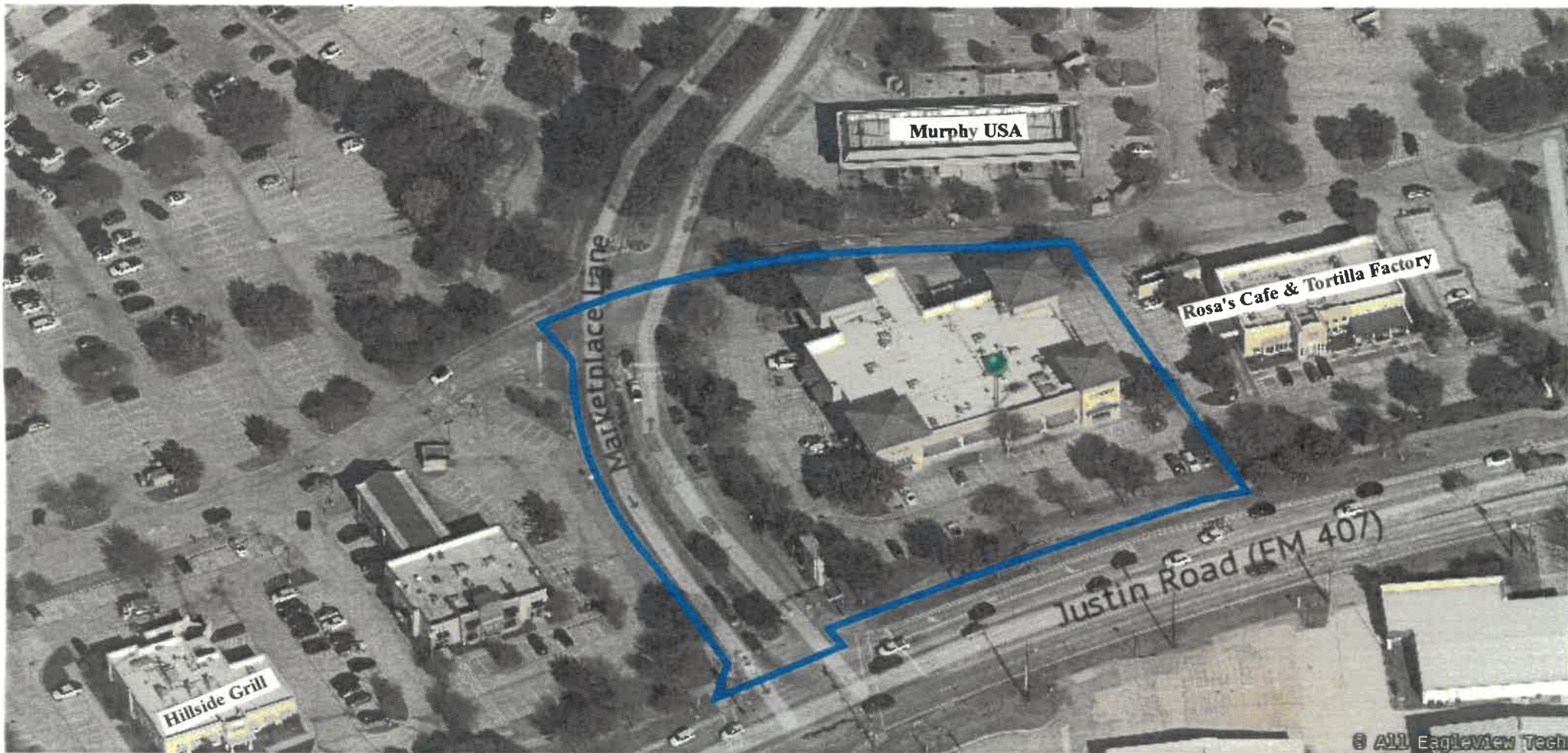
At the July 14, 2026, City Council meeting, a public hearing was held and Council approved the first read of Ordinance No. 2026-1335.

BUDGETARY IMPACT

A draft ordinance has been prepared by the City Attorney and is included with this briefing.

RECOMMENDATION

To consider the second and final read of Ordinance No. 2026-1335 granting a Conditional Use Permit for a commercial amusement indoor use, and approving a site plan, for the property commonly known as 3090 FM 407, Suite 310.



CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2026-1335

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, GRANTING A CONDITIONAL USE PERMIT (C.U.P.) FOR A COMMERCIAL AMUSEMENT, INDOOR, USE FOR A 4,900± SQUARE FOOT AREA OF A BUILDING LOCATED ON LOT 5, BLOCK 1, MARKET PLACE AT HIGHLAND VILLAGE, SAID PROPERTY BEING MORE COMMONLY KNOWN AS 3090 FM 407, SUITE 310; APPROVING A SITE PLAN; PROVIDING FOR TERMINATION ON ABANDONMENT OR DISCONTINUANCE OF THE CONDITIONAL USE; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Highland Village, Texas, in compliance with the laws of the State of Texas and the Ordinances of the City of Highland Village, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, and upon a finding that the proposed conditional use is consistent with the standards for approval set forth in Section 12.3 of the Comprehensive Zoning Ordinance of the City of Highland Village, Texas, the City Council has concluded that the Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as previously amended, should be further amended as follows:

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

SECTION 1. The Comprehensive Zoning Ordinance of the City of Highland Village, Texas, as amended ("Zoning Ordinance"), shall be further amended by granting a Conditional Use Permit (C.U.P.) for a Commercial Amusement, Indoor use for a 4,900± square foot portion of a building located on Lot 5, Block 1, Market Place at Highland Village, an Addition to the City of Highland Village, Denton County, Texas, according to the plat thereof recorded in Cabinet W, Page 594, Plat Records, Denton County, Texas, ("the Property")(more commonly known as 3090 FM 407, Highland Village), and presently located within The Marketplace Planned Development District ("PD-R").

SECTION 2. If the Property is developed and use for the purpose of Commercial Amusement, Indoor use, the development and use of the Property shall be subject to the following:

- A.** Only the 4,900± square foot area of the building located on the Property as indicated on Exhibit "A" and currently identified as Suite 310 (the "CUP Space") may be developed and used for the Commercial Amusement, Indoor use;
- B.** The interior walls between the CUP Space and adjacent spaces within the building shall be soundproofed in such a manner as to prevent noise emanating from the CUP Space from being heard in the adjacent building spaces; and

- C. Signs installed on the CUP Space shall substantially conform to the signs shown on the Sign Plan attached hereto as Exhibit "B" and incorporated herein by reference.

SECTION 3. The right to use the Property for a Commercial Amusement, Indoor use as granted by this Ordinance shall expire and terminate if:

- A. A certificate of occupancy for use of the CUP Space as a Commercial Amusement, Indoor use does not occur before the first anniversary of the effective date of this Ordinance; or
- B. After the Property commences being used as a Commercial Amusement, Indoor use, the Property ceases to be used for said purpose for a period of 180 consecutive days except in the case of a fire, flood, or windstorm that causes substantial damage or destruction to the CUP Space sufficient to prevent such use from occurring, in which case termination of this Ordinance will occur if the use of the CUP Space as a Commercial Amusement, Indoor use is not recommenced on or before the last day of the 18th full calendar month after the date of the fire, flood, or windstorm that caused the damage or destruction, unless a longer period to recommence such use is granted by motion or resolution of the City Council.

SECTION 4. All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

SECTION 5. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.⁶

SECTION 6. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 7. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

SECTION 8. This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

FIRST READ ON THE 14TH DAY OF JULY, 2026, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,
TEXAS, ON SECOND READING ON THIS THE 22ND DAY OF JULY, 2026.**

APPROVED:

Charlotte J. Wilcox, Mayor

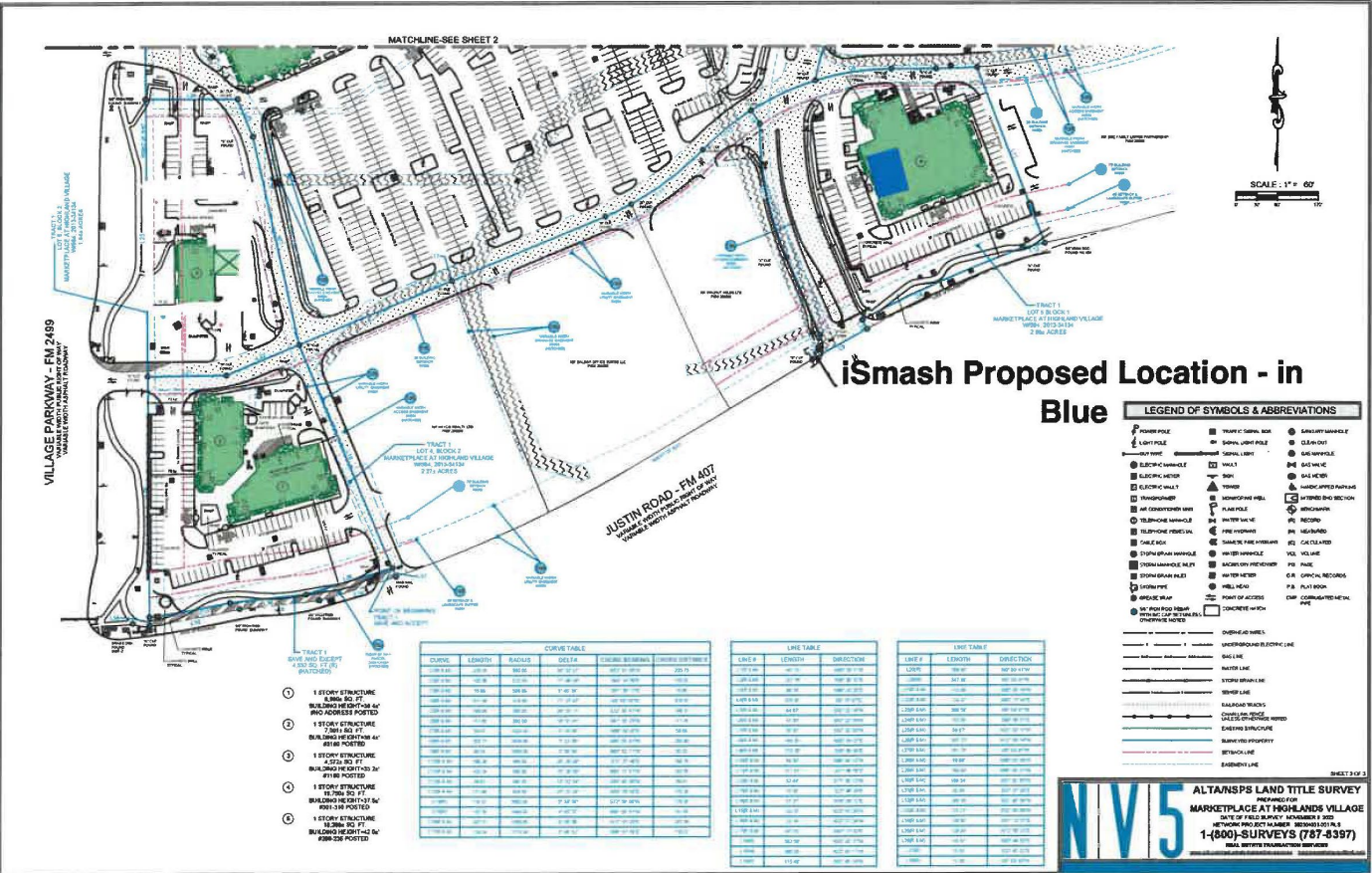
ATTEST:

Angela Miller, City Secretary

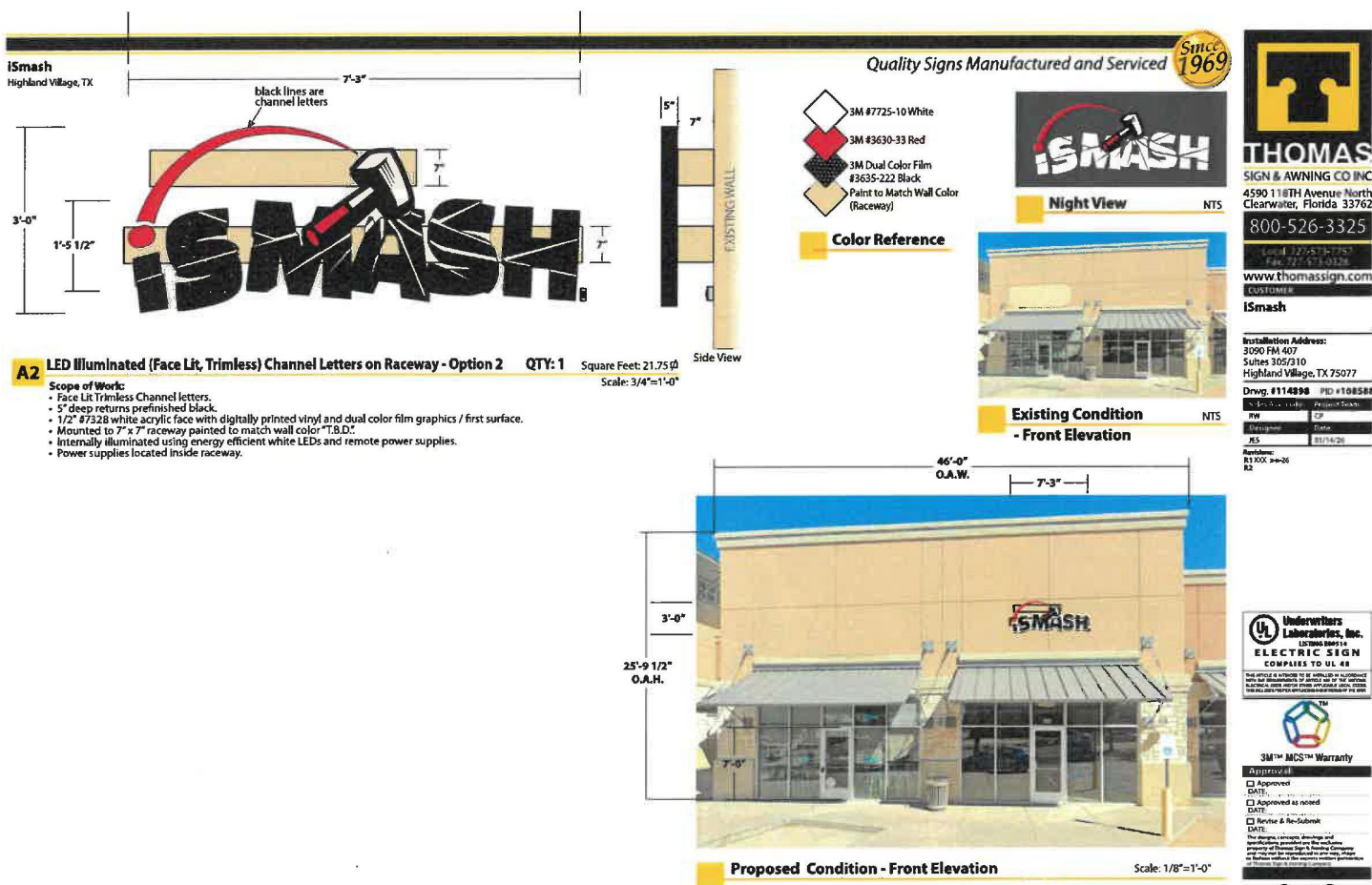
APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:6/2/2026:4911-2951-0833 v1)

ORDINANCE NO. 2026-1335
EXHIBIT "A"
PROPERTY AND CUP SPACE LOCATION AND SITE PLAN



ORDINANCE NO. 2026-1335
EXHIBIT "B"- SIGN PLAN





CITY COUNCIL MEMORANDUM AGENDA ITEM 14

MEETING DATE: July 28, 2026

SUBJECT: Consider Ordinance No. 2026-1336 amending the Concept Plan applicable to Lot 2R, Replat Tract 3A, of the Replat of Barnett Subdivision Tract 3, Lot 1R & 2R, located in the Barnett Center Planned Development (PD-C) Zoning District. Property commonly known as 109 Barnett Boulevard. (2nd and final read)

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND

The City has received an application from Vosken Yeganian, property owner, requesting an amendment to the concept plan originally approved in 2005 as part of i creating the Barnett Center – East Planned Development District. The current concept plan was approved in 2005 and shows the property being developed as a single tract. The property was replatted into two lots in 2007, which lots are presently under different ownership.

The property owner of Lot 2R is proposing to develop a total of three buildings on the property. To develop Lot 2R as desired, the current concept plan will need to be amended.

The applicant will be required to comply with all requirements as set forth in the City of Highland Village Code of Ordinance and the ordinance establishing the PD when the property is developed.

To amend this ordinance and the approved concept plan relating to the property, public hearings are required to be conducted by both the Planning and Zoning Commission and City Council. All public hearing notification requirements have been satisfied. As of the date of this briefing, July 7, 2026, the City has received no inquiries on the nature of the request.

Options are to (1) approve as submitted, (2) approve with modifications, or (3) deny the request. The City Council may also postpone any action in order to receive any additional information which it requests be presented.

At the June 16, 2026, Planning and Zoning Commission meeting, the Commission recommended sending the Ordinance forward as submitted for approval to City Council. Vote 5-0.

At the July 14, 2026, City Council meeting, a public hearing was held and Council approved the first read of Ordinance No. 2026-1336.

BUDGETARY IMPACT

An amendment to the PD Ordinance is required in order to amend the concept plan. A copy of the draft ordinance prepared by the City Attorney is attached.

RECOMMENDATION

To approve the second and final read of Ordinance No. 2026-1336 amending the Concept Plan applicable to Lot 2R, Replat Tract 3A, of the Replat of Barnett Subdivision Tract 3, Lot 1R & 2R, located in the Barnett Center Planned Development (PD-C) Zoning District, for the property commonly known as 109 Barnett Boulevard.



PINYON PINE WAY

107

2105

2110

2105

2095

728

726

724

2085

SCOTTISH MIST TRL

733

731

729

727

725

110

KENNEDY AVE W

111

160

112

150

113

140

138

BARNETT BLVD

BURNETT CONNECTOR RD

MAIN ST

2810

2710



CITY OF HIGHLAND VILLAGE

ORDINANCE NO. 05-974

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING ORDINANCE NO. 04-939, A NON-RESIDENTIAL PLANNED DEVELOPMENT DISTRICT WITH COMMERCIAL AS THE BASE ZONING DISTRICT (PD-C) FOR APPROXIMATELY 2.6+/- ACRES KNOWN AS THE BARNETT CENTER – EAST PD-C; SPECIFICALLY, SECTION 3. EXHIBITS AND SECTION 6. CONCEPT PLAN; PROVIDING FOR THE PRESERVATION OF ALL OTHER PORTIONS OF THE ORDINANCE; PROVIDING FOR NO VESTED INTEREST; PROVIDING FOR A PENALTY NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.000); PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Highland Village initiated rezoning of this specific tract of land; and, therefore the concept plan is the first submittal required in the development process; and,

WHEREAS, the City Council of the City of Highland Village, Texas proposes this amendment to assure consistency between the Concept Plan, Exhibit “B” and proposed land use and building configuration; and,

WHEREAS, after due notice as required by law, and the required public hearings held before the Planning and Zoning Commission and the City Council of the City of Highland Village, Texas, the City Council is of the opinion that said amendment should be granted.

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

SECTION 1. AMENDMENT

Section 3. Exhibits, of Ordinance # 04-939, is hereby amended to include the following:

Exhibit “B” Concept Plan

Section 6. Concept Plan, of Ordinance # 04-939, is amended to read as follows:

All development within the Barnett Center – East PD-C must comply with the approved Concept Plan, Exhibit B.

SECTION 2. NO VESTED INTEREST

No developer or property owner shall acquire any vested interest in this

**ORIGINAL DOCUMENT
CITY OF HIGHLAND VILLAGE**

Ordinance or any specific regulations contained herein. The Ordinance and any regulations may be amended or repealed by the City Council of the City of Highland Village, Texas in the manner provided by law.

SECTION 3. PENALTY

Any person violating or failing to comply with any provision of this Ordinance shall be fined, upon conviction, in an amount not to exceed Two Thousand Dollars (\$2,000.00), and each day any violation or non-compliance continues shall constitute a separate offense. The City may further seek injunctive relief to prohibit the continuing violation of this Ordinance.

SECTION 4. SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phrase or word of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance which shall remain in full force and effect, and to this end, the provisions of this Ordinance are declared severable.

SECTION 5. EFFECTIVE DATE

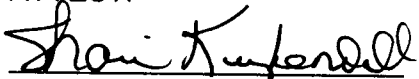
The caption of this Ordinance shall be published one time in a newspaper having general circulation in the City of Highland Village, and this Ordinance shall become effective upon passage on second reading.

READ ON THE 22nd DAY OF March, 2005 BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 12th DAY OF April, 2005.


BILL LAWRENCE
Mayor

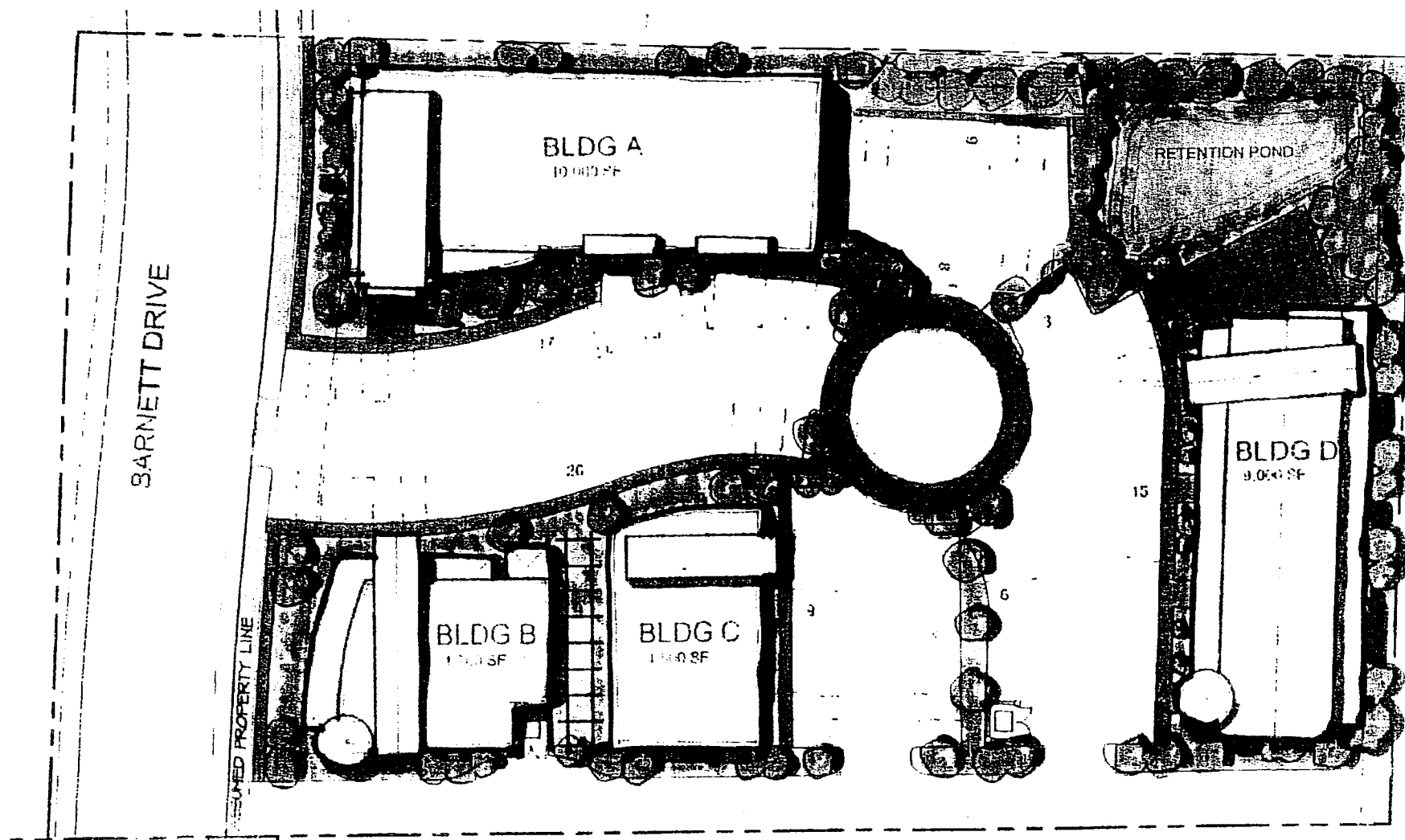
ATTEST:


SHARI KUYKENDALL
City Secretary

APPROVED AS TO FORM AND LEGALITY:


EDWIN P. VOSS, JR.
City Attorney

ORIGINAL DOCUMENT
CITY OF HIGHLAND VILLAGE



CONCEPTUAL SITE PLAN

ORIGINAL DOCUMENT
CITY OF HIGHLAND VILLAGE

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2026-1336

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING DISTRICT MAP OF THE CITY OF HIGHLAND VILLAGE AS PREVIOUSLY AMENDED, RELATING TO THE DEVELOPMENT AND USE OF LOT 2R, REPLAT OF TRACT 3A OF THE REPLAT OF BARNETT SUB. TRACT 3 LOCATED IN THE BARNETT CENTER – EAST PD-C BY AMENDING THE CONCEPT PLAN RELATING TO SAID PROPERTY; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Highland Village, Texas, in compliance with the laws of the State of Texas and the Ordinances of the City of Highland Village, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, the City Council has concluded that the Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as previously amended, should be further amended as follows:

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

SECTION 1. The Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as amended, relating to the use and development of Lot 2R, Replat Tract 3A of Replat of Barnett Sub Tract 3 – Lot 1R & 2R Barnett Subdivision, an addition to the City of Highland Village, Denton County, Texas, according to the plat thereof recorded in Cabinet X, Page 619, Plat Records, Denton County, Texas (“the Property”), which is located in and subject to the regulations of the Barnett Center – East PD-C established by Ordinance No. 05-974 (the “PD”) by amending the portion of the PD Concept Plan relating to the Property to read as set forth in Exhibit “A”, hereto.

SECTION 2. All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

SECTION 4. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when

the offense was committed and the former law is continued in effect for this purpose.

SECTION 5. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

SECTION 6. This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

FIRST READ ON THE 14TH DAY OF JULY 2026, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 28TH DAY OF JULY 2026.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:6/3/2026:4905-0179-2178v1)

BARNETT BOULEVARD



Ordinance 2026-1336
Page 3 of 3



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

MEETING DATE: July 28, 2026

SUBJECT: Consider Resolution 2026-3247 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 Highland Village Community Development Corporation (HVCDC) Bylaws require the Corporation to annually update the Facilities Development Capital Improvement Program (FDCIP). The FDCIP outlines the planned implementation of the Corporation's approved Type B (4B) projects, including the City's comprehensive trail system and soccer complex.

The Bylaws also require the Corporation to submit an annual report to the City Council by the end of July. The report includes a summary of the Corporation's accomplishments in project development during the previous year, as well as planned activities for the upcoming budget year. This annual report is incorporated into the FDCIP.

The updated FDCIP was presented and discussed by the HVCDC Board during its meetings on June 29, July 16, and July 28. In accordance with the Bylaws, a public hearing was conducted at the July 28 meeting to receive public comment on the proposed update.

The HVCDC Board is required to adopt the annual FDCIP, including any new or revised projects, and approve the annual budget, which represents the first year of the FDCIP's five-year financial outlook. Following approval by the HVCDC Board, the FDCIP and annual budget are submitted to the City Council for consideration and approval in accordance with the Corporation's Bylaws.

Previous Year Project Status

No new projects were initiated by the HVCDC during the current reporting year. Work continues on a preliminary design study and grant funding analysis for the FM 407 Village Connector project. Additionally, an erosion study is underway for the FM 2499 Pedestrian Tunnel to evaluate existing conditions and identify potential mitigation measures.

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

Several new projects have been identified in this year's updated Facilities Development Capital Improvement Program (FDCIP). Over the past several years, the Corporation's primary focus has been to fully assess the operational costs associated with Doubletree Ranch Park while building adequate working capital reserves. Significant progress has been made in both areas. The projected ending fund balance for Fiscal Year 2026 exceeds \$3.1 million, providing the financial capacity to begin advancing additional capital improvement projects.

The projects identified in the updated FDCIP include:

- Village Connector – FM 407 Corridor Trail and Amenity Station
- FM 2499 Pedestrian Tunnel Erosion Mitigation and Landscape Improvements
- Priority Trail Connections along Briarhill Road and within The District



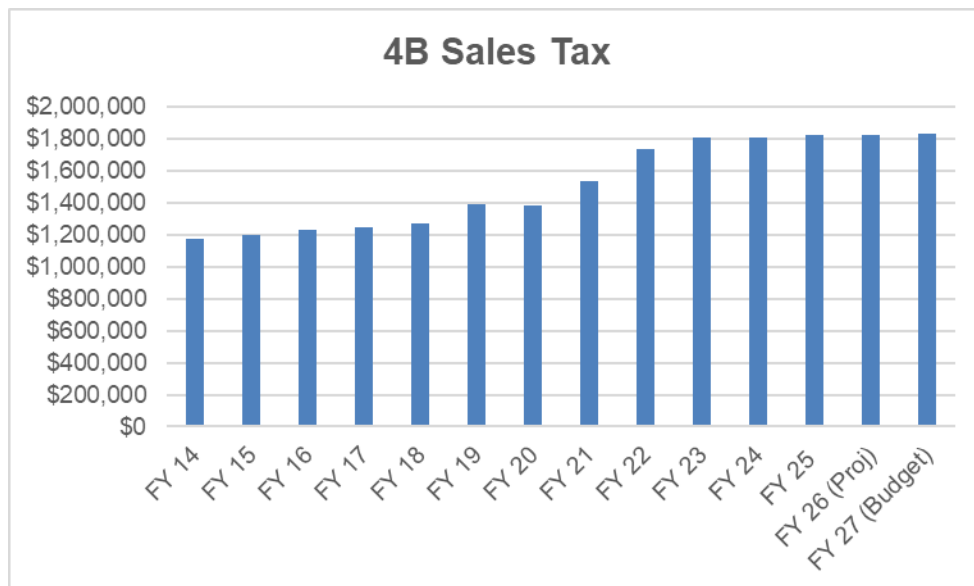
CITY COUNCIL MEMORANDUM AGENDA ITEM 15

The recommended path forward is to continue pursuing grant opportunities for the FM 407 Village Connector while completing the preliminary design and refining the project scope. Following review and approval of the project by the HVCDC Board and City Council, funding strategies and implementation priorities for the remaining identified projects will be evaluated based on available resources and the Corporation's long-term financial plan.

FY 2027 Budget Highlights

Revenues

- The one-half cent Type B (4B) sales tax remains the Corporation's primary revenue source. Fiscal Year 2027 sales tax revenue is projected at \$1,830,934, representing a 1.7% decrease from the Fiscal Year 2026 budget of \$1,861,753. Actual sales tax receipts for Fiscal Year 2026 are currently estimated at \$1,821,506, which is below the budgeted amount.



- Rental revenue from Doubletree Ranch Park is projected at \$71,400 for Fiscal Year 2027. Rental income is expected to increase over the planning period, reaching approximately \$70,900 more annually by Fiscal Year 2029 as park utilization continues to grow.

Expenditures

The proposed Fiscal Year 2027 base operating budget includes total non-capital expenditures of \$586,630, a decrease of \$182,677 (23.7%) from the Fiscal Year 2026 budget.

- Personnel**
The HVCDC funds four full-time positions dedicated to the maintenance of the City's trail system, Lakeside Community Park, and Doubletree Ranch Park. General Fund park maintenance staff supplement these personnel as needed.
- The proposed Personnel budget for Fiscal Year 2027 is \$335,029, a decrease of \$71,618 from the Fiscal Year 2026 budget. The reduction is primarily attributable to the reallocation of maintenance crew positions, resulting in lower overall salary costs.



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

- **Services and Supplies**

Base expenditures for Services and Supplies total \$251,601, a decrease of \$111,059 from the Fiscal Year 2026 budget of \$362,660.

- Professional Services increased by \$4,274, primarily due to seasonal contract mowing services.
- Park maintenance and supplies decreased by \$133,760, largely because the \$136,000 trellis repair project at Doubletree Ranch Park was a one-time expenditure budgeted in Fiscal Year 2026. Funding for ongoing routine maintenance remains substantially unchanged.

- **Capital**

No equipment replacement expenditures are proposed in the Fiscal Year 2027 base operating budget.

Supplemental requests identified for FY 2027 are listed following:

Supplemental Request Description	Proposed
Pond Diffusers (2) for Doubletree Ranch Park	\$ 13,456
Renovation of the City Trail landscape beds at the 2499 tunnel.	\$ 825,000
	Submitted
Total New FY 2027 Requests	\$ 838,456

Financial Outlook

The HVCDC's projected working capital balance at the end of Fiscal Year 2026 is \$3,114,160, an increase of \$648,380 over the prior year. This continued growth reflects the Corporation's focus in recent years on strengthening its financial position while fully evaluating the long-term operating costs associated with the trail system and Doubletree Ranch Park.

Sales tax revenues experienced significant growth in Fiscal Year 2021 but have remained relatively stable since Fiscal Year 2023. Because the Corporation's primary revenue source is the one-half cent Type B (4B) sales tax, which can fluctuate with economic conditions, maintaining a healthy level of working capital reserves is prudent. Adequate reserves provide financial stability, support ongoing operations and maintenance, and position the Corporation to advance future capital improvement projects as funding opportunities arise.



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

Proposed FY 2027 Budget

	Actual FY 2025	Budget FY 2026	Estimate FY 2026	Base FY 2027	Supp'l FY 2027	Proposed FY 2027
Beginning Fund Balance	\$ 2,007,659	\$ 2,429,759	\$ 2,465,780	\$ 3,114,160		\$ 3,114,160
Sales Tax	1,819,132	1,861,753	1,821,506	1,830,934	-	1,830,934
Park Fees	2,036	6,500	3,000	3,000	-	3,000
Rental Income	66,913	70,900	71,500	71,400	-	71,400
Linear Park Fees	-	-	7,175	5,166	-	5,166
Miscellaneous	-	-	-	-	-	-
Interest Income	92,460	110,000	98,903	134,914	-	134,914
Total Revenues	1,980,540	2,049,153	2,002,084	2,045,414	-	2,045,414
Expenditures						
<i>Personnel</i>	348,234	406,647	327,672	335,029	-	335,029
Professional Services	98,744	49,288	126,548	53,562	-	53,562
Employee Develop	2,897	1,928	2,288	2,288	-	2,288
Supplies / Equipment	411,606	255,394	257,191	121,634	13,456	135,090
Utilities	49,239	56,050	56,050	56,050	-	56,050
Other	-	-	23,055	18,067	-	18,067
<i>Total Services / Supplies</i>	562,485	362,660	465,132	251,601	13,456	265,057
Capital	47,675	-	-	-	825,000	825,000
Total Expenditures	958,395	769,307	792,804	586,630	838,456	1,425,086
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(564,025)	(560,900)	(560,900)	(561,900)	-	(561,900)
Net Increase / Decr	458,121	718,946	648,380	896,884		58,428
Ending Fund Balance	\$ 2,465,780	\$ 3,148,705	\$ 3,114,160	\$ 4,011,044		\$ 3,172,588



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

Extended Five-Year Outlook

	Proposed FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Beginning Fund Balance	\$ 3,114,160	\$ 3,172,588	\$ 4,004,533	\$ 4,869,951	\$ 5,791,075
Sales Tax	1,830,934	1,859,672	1,889,791	1,921,315	1,954,273
Park Fees	3,000	3,000	3,000	3,000	3,000
Rental Income	71,400	73,000	75,100	77,200	78,300
Linear Park Fees	5,166	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest Income	134,914	130,000	125,000	120,000	115,000
Total Revenues	2,045,414	2,065,672	2,092,891	2,121,515	2,150,573
Expenditures					
<i>Personnel</i>	335,029	350,105	365,860	382,323	399,528
Professional Services	53,562	55,950	58,457	61,090	63,854
Employee Develop	2,288	2,288	2,288	2,288	2,288
Supplies / Equipment	135,090	191,532	136,892	116,222	141,222
Utilities	56,050	58,760	58,760	61,250	61,250
Other	18,067	18,067	18,067	18,067	18,970
<i>Total Services / Supplies</i>	265,057	326,597	274,464	258,917	287,584
Capital	825,000	-	26,000	-	-
Total Expenditures	1,425,086	676,702	666,324	641,240	687,112
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(561,900)	(557,025)	(561,150)	(559,150)	(565,900)
Net Increase / Decr	58,428	831,945	865,417	921,125	897,561
Ending Fund Balance	\$ 3,172,588	\$ 4,004,533	\$ 4,869,951	\$ 5,791,075	\$ 6,688,637

Project Summary

No debt-financed projects are identified within the five-year planning window. With the continued restoration of working capital reserves, the Corporation is now in a financial position to consider debt financing for future capital projects within the next several years, should the Board and City Council determine it is appropriate.

Completed Projects

The HVCDC has completed the following major capital improvement projects:

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



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

- Lake Vista Trail
- Highland Village Road (Village Park Trail connection to the railroad crossing)
- Crosswalk at FM 2499
- Market Trail / Village Park Connection
- Pedestrian Crosswalk Enhancements (Victoria Trail crossing at Highland Village Road and City Trail crossing at Briarhill Boulevard)
- FM 2499 Sidewalk (City Trail south to connect to Market Trail connection)
- Highland Village Road Trail - Phase IIb (Lions Club Park to Doubletree Ranch Park)
- Highland Village Road Railroad Crossing
- Marauder Park Lake Access
- Castlewood Trail (including tie-in to FM 2499 Pedestrian Tunnel and City Trail)
- Southwood Trail
- Lakeside Community Park Trailhead (707 Highland Village Road)
- Doubletree Ranch Park
- Chapel Hill City Trail / FM 2499 Pedestrian Tunnel Connector
- Highland Village Road Trail (Service Center to Sellmeyer Ln)
- Highland Village Road Trail (City Hall to the Service Center)
- Brazos Road to Medina Drive Trail (Brazos Park to Medina)

Completed Trail Connections

The following smaller trail and sidewalk connections have also been completed to improve system connectivity:

- Remington Drive East to Highland Village Road trail connection
- Spring Oaks Drive trail section
- Briarhill Boulevard sidewalk connector between the District Trail and Shannon Lane
- Highland Shores Blvd. at Highland Village Road south-side sidewalk/trail connection where the bicycle lane terminates
- Castlewood Boulevard sidewalk/trail connection (west side) at FM 2499/Highland Shores Boulevard

Projects (Previously Identified) for Future Consideration

Projects

- Marauder Park Trailhead
- Pilot Knoll Trail connection from FM 2499 Sidewalk at City Trail to Pilot Knoll Park
- Victoria Trail connection to Lewisville
- Pilot Knoll interior trail and shoreline extension
- FM 407 Village Connector (Highland Village Road to FM 2499)
- Briarhill Boulevard trail connections and improvements
- Barnett Blvd Trail connection to District Trail
- Highland Village Road to Unity Park trail connection
- Doubletree Drive on-street bicycle lane
- Repair two sections of the Village Trail in the Rolling Hills neighborhood near Quail Cove Drive and Shady Meadow

Identified small fill-in / connector sections

- Trail connection from Marauder Park Trail beneath the FM 2499 bridge to the shoreline trail access point utilizing the existing TxDOT trail easement.



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

RECOMMENDATION

To approve Resolution 2026-3247 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. 2026-3247

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 28, 2026, the HVCDC voted to approve the annual update for the FDCIP for Fiscal Year 2026-2027; and

WHEREAS, the City Council finds it to be in the public interest to approve the annual update to the FDCIP for Fiscal Year 2026-2027 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, 2026, and ending September 30, 2027, 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 28TH DAY OF JULY 2026.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

Resolution No. 2026-3247

Exhibit A

Previous Year Project Status

No new projects were initiated by the HVCDC during the current reporting year. Work continues on a preliminary design study and grant funding analysis for the FM 407 Village Connector project. Additionally, an erosion study is underway for the FM 2499 Pedestrian Tunnel to evaluate existing conditions and identify potential mitigation measures.

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

Several new projects have been identified in this year's updated Facilities Development Capital Improvement Program (FDCIP). Over the past several years, the Corporation's primary focus has been to fully assess the operational costs associated with Doubletree Ranch Park while building adequate working capital reserves. Significant progress has been made in both areas. The projected ending fund balance for Fiscal Year 2026 exceeds \$3.1 million, providing the financial capacity to begin advancing additional capital improvement projects.

The projects identified in the updated FDCIP include:

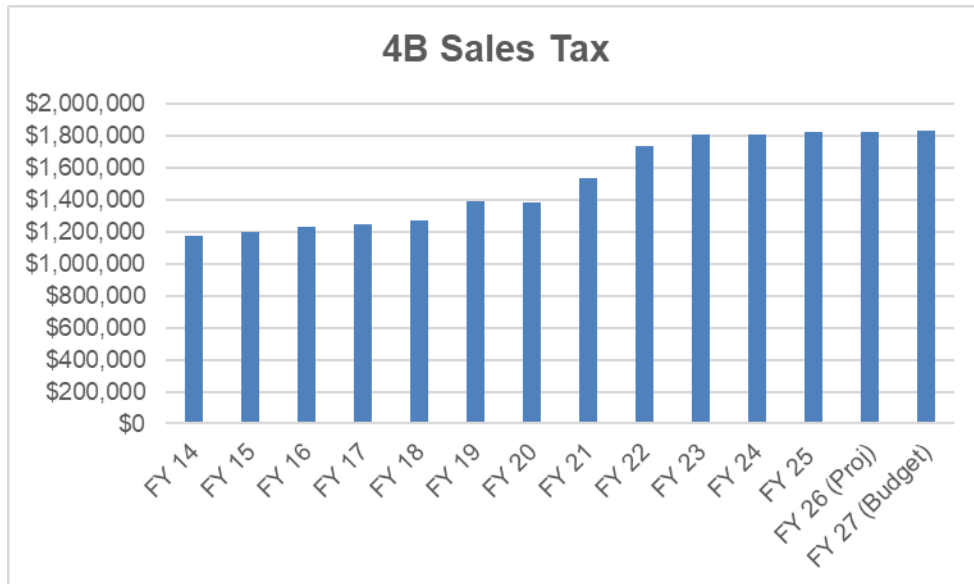
- Village Connector – FM 407 Corridor Trail and Amenity Station
- FM 2499 Pedestrian Tunnel Erosion Mitigation and Landscape Improvements
- Priority Trail Connections along Briarhill Road and within The District

The recommended path forward is to continue pursuing grant opportunities for the FM 407 Village Connector while completing the preliminary design and refining the project scope. Following review and approval of the project by the HVCDC Board and City Council, funding strategies and implementation priorities for the remaining identified projects will be evaluated based on available resources and the Corporation's long-term financial plan.

FY 2027 Budget Highlights

Revenues

- The one-half cent Type B (4B) sales tax remains the Corporation's primary revenue source. Fiscal Year 2027 sales tax revenue is projected at \$1,830,934, representing a 1.7% decrease from the Fiscal Year 2026 budget of \$1,861,753. Actual sales tax receipts for Fiscal Year 2026 are currently estimated at \$1,821,506, which is below the budgeted amount.



- Rental revenue from Doubletree Ranch Park is projected at \$71,400 for Fiscal Year 2027. Rental income is expected to increase over the planning period, reaching approximately \$70,900 more annually by Fiscal Year 2029 as park utilization continues to grow.

Expenditures

The proposed Fiscal Year 2027 base operating budget includes total non-capital expenditures of \$586,630, a decrease of \$182,677 (23.7%) from the Fiscal Year 2026 budget.

- **Personnel**
The HVCDC funds four full-time positions dedicated to the maintenance of the City's trail system, Lakeside Community Park, and Doubletree Ranch Park. General Fund park maintenance staff supplement these personnel as needed.
 - The proposed Personnel budget for Fiscal Year 2027 is \$335,029, a decrease of \$71,618 from the Fiscal Year 2026 budget. The reduction is primarily attributable to the reallocation of maintenance crew positions, resulting in lower overall salary costs.
- **Services and Supplies**
Base expenditures for Services and Supplies total \$251,601, a decrease of \$111,059 from the Fiscal Year 2026 budget of \$362,660.
 - Professional Services increased by \$4,274, primarily due to seasonal contract mowing services.
 - Park maintenance and supplies decreased by \$133,760, largely because the \$136,000 trellis repair project at Doubletree Ranch Park was a one-time expenditure budgeted in Fiscal Year 2026. Funding for ongoing routine maintenance remains substantially unchanged.
- **Capital**
No equipment replacement expenditures are proposed in the Fiscal Year 2027 base operating budget.

Supplemental requests identified for FY 2027 are listed following:

Supplemental Request Description	Proposed
Pond Diffusers (2) for Doubletree Ranch Park	\$ 13,456
Renovation of the City Trail landscape beds at the 2499 tunnel.	\$ 825,000
	Submitted
Total New FY 2027 Requests	\$ 838,456

Financial Outlook

The HVCDC's projected working capital balance at the end of Fiscal Year 2026 is \$3,114,160, an increase of \$648,380 over the prior year. This continued growth reflects the Corporation's focus in recent years on strengthening its financial position while fully evaluating the long-term operating costs associated with the trail system and Doubletree Ranch Park.

Sales tax revenues experienced significant growth in Fiscal Year 2021 but have remained relatively stable since Fiscal Year 2023. Because the Corporation's primary revenue source is the one-half cent Type B (4B) sales tax, which can fluctuate with economic conditions, maintaining a healthy level of working capital reserves is prudent. Adequate reserves provide financial stability, support ongoing operations and maintenance, and position the Corporation to advance future capital improvement projects as funding opportunities arise.

Proposed FY 2027 Budget

	Actual FY 2025	Budget FY 2026	Estimate FY 2026	Base FY 2027	Supp'l FY 2027	Proposed FY 2027
Beginning Fund Balance	\$ 2,007,659	\$ 2,429,759	\$ 2,465,780	\$ 3,114,160		\$ 3,114,160
Sales Tax	1,819,132	1,861,753	1,821,506	1,830,934	-	1,830,934
Park Fees	2,036	6,500	3,000	3,000	-	3,000
Rental Income	66,913	70,900	71,500	71,400	-	71,400
Linear Park Fees	-	-	7,175	5,166	-	5,166
Miscellaneous	-	-	-	-	-	-
Interest Income	92,460	110,000	98,903	134,914	-	134,914
Total Revenues	1,980,540	2,049,153	2,002,084	2,045,414	-	2,045,414
Expenditures						
<i>Personnel</i>	348,234	406,647	327,672	335,029	-	335,029
Professional Services	98,744	49,288	126,548	53,562	-	53,562
Employee Develop	2,897	1,928	2,288	2,288	-	2,288
Supplies / Equipment	411,606	255,394	257,191	121,634	13,456	135,090
Utilities	49,239	56,050	56,050	56,050	-	56,050
Other	-	-	23,055	18,067	-	18,067
<i>Total Services / Supplies</i>	562,485	362,660	465,132	251,601	13,456	265,057
Capital	47,675	-	-	-	825,000	825,000
Total Expenditures	958,395	769,307	792,804	586,630	838,456	1,425,086
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(564,025)	(560,900)	(560,900)	(561,900)	-	(561,900)
Net Increase / Decr	458,121	718,946	648,380	896,884		58,428
Ending Fund Balance	\$ 2,465,780	\$ 3,148,705	\$ 3,114,160	\$ 4,011,044		\$ 3,172,588

Extended Five-Year Outlook

	Proposed FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Beginning Fund Balance	\$ 3,114,160	\$ 3,172,588	\$ 4,004,533	\$ 4,869,951	\$ 5,791,075
Sales Tax	1,830,934	1,859,672	1,889,791	1,921,315	1,954,273
Park Fees	3,000	3,000	3,000	3,000	3,000
Rental Income	71,400	73,000	75,100	77,200	78,300
Linear Park Fees	5,166	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest Income	134,914	130,000	125,000	120,000	115,000
Total Revenues	2,045,414	2,065,672	2,092,891	2,121,515	2,150,573
Expenditures					
<i>Personnel</i>	335,029	350,105	365,860	382,323	399,528
Professional Services	53,562	55,950	58,457	61,090	63,854
Employee Develop	2,288	2,288	2,288	2,288	2,288
Supplies / Equipment	135,090	191,532	136,892	116,222	141,222
Utilities	56,050	58,760	58,760	61,250	61,250
Other	18,067	18,067	18,067	18,067	18,970
Total Services / Supplies	265,057	326,597	274,464	258,917	287,584
Capital	825,000	-	26,000	-	-
Total Expenditures	1,425,086	676,702	666,324	641,240	687,112
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(561,900)	(557,025)	(561,150)	(559,150)	(565,900)
Net Increase / Decr	58,428	831,945	865,417	921,125	897,561
Ending Fund Balance	\$ 3,172,588	\$ 4,004,533	\$ 4,869,951	\$ 5,791,075	\$ 6,688,637

Project Summary

No debt-financed projects are identified within the five-year planning window. With the continued restoration of working capital reserves, the Corporation is now in a financial position to consider debt financing for future capital projects within the next several years, should the Board and City Council determine it is appropriate.

Completed Projects

The HVCDC has completed the following major capital improvement projects:

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

- Lake Vista Trail
- Highland Village Road (Village Park Trail connection to the railroad crossing)
- Crosswalk at FM 2499
- Market Trail / Village Park Connection
- Pedestrian Crosswalk Enhancements (Victoria Trail crossing at Highland Village Road and City Trail crossing at Briarhill Boulevard)
- FM 2499 Sidewalk (City Trail south to connect to Market Trail connection)
- Highland Village Road Trail - Phase IIb (Lions Club Park to Doubletree Ranch Park)
- Highland Village Road Railroad Crossing
- Marauder Park Lake Access
- Castlewood Trail (including tie-in to FM 2499 Pedestrian Tunnel and City Trail)
- Southwood Trail
- Lakeside Community Park Trailhead (707 Highland Village Road)
- Doubletree Ranch Park
- Chapel Hill City Trail / FM 2499 Pedestrian Tunnel Connector
- Highland Village Road Trail (Service Center to Sellmeyer Ln)
- Highland Village Road Trail (City Hall to the Service Center)
- Brazos Road to Medina Drive Trail (Brazos Park to Medina)

Completed Trail Connections

The following smaller trail and sidewalk connections have also been completed to improve system connectivity:

- Remington Drive East to Highland Village Road trail connection
- Spring Oaks Drive trail section
- Briarhill Boulevard sidewalk connector between the District Trail and Shannon Lane
- Highland Shores Blvd. at Highland Village Road south-side sidewalk/trail connection where the bicycle lane terminates
- Castlewood Boulevard sidewalk/trail connection (west side) at FM 2499/Highland Shores Boulevard

Projects (Previously Identified) for Future Consideration

Projects

- Marauder Park Trailhead
- Pilot Knoll Trail connection from FM 2499 Sidewalk at City Trail to Pilot Knoll Park
- Victoria Trail connection to Lewisville
- Pilot Knoll interior trail and shoreline extension
- FM 407 Village Connector (Highland Village Road to FM 2499)
- Briarhill Boulevard trail connections and improvements
- Barnett Blvd Trail connection to District Trail
- Highland Village Road to Unity Park trail connection
- Doubletree Drive on-street bicycle lane
- Repair two sections of the Village Trail in the Rolling Hills neighborhood near Quail Cove Drive and Shady Meadow

Identified small fill-in / connector sections

- Trail connection from Marauder Park Trail beneath the FM 2499 bridge to the shoreline trail access point utilizing the existing TxDOT trail easement.



CITY COUNCIL MEMORANDUM AGENDA ITEM 17

MEETING DATE: June 23, 2026

SUBJECT: Consider Resolution 2026-3249 appointing a Member to Fill a Vacancy on the Animal Shelter Advisory Committee

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

Chapter 823 of the Texas Health and Safety Code establishes the operational standards, regulations and requirements for animal shelters across the state. Members of the Highland Village Animal Shelter Advisory Committee (Committee) assist in meeting compliance requirements for the City's Animal Shelter. Of those members, the Committee must be composed of at least one licensed veterinarian, one county or city official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization. In addition, the Committee is required to meet at least three times per year.

Former Councilman Jon Kixmiller served on the Committee as a city official. Mr. Kixmiller is no longer serving on City Council, thus leaving one (1) vacancy on the Committee.

BUDGETARY IMPACT

N/A

RECOMMENDATION

To approve Resolution 2026-3249 appointing a member to serve on the Animal Shelter Advisory Committee.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2026-3249

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING A MEMBER TO FILL A VACANCY ON THE ANIMAL SHELTER ADVISORY COMMITTEE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Highland Village desires to make an appointment to the Animal Shelter Advisory Committee to fill a vacancy.

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

SECTION 1. The following person is hereby appointed to the indicated position on the Animal Shelter Advisory Committee:

Name	Place
_____	City Official

SECTION 4. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED this the 28th day of July, 2026.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney



CITY COUNCIL MEMORANDUM AGENDA ITEM 18

MEETING DATE: July 28, 2026

SUBJECT: Consider Resolution 2026-3248 authorizing a Contract for the Purchase of Playground Equipment for Lower Sellmeyer Park through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative (BuyBoard)

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

The Parks and Recreation Department held a public meeting on November 1, 2025, at Lower Sellmeyer Park to engage the community and gather feedback on the playground renovation identified in the 2022 bond. Information and marketing for the meeting were sent to the community several weeks prior to the meeting using all the city's communication methods for this type of message. In addition, the city provided an electronic survey for residents who could not attend the meeting.

Details of the Public Meeting:

- Thirty-Seven attended the public meeting, including families, kids, grandparents, park board members, and council members
- Twelve online responses
- Seven email responses
- One phone call

Totaling 57 engagement touches with the community

At the February 16, 2026, regular Parks and Recreation Advisory Board meeting, staff presented the public engagement results for Lower Sellmeyer Park. Based on the community's responses, the highest-ranked need was for a new playground. Staff contacted two experienced playground vendors, requested renderings based on the community's input, and cost estimates for installing a new playground, and presented them to the board for discussion at the April 20, 2026, regularly scheduled Parks and Recreation Advisory Board meeting.

At the April 20, 2026, regular Parks and Recreation Advisory Board meeting, staff received direction on which options to include in a public survey for feedback. The board recommended eliminating one of the Kraftsman options, totaling \$170,314.50, due to its high cost. The remaining five (5) playground options were included in the public survey. The survey was posted and made available to the public from April 23 through May 11. The survey informed residents the results would be presented to the Parks and Recreation Advisory Board at their meeting on May 18 and provided details to attend in person or watch online.

At the May 18, 2026, regular Parks and Recreation Advisory Board meeting, staff presented the results of the Lower Sellmeyer Park Playground Survey for discussion and to provide a recommendation on which playground option(s) to present to the City Council for consideration and approval. (The City received 235 survey responses.)

The board recommended Option E as the first choice and Option C with the "Alternate" as the second choice. Both Cunningham/Gametime Playgrounds offer a better warranty on the turf and meet the publics/community's desires for play features.



CITY COUNCIL MEMORANDUM AGENDA ITEM 18

Options:

- Option A \$120,639.00 Gametime/Cunningham
- Option B \$128,103.00 Kraftsman
- Option C \$129,561.00 Gametime/Cunningham Playground (PRAB Recommended, second choice)
- Option D \$140,368.00 Kraftsman
- Option E \$151,009.00 Gametime/Cunningham Playground (PRAB Recommended, first choice)
- Alternate \$13,000 Gametime/Cunningham
- Alternate \$12,020 - Kraftsman

An email was sent to all survey respondents informing them the playground options will be presented to Council at the July 14 meeting, and on the July 28 agenda for Council action. This information, along with the link to the survey results, was also included in the July editions of City Connections and The Villager.

Council had an opportunity to review playground options during Early Work Session held on July 28, 2026. This agenda items provides an opportunity for Council to take formal action.

BUDGETARY IMPACT

This project will be funded from 2022 Bond Proceeds. The original budget amount for the project is \$140,000.00. Given the rising cost of materials and labor, we expect the project to cost more than what was originally budgeted for this project.

RECOMMENDATION

To approve Resolution 2026-3248 authorizing a Contract for the Purchase of Playground Equipment for Lower Sellmeyer Park through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative (BuyBoard).

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2026-3248

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING A CONTRACT FOR THE PURCHASE OF PLAYGROUND EQUIPMENT FOR LOWER SELLMAYER PARK WITH _____ THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE (BUYBOARD); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Administration, while in the process of soliciting bids in accordance with state law, determined the purchase of services and the equipment that comply with City specifications for the purchase of playground equipment for Lower Sellmeyer Park can be made for the lowest price from _____, through the City's cooperative purchasing agreement with Texas Local Government Purchasing Cooperative ("BuyBoard"); and

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

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 a contract with _____ through the City's cooperative purchasing agreement with BuyBoard for the purchase of playground equipment for Lower Sellmeyer Park in the amount of \$ _____ funded from the 2022 Bond Proceeds.

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 JULY 2026.

APPROVED:

Charlotte Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(km:7/22/2026:4938-3492-9856, v. 1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 19

MEETING DATE: July 28, 2026

SUBJECT: Continue Discussion regarding the Roles and Responsibilities of the City of Highland Village Appointees serving on the Denton County Transportation Authority (DCTA) Board of Directors, and Discussion of Future Denton County Transportation Authority Service Plans

PREPARED BY: Paul Stevens, City Manager

BACKGROUND

This item continues the discussion of the Roles and Responsibilities of the City of Highland Village Appointee for the Denton County Transportation Authority (DCTA) Board of Directors.

I have made the changes based on the discussion from the June 9 Council meeting. The changes go through the Roles and Responsibilities of the Board Member and we are to continue the discussion on the City Council roles and responsibilities at this meeting.

GUIDELINES AND RESPONSIBILITIES
FOR
CITY OF HIGHLAND VILLAGE APPOINTEE TO THE
DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) BOARD OF DIRECTORS

The City of Highland Village, by virtue of being a Founding Municipality of the Denton County Transportation Authority (DCTA), is a voting member of the DCTA Board of Directors. The City Council is authorized to appoint one Board of Director and one alternate for a term of two years. The appointment is made in November of odd-numbered years. The alternate member serves only in the absence of the regular appointed Board Member.

The Board is composed of a member of each founding municipality (Denton, Highland Village and Lewisville), and two members appointed by the Denton County Commissioners Court, for a total of five voting members.

Eligibility

To be eligible for appointment to the Board, a person must:

- (i) Have professional experience in the field of transportation, business, government, engineering, or law: and
- (ii) Reside in the territory of the Authority

Vacancy

A vacancy on the Board of the Highland Village representative is filled in the same manner as the original appointment of the Board. A Board Member appointed to a vacant position shall be appointed for the unexpired term of the Board Member's predecessor in the position.

Meetings

The Board generally meets once a month on the fourth Thursday at 10 A.M. Special meetings of the Board may be called by the Chair as necessary.

Roles and Responsibilities

In addition to the roles and responsibilities of the DCTA Bylaws, the Highland Village Representative shall have the following:

- In conjunction with the Chief Executive Officer (CEO) of DCTA, present to City Council on a semi-annual , an update of DCTA ridership, capital projects, potential new DCTA members, efficiency analysis, and other pertinent information.
- Inform the City Council of any service changes impacting DCTA service delivery to Highland Village. ~~(Similar to Rhonda's sixth bullet point.)~~

- Inform the City Council of proposed changes to the Transportation Reinvestment Program (TRiP) ~~(Similar to Rhonda's fifth bullet point.)~~
- Relay City Council requests to the appropriate DCTA leadership and respond to City Council accordingly ~~(Similar to Rhonda's fourth bullet point.)~~
- Advocate the City of Highland Village's position on transportation-related issues to the DCTA Board of Directors
- Must attend DCTA Board meetings on a regular basis. In the event of an absence, inform the alternate member so Highland Village will have a voting representative.
- Become well-versed in the operations of DCTA

~~DCTA Board Member roles and responsibilities to discuss~~

- Work closely with City Council members, DCTA staff, and community stakeholders to gather insights and foster a collaborative approach to public transportation issues affecting Highland Village.
- Actively engage with the Highland Village community to understand their perspectives on transportation issues and incorporate feedback into discussions with DCTA.
- ~~Promote and advocate for the transportation needs of Highland Village residents as directed by City Council. This includes articulating the needs and concerns of the community that supports the City's financial health, infrastructure planning and land use policies.~~
- Assist City Council members with requests for information from the DCTA.
- Inform the City Council of proposed changes to the Transportation Reinvestment Program (TRiP)
- ~~Keep the City Council informed of any service changes that may affect DCTA's service delivery to Highland Village. This information shall be presented to the City Council a minimum of 30 days prior to the service changes being voted on by DCTA. This ensures transparency and allows Council members to communicate changes to constituents effectively and vote on a resolution, if necessary, documenting the council's position on the service change.~~
- ~~Provide a presentation on new voting member applications within 30 days of the application to become a new voting member. The presentation should include the financial terms of the membership.~~
- On a monthly basis, provide agreed-upon Highland Village resident rider data, including unique monthly riders across A-train, bus, and GoZone services, and the number of residents purchasing services online or via the DCTA app. The

~~data report should include: the number of unique riders per month for DCTA services, including the A-trains, buses and the Go-Zone and the number of residents per month that have purchased services online or on the app for the A-train, Go-Zone, and bus. The City Council cannot advocate to improve services and accessibility if the City Council currently does not know how many residents are utilizing the DCTA services. (Must make sure DCTA can provide requested data. To make it so the policy doesn't have to be changed, it may be best to state, "provide agreed-upon data on a monthly basis."~~

- On a quarterly basis, the DCTA board member updates the City Council on the following: update on total DCTA ridership, capital projects, on-going DCTA studies, potential new DCTA members, debt service owed by the City of Highland Village, efficiency analysis, and other pertinent information.
- On a semiannual basis provide a report of contracted services for all non-voting member cities and non-member cities (including those outside of Denton County). The report should include the contract length, contract amount and the amount of the contract being funded directly by the City excluding grants and state and federal dollars.

City Council roles and responsibilities to discuss

- The structure allows DCTA to operate effectively while addressing the specific transportation needs of each member city. DCTA member cities are essential for ensuring local needs and concerns are represented in transit decisions.
- It is the responsibility of the Highland Village City Council to clearly communicate the concerns of the Highland Village residents to DCTA through the appointed board member.
- Citizen outreach through citizen surveys and community transportation workshops are ways to solicit meaningful citizen feedback.
- An effective way to convey this information to DCTA includes regular communication on infrastructure planning and land use policies is through approved resolutions.
- Some resolutions the City Council may include:
- Proposed changes to the Transportation Reinvestment Program (TRiP)

- City of Highland Village's position on transportation-related issues affecting Highland Village residents.
- Proposed changes to services impacting Highland Village residents
- The City's position on advocating to allow citizens to vote on continued DCTA membership.
- The City's position on when to require a city to become full voting member of DCTA after receiving contracted services for more than three years.



CITY COUNCIL MEMORANDUM AGENDA ITEM 20

MEETING DATE: July 28, 2026

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

August 6, 2026	Zoning Board of Adjustment Meeting – 7:00 pm
August 10, 2026	HV Community Development Corporation Meeting – 6:00 pm
August 11, 2026	Regular City Council Meeting – 7:00 pm
August 17, 2026	Parks and Recreation Advisory Board Meeting – 6:00 pm
August 18, 2026	Planning and Zoning Meeting – 7:00 pm
August 25, 2026	Regular City Council Meeting – 7:00 pm
September 3, 2026	Zoning Board of Adjustment Meeting – 7:00 pm
September 8, 2026	Regular City Council Meeting – 7:00 pm
September 14, 2026	HV Community Development Corporation Meeting – 6:00 pm
September 15, 2026	Planning and Zoning Meeting – 7:00 pm
September 21, 2026	Parks and Recreation Advisory Board Meeting – 6:00 pm
September 22, 2026	Regular City Council Meeting – 7:00 pm
October 1, 2026	Zoning Board of Adjustment Meeting – 7:00 pm
October 12, 2026	HV Community Development Corporation Meeting – 6:00 pm
October 13, 2026	Regular City Council Meeting – 7:00 pm
October 19, 2026	Parks and Recreation Advisory Board Meeting – 6:00 pm
October 20, 2026	Planning and Zoning Meeting – 7:00 pm
October 27, 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.