



AGENDA
HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION
SPECIAL MEETING
TUESDAY, JULY 28, 2026 at 5:30 PM
HIGHLAND VILLAGE MUNICIPAL COMPLEX
COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS

- 1. Call to Order & Roll Call for Highland Village Community Development Corporation.**
- 2. Visitors Comments** *(Anyone wishing to address the Highland Village Community Development Corporation board of directors must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, Highland Village Community Development Corporation is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Highland Village Community Development Corporation.)*
- 3. Conduct a Public Hearing and Consider Adoption of the Annual Updates to the Facilities Development Capital Improvement Program ("FDCIP") and Proposed FY 2027 Budget Included Therein.**
- 4. Discuss and Take Action to Enter into a Funding Agreement with the City to Utilize the Board-Approved FY2027 Budget Funds for Maintenance, Operations, and Projects.**
- 5. Status Reports on Current Projects and Discussion on Future Agenda Items** *(A Board member may inquire about a subject of which notice has not been given. A Statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)*
- 6. 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 21st Day of JULY, 2026 NOT LATER THAN 5:00 P.M.

PAT KUYKENDALL
ADMINISTRATIVE ASSISTANT

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

Removed from posting on the _____ day of _____, 2026, at _____
By _____



HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 3

MEETING DATE: July 28, 2026

SUBJECT: Conduct a Public Hearing and Consider Adoption of the Annual Updates to the Facilities Development Capital Improvement Program ("FDCIP") and Proposed FY 2027 Budget Included Therein.

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



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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:

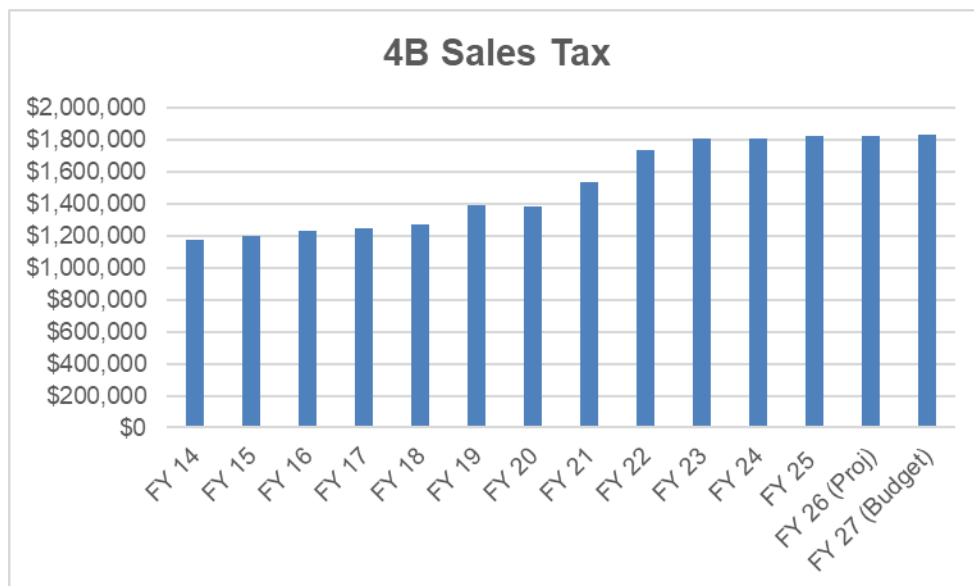
- Village Connector – FM 407 Corridor Trail and Amenity Station
- FM 2499 Pedestrian Tunnel Erosion Mitigation and Landscape Improvements
- Priority Trail Connections along Briarhill Road and within The District

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.





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- 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



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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



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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:



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- 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



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- 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.

RECOMMENDATION

Conduct public hearing and approve submitted FY 2027 Budget and annual updates to the HVCDC FDCIP.



HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION MEMORANDUM AGENDA ITEM 4

MEETING DATE: July 28, 2026

SUBJECT: Discuss and Take Action to Enter into a Funding Agreement with the City to Utilize the Board-Approved FY2027 Budget Funds for Maintenance, Operations, and Projects.

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

After the Highland Village Community Development Corporation Board approves the FY 2026 - 2027 budget, the board must enter into a funding agreement with the City to allow the funds to be used for the maintenance and operation of City trails and soccer fields, as well as for projects.

BUDGETARY IMPACT

None. The funds represented in the proposed funding agreement are accounted for in the City's budget for FY 2026-2027.

RECOMMENDATION

For the Highland Village Community Development Corporation Board to enter into a funding agreement with the City to utilize the approved FY 2027 budget funds for maintenance, operations, and projects.



HIGHLAND VILLAGE COMMUNITY DEVELOPMENT MEMORANDUM AGENDA ITEM 5

MEETING DATE: July 28, 2026

SUBJECT: Status Reports on Current Projects and Discussion on Future Agenda Items (A Board member may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

This item is on the agenda to allow a Councilmember to inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A