



## 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, JUNE 22, 2021 at 6:00 P.M.

### EARLY WORK SESSION

City Council Chambers – 6:00 P.M.

#### Convene Meeting in Open Session

1. Receive Presentation on the Pilot Knoll Cabin Feasibility Study
2. Review the Capital Improvement Program (CIP) Budget for Fiscal Year 2021-2022
3. Receive an Overview of the Human Resources Department
4. Discuss amending Term Limits as it relates to Filling of Unexpired Terms on Boards and Commissions
5. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for June 22, 2021

(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

City Manager's Conference Room

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

### OPEN SESSION

City Council Chambers – 7:30 P.M.

7. Call Meeting to Order
8. Prayer led by Mayor Pro Tem Mike Lombardo
9. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Pro Tem Mike Lombardo: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*

10. **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.)*
11. **City Manager/Staff Reports**
  - Update on the 87<sup>th</sup> Texas Legislative Session
  - Foodie Friday Video
12. **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

*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.

13. Consider approval of Minutes of the Regular City Council Meeting held on May 25, 2021
14. Consider Ordinance 2021-1282 amending Section 12.02.036 of the City of Highland Village Code of Ordinances to Extend the Termination Date of the City's Juvenile Curfew Regulations (*2<sup>nd</sup> and final read*)
15. Receive the Capital Improvement Program (CIP) for Fiscal Year 2021-2022

### ACTION AGENDA

16. Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
17. Conduct a Public Hearing and Consider approval of a Replat for the Property described as Block B, Edgewood Estates, located at 234 Edgewood Drive

18. Conduct a Public Hearing and Consider an Ordinance granting a Conditional Use Permit (CUP) for the property described as Lot 7B, Block 2, The Marketplace at Highland Village, located at 2150 Village Parkway (1<sup>st</sup> of two reads)

**\*\* THIS ITEM HAS BEEN POSTPONED PENDING ACTION BY THE APPLICANT \*\***

19. Consider Resolution 2021-2941 authorizing an Agreement with DBi Services for the 2021 Sidewalk Improvements Project, which includes Highland Village Road Sidewalk Phases 2 and 3, Victoria Park Sidewalk and Brazos Park Sidewalk

**LATE WORK SESSION**

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

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 18<sup>TH</sup> DAY OF JUNE 2021 NOT LATER THAN 6:00 P.M.

  
Angela Miller, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_

am / pm by \_\_\_\_\_.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 1**

**MEETING DATE: 06/22/2021**

**SUBJECT: Receive information on Pilot Knoll Cabin Feasibility study**

**PREPARED BY: Phil Lozano, Parks and Recreation Director**

**COMMENTS**

Brad Multon with la terra studio will present information on the Pilot Knoll Cabin Feasibility Study.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 2**

**MEETING DATE: 06/22/2021**

**SUBJECT: Review the Capital Improvement Program (CIP) for Fiscal Year 2021-2022**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**COMMENTS**

The City Charter calls for submission to Council of a five-year capital budget. This provides an opportunity for Council to see a multi-year outlook for planning purposes. In essence, this should provide the framework for consideration of the current year's budget and resulting tax rate.

Capital improvements currently in process, as well as additional proposed programs have been identified by City Staff. The potential programs can come from various sources including City Council, boards/commissions, residents, and Staff members. These projects are non-operational, "big-ticket" items that typically require outside funding sources such as debt issuance, grant, or lease/purchase arrangements.

A summary of the identified programs follows – presented in context of a five-year window. With the City nearing build-out, there are limited capital programs anticipated in relation to primary City infrastructure.

In general, after years of substantial growth and approaching substantial build-out, the community is more settled. Capital improvements related to basic infrastructure are widely supported. Improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for the past few years has been in controlling on-going operating costs in a context of sustainability within the anticipated revenue base. A focus on staffing has been to maintaining existing staffing levels if possible – with emphasis on efficiency and leveraging technology enhancements to not compromise the high level of service that currently exists, with new positions to be evaluated only if a demonstrated need warrants consideration.

A five-year outlook will be developed including the capital program recommendations, with the current year of the five-year outlook serving as the proposed FY 2021 Budget. The capital program recommendations are preliminary at this point – to be refined in the ensuing budget process. The multi-year outlook is intended to provide a larger picture to serve as framework for the current year consideration. Outstanding projects at this time are related to the Capital Projects Fund, specifically the 2018 bond program. The following tables depict a summary of the capital projects in process as well as potential projects to be considered in the subsequent five years.

**Current-Year Capital Projects**

**A \$7M general obligation bond was issued in 2018 to address targeted Parks and Public Works issues as follows:**

<b>Bond Election 2018</b>	
Streets Projects	\$2,800,000
Parks Projects	4,105,000
Bond Discount / Premium	173,588
Issuance Costs	(70,907)
<b>Total Bond Proceeds</b>	<b>\$7,007,681</b>

## **Parks Projects**

### **Unity Park - \$2.54M**

Unity Park is Highland Village's only community park. This is a highly utilized park that includes multiple amenities for resident use. Improvements include:

- **Ponds** - The ponds require dredging to remove the accumulated silt as well as improvements to address drainage considerations. A study was conducted in 2017 which recommended making improvements to the ponds to accommodate a 50-year flood. However, bids received for this provided a cost that significantly exceeded the provision identified in the bond program. As a result, the project was scaled back to only include dredging of the ponds to remove sediment material to increase water holding capacity as well as replacement of a failed drainage pipe adjacent to the ponds. This project is now complete.

Original estimate: \$925,431

Final Cost: \$641,895

- **Kids Kastle Play Structure** – This playground was originally constructed in the 1990's as a community build project. Following a fire in the 2000's, it was rebuilt again as a community project. The play area was at the end of its useful life and in need of replacement, this time with new recycled plastic materials that will provide increased safety and reduced maintenance. The intent was to again approach as a community build project. As this is adjacent to the ponds, the playground was demolished in conjunction with the pond project to provide economies of scale with the design and required grading for the entire area. Reconstruction of Kids Kastle was to proceed immediately following completion of the pond improvements.

Play by Design, was the vendor selected to facilitate the community build, with a targeted date of March 2020 for the build. In addition, in the design process, a determination was made to create an all-inclusive playground. This prompted additional costs largely associated with surfacing that will facilitate access to the entire playground for those with disabilities. However, the shutdown associated with COVID-19 delayed the project, also prompting reconsideration of how to proceed with the build. A determination was made to add additional oversight from Play by Design and proceed with two phases: Phase I would utilize City Staff to install vertical posts and other foundation elements of the playground. This was accomplished in May 2020. Phase II, targeted for August 2020, however delayed until November 2020, utilized a combination of Play by Design Staff, contract labor, limited community involvement along with City Staff to finish the project.

Original estimate: \$600,250

Final Cost: \$991,436 Note: Donations from the community will offset a portion of the cost increase.

- **Softball Field** - A section of the park was targeted to be redeveloped to add an additional softball field to complement the existing baseball fields. This project is complete.  
Original estimate: \$1,021,250  
Final Cost: \$1,040,772

### ***Update Unity Park entry***

With upgrades to Unity Park being a key focus of the 2018 Bond Election, a need was identified to refresh the entry feature to Unity Park adjacent to Kids Kastle - to reflect consistency with the surrounding upgrades. The Parks Foundation provided a donation to the City of \$125,000 toward his project, with the City to provide funding for the remainder. Design for this project was previously completed, funded in the General Fund. Likewise, the construction cost was funded in the General Fund.

This project is now complete.

Final Cost: \$249,352

### ***Brazos Park Parking Lot***

Several years ago, a parking lot was built at Brazos Park to alleviate parking on adjacent streets. Popularity of the fields has prompted the need to increase the size of the parking area by an additional 50 spaces. This project was completed in February 2019.

Original estimate: \$353,000

Final Cost: \$401,414

### ***Victoria Park***

The current walking track is badly cracked and uneven, causing a tripping hazard to patrons. The track will be resurfaced and replaced with a six-foot concrete path. The project concept was to rehab the existing walking trail around the perimeter of the park. However, feedback from a resident prompted consideration of a redesign of the trail to traverse through the park to encourage the transition of elimination of organized soccer utilization in lieu of open space, as originally intended for this park. The park is located in an Oncof easement, thus prompting required approval of Oncof for the design changes to ensure sufficient safety for park patrons in consideration of the existing overhead power lines. Approvals were obtained, with construction on this project anticipated for Summer 2021.

This project was bid in conjunction with the Highland Village Road Sidewalk project (following).

Original estimate: \$198,000 (Victoria Park), \$922,300 (Highland Village Road Sidewalk)

Projected Cost: The winning bid received for both projects was \$873,835

### ***Highland Village Road Sidewalk***

Construction of the sidewalk on Highland Village Road from the Municipal Complex to Sellmeyer Lane to increase pedestrian safety and connect residents to amenities along Highland Village Road. A large number of residents adjacent to this section have no access to the Inland Trail System to connect to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk the two-lane Highland Village Road to access these

amenities. Construction on this project is anticipated for Summer 2021. DCTA is initiating a new program to reallocate a portion of collected sales tax back to participating cities for approved transportation projects. This project will be considered for approval of the DCTA Board on June 24 and will thus have an additional funding source totaling \$288,794.

Original estimate: \$922,300 (Highland Village Road Sidewalk), \$198,000 (Victoria Park)

Projected Cost: The winning bid received for both projects was \$873,835

### ***Sunset Point Park***

Sunset Point Park is classified as a mini park and serves local residents as a neighborhood park site providing water access to Lewisville Lake. The development would address erosion issues and safety concerns along with enhanced roadway completion to facilitate emergency vehicle access and turn around capabilities. Public input was solicited on the design for the park in the spring of 2017 and was approved by Council. However, a reduced-scale project of roadway improvements only was implemented to provide the turn-around capability for emergency vehicles. Further development of the park is not anticipated.

This project is now complete.

Original estimate: \$162,700

Final Cost: \$131,038

### ***Chapel Hill Trail Connection***

An identified top priority for the trail system is to provide connection to the City Trail for a major subdivision – Chapel Hill. The initial anticipated cost for this trail segment is \$220,908. This would typically be addressed in the Highland Village Community Development Corporation (4B) budget as a trail project. However, this fund is not anticipated to have sufficient funding ability for a few years. With desire to accelerate this project, associated engineering was funded previously in the General Fund. For the construction, this project involves coordination with the KCS Railroad with an at-grade crossing. Once approval is obtained, we will proceed with bidding, anticipated for Summer / Fall 2021.

Original estimate: Not in original bond program – added at Council recommendation

Projected Cost: \$400,000



<b>2018 Parks Bond Project Funding Status</b>				
<b>Parks Bond Projects</b>	<b>Original Budget</b>	<b>Anticipated</b>	<b>Complete</b>	<b>Variance</b>
<b>Parks Bond Projects</b>				
Bond Proceeds	\$ 4,166,044	\$ 4,166,044		\$ -
Interest Earnings	16,887	319,641		302,754
Park Development Fees	-	129,267		129,267
DCTA TRiP Funds	-	288,794		288,794
DCTA ELAP Funds Remaining	-	29,809		29,809
Transfers / Contributions	-	<u>200,480</u>		<u>200,480</u>
<b>Total</b>	<b>4,182,931</b>	<b>5,134,035</b>		<b>951,104</b>
<b>Unity Park</b>				
Softball field	1,021,250	1,040,772	X	19,522
Pond improvements	925,431	641,895	X	(283,536)
Kids Kastle	600,250	991,436		391,186
Brazos Parking lot extension	353,000	401,414	X	48,414
Victoria Park Walking Trail	198,000	873,835		(246,465)
HV Rd (City Hall to Sellmeyer)	922,300			
Sunset Point Park	<u>162,700</u>	<u>131,038</u>	<u>X</u>	<u>(31,662)</u>
<b>Total</b>	<b>4,182,931</b>	<b>4,080,390</b>		<b>(102,541)</b>
Additional Project(s)				
Chapel Hill Trail Connection	-	400,000		400,000
Brazos Park Sidewalk		<u>34,515</u>		<u>34,515</u>
<b>Adjusted Total</b>	<b>4,182,931</b>	<b>4,514,905</b>		<b>331,974</b>
<b>Surplus / Deficit</b>	<b>\$ -</b>	<b>\$ 619,130</b>		<b>\$ 619,130</b>

## Streets Projects

The City of Highland Village conducts a Pavement Condition Inventory Survey to determine the priority of streets that need repairs, overlays, or full replacement. The streets to be addressed with this proposition have reached the end of their life cycle and are in need of full reconstruction.

<b>Total Proposed Street Bond Proposition (\$2.8M)</b>	
<u>Identified Streets for Reconstruction</u>	
Rosedale Street	Springway Drive
Ranier Court	Mockingbird Drive
Catesby Place	Post Oak Drive
Rockland Drive	Pecan
Hickory Ridge Drive	Raintree Drive
Oak Forest Drive	Greensprings Street
Winding Creek Drive	Duvall
Dickinson Drive	Baird Circle
S Clearwater Drive	Donna Circle
Scenic Drive	Savanna Drive

The project was divided into four roughly equal segments over the next year.  
**Engineering for project:** Status: In process Contract amount: \$261,500

**Phase 1:** Status: Complete (\$494,157)

Streets:

- Rosedale
- Ranier
- Snowdon Ct.
- Sheldon Ct.
- Catesby Pl.
- Shasta Ct. – Overlay added
- Sugar Loaf Ct. – Overlay added

**Phase 2** Status: Complete \$584,267

Streets

- Baird Cir.
- Donna Cir.
- Oak Forest
- Winding Creek
- Dickinson
- East Whittier – Overlay added

**Phase 3** Status: Complete: \$508,642

Streets

- Park Lane
- Creek Place
- Arbor Ct.
- DuVall Blvd.
- Rain Tree
- Greensprings

**Phase 4** Status: (In design) Anticipate bidding in July 2021.  
Streets

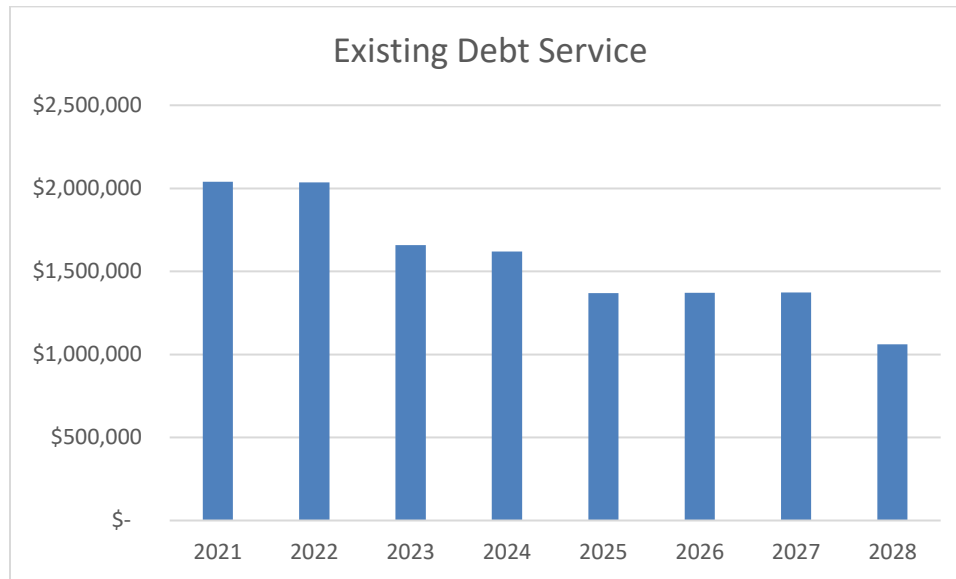
- Rockland
- Hickory Ridge
- S. Clearwater
- N. Clearwater
- Scenic
- Springway
- Pecan

2018 Street Bond Project Funding Status		
	Amount	Status
<b>Street Bond Projects</b>		
Bond Proceeds	\$ 2,841,637	
Expenditures		
Engineering	261,500	Complete
Phase 1	494,157	Complete
Phase 2	584,267	Complete
Phase 3	508,642	Complete
Phase 4 (Projected)	993,071	In Design
<b>Total</b>	<b>\$ 2,841,637</b>	

<b>Projects In Process</b>						
<b>Projected Operating Costs</b>						
Dept	Description	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
<b>Capital Projects Fund</b>						
Parks	Unity Park (Pond improvements, softball field, Kids Kastle)	\$710	\$710	\$710	\$710	\$710
	Highland Village Road sidewalk		2,000	2,000	2,000	2,000
	Brazos Parking	-0-	1,200	-0-	-0-	1,200
	Sunset Point	-0-	-0-	500	-0-	-0-
	Victoria Park Walking Track	-0-	-0-	-0-	-0-	-0-
	Chapel Hill Trail connection					
Streets	Street Reconstruction	-0-	-0-	-0-	-0-	-0-
	<b>Total</b>	<b>\$710</b>	<b>\$3,910</b>	<b>\$3,210</b>	<b>\$2,710</b>	<b>\$3,910</b>
<p>Unity Park reflects annual increased costs of \$1,400 related to supplies / materials for softball fields (above current cost for maintaining soccer fields that are replaced). There will be a net decrease of \$690 annually related to Kids Kastle, as current structure of treated wood requires frequent sealing to maintain safety standards. New equipment will be plastic, thus requiring less maintenance.</p> <p>Highland Village Rd sidewalk and Chapel Hill Trail connection anticipates annual increase in mowing contracted maintenance combined of \$2,000 annually.</p> <p>Sunset Point only expected increase will be associated with striping of parking lot every three years.</p> <p>Street reconstruction does not have additional associated maintenance costs as they do not add additional infrastructure than what currently exists in the City.</p>						

## Anticipated Future Projects

Primary considerations of the City for debt issuance related to capital projects are identified needs / desires coupled with ability to fund within current tax rate. And this is largely accomplished by pairing debt issuance with retirement of existing debt. Three such opportunities in the immediate future are presented with reduction in existing debt service in FY 2023, FY 2025, and FY 2028.



With the City nearing buildout, the two primary capital needs are in the areas of parks, streets / drainage, and utility infrastructure. Utility debt issuance is generally supported by rates paid by residents for utility service, while parks and streets are supported by the tax rate. The Parks Department conducted a comprehensive assessment of parks and related amenities, identifying both current infrastructure in need of replacement, as well as opportunities for new development. And Public Works provides an ongoing assessment of streets that are at the end of their useful life and thus targeted for reconstruction with periodic bond issues.

### Parks

For the FY 2022 budget process a starting assessment for capital needs was predicated on capacity available by maintaining the existing percentage of the debt portion of the tax rate of 14%. This would provide capacity of roughly \$20M - \$30M over the three potential issuances. The Parks and Recreation Advisory Board was tasked with an exercise to prioritize the projects in the assessment – with parameters of \$5M for each of the three issues. It was explained that this was a general number to facilitate the prioritization, not anticipating this to be the actual outcome, as the City was far from determination of actual amounts to be considered. Projects were segmented into one of five categories:

- Maintenance - Typically replacement equipment to maintain current service level
- New / Enhanced programs
  - Desired - Enhancements to current service level

- Grant - Projects to be pursued only in conjunction with grant funding
- Developer Funded - Desired projects to be funded by developers
- Self-Funded - Participation with private entity to fund amenities for profit, with City receiving percentage

Considerations

- Preference for amenities that have funding sources, i.e. grants or private partnership
- New amenities should be highly scrutinized regarding ongoing maintenance / operational costs - especially if increased staffing would be required

Following are the projects considered by the Parks Board grouped by park area, also including related incremental ongoing operations cost resulting.

Pilot Knoll Park	Estimated Cost	Priority from Park Board	Ongoing Annual Incremental Increase / (Decrease) in Operations Cost	Avg 5 Yr Annual Cost
Pilot Knoll gate-house replacement	\$ 400,000	X	Reduced energy usage, reduced repairs	\$ (2,000)
Pilot Knoll shelter upgrades, roofs, ADA ingress/egress, amenities (33 shelters and 3 pavilions)	375,000	X		
Pilot Knoll day use area electrical replacement to pavilions and other areas.	40,000			
Pilot Knoll kayak launch with ADA accommodations	80,000	X	No additional operational cost	
Pilot Knoll boating area lighting replace	75,000	X	Pilot Knoll boating area lighting replacement - energy savings	\$ (200)
Provide rental cabins (16). This will include expenditures for related utilities, parking and pads.	3,000,000	X	<b>Potential annual revenues of \$400,000.</b> Expenditures for related utilities, parking and pads. Outsourced management services \$80,000. Increased personnel total \$50,000 add one PT Cabin Host and bring the park manager to fulltime status. Purchase of a new truck to be used by the park manager for Pilot Knoll and Copperas Branch Parks \$45,000	\$ (261,000)
Pilot Knoll campground restroom ceiling and flooring refresh	50,000	X	No additional operational cost	
Pilot Knoll RV slip upgrade to concrete (approx., 85' X 17' \$120.00 linear ft 56 slips)	571,200			
Pilot Knoll volleyball courts with lights in the day use area	200,000			
<b>Totals</b>	<b>\$4,791,200</b>	<b>\$ 3,900,000</b>		<b>\$ (263,200)</b>

<b>Copperas Branch Park (Approved Concept Plan)</b>	<b>Estimated Cost</b>	<b>Park Board Priority</b>	<b>Ongoing Annual Incremental Increase / (Decrease) in Operations Cost</b>	<b>Avg 5 Yr Annual Cost</b>
<b>Boat Launch Relocation</b> - Relocate adjacent to the I-35E bridge to provide access to sheltered water, more parking and frees up other areas within the park for more recreation opportunities.	\$ 1,450,000	X	Decreased maintenance for closing during flooding and increase in energy cost depending on lighting and other power needs.	\$ (1,000)
<b>The Point</b> - Area currently used as the boat ramp, several acres of open space and shoreline are reclaimed as a recreational amenity.	1,450,000	X	Increase in maintenance, trash, power washing etc.	\$ 600
<b>Park Road, Trails and Electrical Infrastructure</b>	1,200,000	X	Increase in energy cost	\$ 200
<b>Gateway Entries</b>	400,000			
<b>Lakeside Event Lawn - A</b> multifunctional space to hold events, view the lake and enjoy the shoreline.	1,000,000			
<b>Civic Extension</b> - The new hub of the park centrally located to include multipurpose building, rest rooms, educational space, storage, and parking.	3,450,000	X	<b>Potential annual revenue - \$30,000.</b> Addition to the building cleaning contract, restroom and cleaning supplies and equipment (ride-on auto scrubber 10K first year cost), maintenance for flex field, energy cost increase, and increase in park cleaning and trash removal.	\$ (8,000)
<b>Swim Beach</b> - Improved signature amenity tucked into the forested shoreline.	1,900,000			
<b>Natural Area</b>	325,000			
<b>Paddle Cove</b> - Improved lake access for non-motorized watercraft.	350,000			
<b>Flex Space Under the Bridge</b> - Multipurpose lighted open space to be programmed for many activities by the City. Possible examples could be a skatepark, basketball courts, batting cages, soccer, etc.	2,250,000	X	<b>Potential programming revenues of \$20,000 annually.</b> Expenditures Increase in daily maint for cleaning, trash and supplies. Addition of 1 Park Tech FTE to CORPS Fund for increased maint for both Copperas Branch and Pilot Knoll Parks	\$ 84,163
<b>Boardwalks</b>	200,000			
<b>Trail Head and Paddle Launch</b> - Improved Copperas Lake access (south of Highland Village Rd) for non-motorized watercraft.	2,100,000			
<b>Shoreline Trail</b> - A continuous loop trail around the Copperas Branch Lake connecting adjacent developments and parks.	1,200,000			
<b>The Preserve</b> - Low-impact improvements to provide access to the natural areas of the park.	25,000			
<b>Boardwalk Connector</b> - Trail connecting two park areas utilizing the area under the I-35E elevated lanes.	800,000			
<b>Associated Engineering</b>	900,000	X		
<b>Conceptual Budget Total</b>	<b>\$ 19,000,000</b>	<b>\$9,800,000</b>		<b>\$ 75,963</b>

<b>Unity Park</b>	<b>Estimated Cost</b>	<b>Park Board Priority</b>	<b>Ongoing Annual Incremental Increase / (Decrease) in Operations Cost</b>	<b>Avg 5 Yr Annual Cost</b>
Unity Park flex field renovation, grading, root zone, grass, irrigation	\$ 200,000	X	Verticutting, vacuuming, deep-tine arifying, sod replacement for worn areas	\$ 4,500
Unity Park Add gabion retainage baskets at both ponds at Unity to stop the erosion	700,000	X		\$ -
Unity Park basketball courts/lights addition to Unity Park - in front of water tower with lights (engineering included)	230,000	X	Energy cost increase and additional maintenance	\$ 1,500
Unity Park backstop and baseline netting	125,000	X	Netting repair	\$ 2,000
Unity Dog Park replace a portion of the natural grass - high traffic area with synthetic grass	84,000	X	Decreased repair cost	\$ (3,000)
Unity Park irrigation renovation on all baseball fields and common areas	336,000	X	Reduced cost in water (TBD)	
Unity Park fencing replacement on all baseball fields	231,000	X	Reduced repairs	\$ (500)
Unity Batting Cages - LED conversion & Musco controlled	15,000			
Briarhill Synthetic field with lights and fencing (adult programing)	1,250,000			
Unity Park cameras & lic plate readers at Kids Kastle and Dog Park	60,000			
Unity Park athletic field LED lighting upgrades	990,000			
Unity Park tennis court LED lighting upgrades	26,000			
<b>Total</b>	<b>\$4,247,000</b>	<b>\$1,906,000</b>		<b>\$ 200</b>

<b>Doubletree Ranch Park</b>	<b>Estimated Cost</b>	<b>Priority from Park Board</b>	<b>Ongoing Annual Incremental Increase / (Decrease) in Operations Cost</b>	<b>Avg 5 Yr Annual Cost</b>
DRP electrical additions to the bridge and monument signs - including engineering	\$ 35,000			
DRP GFI plug additions to stadium light poles for Christmas ornaments	17,000	X	Increased energy cost	\$ -
Complete DRP soccer field lighting	510,000		Increased energy cost	\$ 200
DRP add three food truck slips with electrical to the trail southeast of pavilion	29,000	X		\$ -
DRP add 4 electrical hubs for food truck vendors - outside of the Barn.	20,000	X		\$ -
DRP additional shade umbrellas	30,000			
DRP Barn AV equipment (2019 quote does not include omissions)	154,657			
DRP Barn HVAC system equipment	100,000		Spot repairs every 3 - 5 years	\$ 2,000
DRP Bio-Swell parking lot retention - renovation/recharge	30,000		Decreased maintenance	\$ (1,000)
DRP splash-pad surface replacement	230,000	X		\$ (200)
DRP Y-strainer for splash pad	32,000	X		\$ -
<b>Total</b>	<b>\$1,187,657</b>	<b>\$ 328,000</b>		<b>\$ (400)</b>



<b>Other City Parks</b>	<b>Estimated Cost</b>	<b>Park Board Priority</b>	<b>Ongoing Annual Incremental Increase / (Decrease) in Operations Cost</b>	<b>Avg 5 Yr Annual Cost</b>
<b>Trail traffic warning signals replacement</b> to new standard - HV Tennis Center and HV Rd (3 X \$9,200)	\$ 27,600			
<b>Lower Sellymer</b> playground replacement	140,000			
<b>Lower Sellmeyer park</b> parking and ADA compliance upgrades	20,000			
<b>HV Tennis Center</b> fencing and wind screen replacement (may require a new concrete curb)	66,000	X	Decreased maintenance cost associated with repairs	\$ (320)
<b>Sellmeyer tennis</b> fencing and wind screen replacement (may require a new concrete curb)	37,500	X	Decreased maintenance cost associated with repairs	\$ (125)
<b>Bruce Lions Club Park</b> parking lot replacement ADA compliance upgrades	200,000	X	No additional operational cost	\$ -
<b>Sellmeyer tennis</b> parking and ADA compliance upgrades	175,000	X	No additional operational cost	\$ -
Add ADA water bottle filling stations in at <b>Unity and Brazos</b>	24,000			
<b>Village Park</b> fishing pier renovation	40,000	X	Decreased maintenance cost associated with repairs	\$ (150)
<b>Lions Club Park</b> drainage issues	20,000			
<b>2499 Landscape</b> bed (35) and irrigation renovations, need to have it designed, replace drip and new bed landscape design with more hardscape. (needs to be designed with OPC)				
<b>Brazos</b> athletic field renovations, grading, root zone, grass, irrigation	120,000	X	Verticutting, vacuuming, deep-tine arifying, sod replacement for worn areas	\$ 4,500
<b>Brazos</b> concession/restroom facility addition (does not include utilities)	350,000			
<b>Brazos</b> concession/restroom facility addition engineering	50,000			
<b>HV Tennis Center</b> LED lighting upgrades and Musco controls	170,000	X	Decreased in energy cost	\$ 700
<b>Marauder Park</b> pond fountain replacement				
<b>Robert and Lee DuVall</b> senior putting green	45,000			
<b>Sellmeyer tennis center</b> LED lighting upgrades and Musco controls	115,000			
<b>Total</b>	\$ 1,600,100	\$ 808,500		\$ 1,905

<b>Total Projected Ongoing Incremental Increase / (Decrease) in Operations Cost (All Projects)</b>	<b>\$ (185,532)</b>
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## Potential Bond Program for Consideration (Parks)

Bond Issue 1	FY 2022	Amount	Net	Notes	
<b>Doubletree Ranch Improvements</b>			<b>\$ 298,000</b>	<b>\$ -</b>	Identified Doubletree improvements could be funded with remaining 2018 bond funds resulting from utilization of DCTA TRiP funds and favorable HV Rd sidewalk bid
	DRP Splash pad surface replacement	\$ 200,000			
	DRP Y-strainer	32,000			
	DRP GFI plug additions	17,000			
	DRP 3 Food truck slips	29,000			
	DRP 4 electrical hubs for food trucks	20,000			
<b>HV Tennis Center Improvements</b>			<b>236,000</b>	<b>236,000</b>	
	HVTC fencing and wind screen replacement (possible new curb)	66,000			
	HVTC LED lighting upgrades and Musco controls	170,000			
<b>Pilot Knoll Improvements</b>			<b>3,980,000</b>	<b>3,230,000</b>	Cabins - Eligible for \$750K Grant (50/50) with \$750K Match
	PK campground restroom ceiling and flooring refresh	50,000			
	Pilot Knoll shelter upgrades, roofs, ADA, (33 shelters 3 pavilions)	375,000			
	Pilot Knoll boating area lighting replacement	75,000			
	PK gate house replacement and asphalt work	400,000			
	ADA accommodations	80,000			
	Pilot Knoll Cabins	3,000,000			
<b>Various</b>			<b>435,000</b>	<b>435,000</b>	Sellmeyer playground equip - Lower Priority for PARB. Suggest holding public meeting in neighborhood for direction
	Sellmeyer tennis parking and ADA compliance upgrades	175,000			
	Sellmeyer Playground replacement	140,000			
	Brazos athletic field renovations	120,000			
<b>Total</b>			<b>\$ 4,949,000</b>	<b>\$ 3,901,000</b>	

Bond Issue 2		FY 2024	Amount	Net	Notes
<b>Unity Park Improvements</b>			<b>\$ 1,932,000</b>	<b>\$ 1,932,000</b>	
	Unity Park tennis court resurfacing	\$ 26,000			
	Unity Park flex field renovation	200,000			
	Unity Park gabion retainage baskets	700,000			
	courts (engineering included)	230,000			
	Unity Park backstop and baseline netting	125,000			
	Unity Dog Park - replace a portion of natural grass with synthetic	84,000			
	Unity Park irrigation baseball and common areas	336,000			
	Unity Park fencing replacement on all baseball fields	231,000			
<b>Copperas Park Improvements</b>			<b>3,100,000</b>	<b>2,400,000</b>	Boat launch - Potential for \$500K Grant (75/25) with \$175K Match Park Road - Potential for \$200K Grant (80/20) with \$50K Match
	Copperas Branch Master Plan engineering for Copperas (partial)	450,000			
	Copperas Branch Master Plan boat launch relocation	1,450,000			
	Copperas Branch Master Plan park road, trails and electrical	1,200,000			
<b>Total</b>			<b>\$ 5,032,000</b>	<b>\$ 4,332,000</b>	

Bond Issue 3		FY 2027	Amount	Net	Notes
<b>Various Park Improvements</b>			\$ 292,500	\$ 292,500	
	Sellmeyer tennis fencing and wind screen replacement	\$ 37,500			
	Lions Club parking lot replacement ADA compliance	200,000			
	Village Park fishing pier renovation	40,000			Civic Extension - Potential for \$1M Grant (50/50) with \$1M Match Note - the board did not support the building space in full scope. Parks Director disagrees and feels we need to include. It would be used for programs such as Kids Kamp, winter break camp, and spring break camp along with other revenue generating opportunities. More analysis required.
	Add storage to the yard to remove leased storage space	15,000			
<b>Copperas Park Improvements</b>			5,718,000	4,718,000	
	Copperas Branch Master Plan The Point	1,450,000			
	Copperas Branch Master Plan Skate Park	750,000			
	Copperas Branch Master Plan Civic Extension	3,500,000			
	Trail markers throughout City Trail	18,000			
<b>Total</b>			\$ 6,010,500	\$ 5,010,500	

## Streets

### Participation with Denton County for major street projects

Initial discussions have taken place with Denton County regarding funding of a major street reconstruction project in Highland Village that serves as a major collector for the City. This is estimated to be a \$5 M project and would potentially be identified in the next bond program for Denton County. In addition, reconstruction of a section of Highland Village Road, also a major collector for the City, is a prime candidate. The City would participate by funding the related engineering at an estimated cost of \$500,000 for Highland Shores Blvd and \$250,000 for Highland Village Road. There is not yet an established time frame, but the City will tentatively earmark the engineering for FY 22. Following is a potential capital program for street projects:

<b>STREET / DRAINAGE CAPITAL PROJECTS</b>					
	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
<b>Previous Balance</b>	-	5,550,000	50,000	825,000	350,000
<b>Sources of Funds</b>					
Bond Proceeds (Potential)	6,200,000		2,500,000		
<b>Streets Expenses</b>					
Streets Reconst. Phase 4					
Streets Reconst. 28 streets 2023 bond issue		3,600,000			
Highland Shores Blvd. concrete reconstruct Briarhill to Twin Coves		500,000			
Highland Village Rd. Brazos to KCS RXR	250,000				
Sellmeyer Lane Overlay Foggy Glen to Brazos			250,000		
Sellmeyer Lane Overlay Brazos to Victoria				275,000	
Sellmeyer Lane Overlay Victoria to FM407					275,000
Highland Shores Blvd. Overlay HV Rd. to Briarhill	100,000	500,000			
Traffic signal Imp. Brazos / HV Rd.			345,000		
Pedestrian crossing HS Blvd. at Community Center Dr.			230,000		
<b>Drainage Expenses</b>					
Wal-Mart pond dredge		300,000			
Quail Cove pond dredge				200,000	
Turpin Dr. / Sellmeyer Lane DR Improvements			500,000		
Silverthorne Park creek bank stabilization			400,000		
Highland Shores Blvd. underdrain		600,000			
Brazos Blvd. underdrain	300,000				
Wal-Mart, Shops at HV & Gayle Lane ponds retrofit to 100-yr storm Imp.					1,300,000
<b>Total Expenses</b>	<b>650,000</b>	<b>5,500,000</b>	<b>1,725,000</b>	<b>475,000</b>	<b>1,575,000</b>
<b>REMAINING BALANCE</b>	<b>5,550,000</b>	<b>50,000</b>	<b>825,000</b>	<b>350,000</b>	<b>(1,225,000)</b>

Engineering only. Anticipate Denton County to include in their bond program

<b>Potential Debt Issuance Plan Summary</b>			
	<u>FY 2022</u>	<u>FY 2024</u>	<u>FY 2027</u>
Streets / Drainage Improvements	\$ 6,200,000	\$ 2,250,000	\$ -
Park Improvements	3,901,000	4,332,000	5,010,500
	\$ 10,101,000	\$ 6,582,000	\$ 5,010,500
Utility Improvements	3,000,000	5,000,000	-
<b>Grand Total</b>	<b>\$ 13,101,000</b>	<b>\$ 11,582,000</b>	<b>\$ 5,010,500</b>

Note: Utility issues are not included in the debt portion of the tax rate, instead funded through rates charged for usage of the utility services.

### **Five Year Outlook**

In general, the focus of the CIP five-year outlook is to evaluate funding **ability** with suggested capital improvement programs – in regard to issued debt and associated debt service, as well as related ongoing operations costs. Maintaining sufficient fund balance levels is a key measure of evaluation. Financial policies require a minimum 20% fund balance with a targeted range of 20 - 25%.

A five-year financial outlook will be developed as part of the budget process through the summer months, to properly evaluate current year expenditures in relation to an extended outlook and determine what capacity is available to consider the proposed debt issues. Property values have experienced significant increases the past few years. However, increases in valuation seem to be leveling off, and coupled with State legislative action the past session to limit property tax revenue growth in cities, will prompt a more conservative future outlook. This necessitates a disciplined approach to manage growth in operations cost and reduction in overall debt-service load. In the ten years prior to FY 2015, debt service represented about 20% of the tax rate. Current debt service now reflects roughly 15% of the tax rate. As revenues flatten with build-out, a continued focus on managing debt service is critical – both in terms of avoiding spikes, but also reducing to a lower, more manageable level for the future.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 3**

**MEETING DATE: 06/22/2021**

**SUBJECT: Receive an Overview of the Human Resources Department**

**PREPARED BY: Jana Onstead, Human Resources Director**

**COMMENTS**

City staff will provide an overview of the Human Resources Department.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 4**

**MEETING DATE: 06/22/2021**

**SUBJECT: Discuss amending Term Limits as it relates to Filling of Unexpired Terms on Boards and Commission**

**PREPARED BY: Angela Miller, City Secretary**

**COMMENTS**

Code of Ordinances Section 2.04.032(b) provides that (1) all appointments to a board or commission are for terms of two (2) years, unless appointed to fill a vacancy and (2) members, whether regular or alternate, may only serve four (4) consecutive terms, with the exception of the Board of Directors for the Highland Village Community Development Corporation. The Highland Village Community Development Corporation articles of incorporation provide that no director shall serve more than three (3) consecutive terms.

In the case of a vacancy, Council may appoint someone to fill the unexpired term. In some instances, a board or commission member may serve as little as three (3) months of an unexpired term. In many cases, other local governments that are subject to term limits and/or subject their board and commission appointments to term limits do not count toward the maximum number of consecutive terms that can be served when an appointment to fill a vacancy has less than one-half of the term remaining. Currently, because the Code of Ordinances contains no such provision, an appointment to serve the remaining three (3) months of an unexpired two-year term counts towards the consecutive term limit of that board and commission member.

With annual board and commission appointments taking place in September, this item is to provide an opportunity for Council discussion on the topic of term limits as it relates to a board or commission member appointed to fill an unexpired term. Should Council wish to amend the Code of Ordinances, City staff will bring an ordinance amendment for Council consideration at a future City Council meeting.



**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 12**

**MEETING DATE: 06/22/2021**

**SUBJECT: Mayor and Council Reports on Items of Community Interest**

**PREPARED BY: Karen McCoy, Executive Assistant**

**COMMENTS**

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 OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 13**

**MEETING DATE: 06/22/2021**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on May 25, 2021**

**PREPARED BY: Angela Miller, City Secretary**

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

Council is encouraged to call the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff will 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.

**OPTIONS & RESULTS:**

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.

**PROGRESS TO DATE: (if appropriate)**

The City Manager has reviewed the minutes and given approval to include the minutes in this packet.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

**RECOMMENDATION:**

To approve the minutes of the Regular City Council Meeting held on May 25, 2021.



**MEETING MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, MAY 25 2021**

**EARLY WORK SESSION**

Mayor Charlotte J. Wilcox called the meeting to order at 6:03 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Laurie Mullens	Marketing & Communications Director
	Jenny McCann	Communications and Marketing Specialist

**1. Receive an Update from Denton County Transportation Authority (DCTA)**

DCTA Chief Executive Officer Raymond Suarez provided an update that included the following:

**Highland Village Ridership Trends**

The Lyft Zone Program started in 2018 and provides subsidies for Lyft rides in Highland Village and certain areas of North Lewisville. The program addresses mobility needs in DCTA's service area with infrequent fixed-use transportation. The update included monthly ridership and trip totals, and invoice costs since the program was deployed.

Data on the Highland Village/Lake Lewisville A-Train ridership was also included in the update, which is down as compared to pre-COVID ridership. An upturn in ridership is now beginning to be seen, although they expect ridership will continue to grow as larger companies return to work.

DCTA has implemented the federally mandated technology known as Positive Train Control (PTC) and DCTA has received certification from the Federal Railroad Administration.

Proposed GoZone On-Demand Service

GoZone is operated by Via and will provide a zone-based, on-demand, rideshare service. DCTA anticipates shorter wait times and a streamlined booking process (app-based) to improve the customer experience. Implementation will be a phased approach and will ultimately include enlarged zone areas with extended hours of service.

Councilmember Kixmiller asked how riders without a smart-phone use the service. Mr. Suarez stated riders could call DCTA to schedule the service. He added that DCTA is also working on a cashless system in a future phase.

Enhanced Local Assistance Program (ELAP)/Transportation Reinvestment Program (TRiP)

At their May 27, 2021 meeting, the DCTA Board of Directors is to consider the City's use of its ELAP funds to supplement its TRiP funding request related to a trail connection project adjacent to Highland Village Road.

Kansas City Southern (KCS) Rail Corridor

DCTA has been awarded funds that will be used for a Comprehensive TOD Planning Analysis along a 25-mile segment of the KCS rail corridor. The study area begins at UNT and will investigate connection to Plano at the Silver Line corridor. Analysis and recommendations will reflect the transit oriented development (TOD) and multi-modal needs/aspirations of each local community.

Mr. Suarez added that DCTA and DART are exploring a joint operations/maintenance facility and regional rail opportunities.

Transit Oriented Development (TOD)

DCTA has acquired land next to the Old Town Rail Facility, with future discussions regarding development and administrative offices. He added that a multi-family development next to Old Town Station is now leasing and that property next to DCTA's Downtown Denton Transit Center was recently acquired, with significant development planned along I-35W in Denton County.

**2. Receive Results of a Traffic Study and a Presentation regarding Speed Limits in Residential Areas of Highland Village**

Public Works Director Scott Kriston reported his department works with the Highland Village Police Department (HVPD) to annually review speed limits throughout the City. He stated speed limits in Texas are generally set by statute, with the speed limit on most Highland Village residential streets set at 30 miles per hour (mph). Speed limits in Texas are set by the 85<sup>th</sup> percentile method and uses the speed the majority (85%) of drivers use while traveling specific roads.

For the traffic study, City staff deployed traffic monitoring devices on Highland Village Road, Highland Shores Boulevard, Sellmeyer Lane, Doubletree Drive and Butterfield Stage Road. City staff recommended the following:

- Highland Village Road (currently 35 mph posted speed limit) – some speeding there, however does not warrant changing the speed limit; recommended close patrol by HVPD

- Highland Shores Boulevard (currently 30 mph posted speed limit) – recommended speed trailer deployment
- Sellmeyer Lane (currently 30 mph posted speed limit) – some speeding there, however does not warrant changing the speed limit; recommended close patrol by HVPD
- Doubletree Drive (currently 30 mph posted speed limit) – data shows speeding is not apparent; recommended speed trailer deployment
- Butterfield Stage Road (currently 30 mph speed limit) – data shows speeding is not apparent; recommended speed trailer deployment

Councilmember Fiester stated he lives near Live Oak, which is a main street in the subdivision that is used to enter/exit going to/from FM 2499. He and Mayor Wilcox commented they would be interested in seeing the data for that area; Mr. Kriston stated that would be collected.

Councilmember Jaworski suggested concerned residents have an opportunity to schedule an appointment for the HVPD to meet with them, if available, so they could jointly monitor the speed of drivers on their particular street. Councilmember Heslep also suggested HVPD monitor in unmarked vehicles and plain clothes since drivers automatically slow down when a police vehicle is in the area. Police Chief Reim added that when a complaint is received by their department, they would deploy resources, evaluate the data, and determine a plan of operation at that time.

Councilmember Kixmiller and Mayor Wilcox requested publishing the data as a public synopsis for the community, such as in the City Manager's Report or a newsletter.

**3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for May 25, 2021**

Relating to Agenda Item #15, Councilmember Kixmiller suggested moving the item to the Consent Agenda.

Early Work Session was adjourned at 7:08 p.m. and Council took a short recess.

**CLOSED SESSION**

**4. Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:**

- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

Council did not meet in Closed Session.

**OPEN SESSION**

**5. Call Meeting to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:15 p.m.

## Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Travis Flowers	Police Sargent
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Laurie Mullens	Marketing & Communications Director
	Jenny McCann	Communications & Marketing Specialist

### 6. Prayer led by Councilmember Jon Kixmiller

Councilmember Kixmiller gave the invocation.

### 7. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Jon Kixmiller

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

### 8. Visitor Comments

The following person spoke:

Jack McWilliams (902 Highland Village Road) – Mr. McWilliams asked that the speed limit on Highland Village Road be lowered from 35 mph to 30 mph. Mr. McWilliams reported several of their neighbors have had cars lose control due to speeding and resulted in vehicles in their front yards. Although excited about the future sidewalk that will be constructed along Highland Village Road, he is also concerned about the safety of pedestrians. Additionally, he suggested closer patrol by the HVPD.

### 9. City Manager/Staff Reports

No items were reported.

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

Mayor Wilcox reported a ribbon cutting was held earlier in the day for Cryonation located in The District of Highland Village and encouraged everyone to try their services.

- **Swearing In Ceremony for Officer Natalie Berrios**

Mayor Wilcox announced this item would not be addressed.

### **CONSENT AGENDA**

Mayor Wilcox announced Agenda Item #15 would be moved to the Consent Agenda.

11. **Consider approval of Minutes of the Regular City Council Meeting held on May 11, 2021**
12. **Consider Resolution 2021-2939 authorizing the Purchase of a Vehicle from Silsbee Ford through the City's Cooperative Purchasing Agreement with the State of Texas Purchasing Cooperative (GoodBuy), and repealing Resolution 2020-2914**
15. **Consider Resolution 2021-2940 approving a Negotiated Settlement Agreement between the CoServ Gas Cities and CoServ Gas, Ltd. regarding a Gas Rate Increase**

***Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Kixmiller, to approve Consent Agenda Items #11, #12 and #15. Motion carried 7-0.***

### **ACTION AGENDA**

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

No action was taken on this item.

14. **Conduct a Public Hearing and consider Ordinance 2021-1282 amending Section 12.02.036 of the City of Highland Village Code of Ordinances to Extend the Termination Date of the City's Juvenile Curfew Regulations (1<sup>st</sup> of two reads)**

#### **PUBLIC HEARING CONDUCTED** **APPROVED 1<sup>ST</sup> READ (7 – 0)**

Sergeant Travis Flowers reported the City first enacted a juvenile curfew ordinance in 1995. The ordinance establishes a juvenile curfew every night between the hours of 12:00 a.m. to 6:00 a.m., and between the hours of 11:00 p.m. to 12:00 a.m. on Sunday to Thursday nights. The curfew applies to juveniles 16 years of age and under, and does allow for several exceptions.

Councilmember Jaworski asked about the exception of exercising First Amendment rights during the curfew hours, like at midnight. Sergeant Flowers reported this exception has been included in previous ordinances as well. Police Chief Doug Reim added that the City Attorney has reviewed the proposed ordinance and no new exceptions are being proposed. With this being the first read of Ordinance 2021-1282, City Manager Paul Stevens stated City staff would get further clarification from legal and can follow up at the next Council meeting.

Mayor Wilcox opened the public hearing. With no one wishing to speak, she closed the public hearing.

***Motion by Councilmember Jaworski, seconded by Councilmember Heslep, to approve the first read of Ordinance 2021-1282. Motion carried 7-0.***

15. **Consider Resolution 2021-2940 approving a Negotiated Settlement Agreement between the CoServ Gas Cities and CoServ Gas, Ltd. regarding a Gas Rate Increase**

This item was moved to the Consent Agenda.

**LATE WORK SESSION**

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

Councilmember Heslep asked if City staff was exploring a lease program for City vehicles. City Manager Stevens stated staff is looking at vehicle replacement as part of the upcoming budget discussion.

17. **Adjournment**

Mayor Wilcox adjourned the meeting at 7:40 p.m.

\_\_\_\_\_  
Charlotte J. Wilcox, Mayor

**ATTEST:**

\_\_\_\_\_  
Angela Miller, City Secretary



**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 14**

**MEETING DATE: 06/22/2021**

**SUBJECT: Consider Ordinance No. 2021-1282 amending Section 12.02.036 of the Code of Ordinances of the City of Highland Village to Extend the Termination Date of the City's Juvenile Curfew Regulations (2<sup>nd</sup> and final read)**

**PREPARED BY: Doug Reim, Chief of Police**

**BACKGROUND:**

The City of Highland Village first enacted a Juvenile Curfew Ordinance in 1995. The ordinance establishes a juvenile curfew between the hours of 12:00 a.m. and 6:00 a.m. on Friday and Saturday nights, and between 11:00 p.m. and 6:00 a.m. on Sunday through Thursday. The ordinance applies to juveniles 16 years of age and under, and allows for several defenses including being accompanied by a parent or authorized adult, traveling on a direct route to or from a place of employment, entertainment, restaurant, emergency errand, etc.

**IDENTIFIED NEED/S:**

The Juvenile Curfew Ordinance is an effective tool in protection of minors and the public, preventing juveniles from becoming crime victims, preventing illegal drug and alcohol abuse and discouraging other juvenile criminal activities.

**OPTIONS & RESULTS:**

Local Government Code 370.002 requires the City Council to review its Juvenile Curfew regulations every three (3) years and conduct a public hearing on the need to continue, modify or abolish the ordinance.

**PROGRESS TO DATE: (if appropriate)**

At their meeting held on May 25, 2021, a public hearing was conducted and City Council approved the 1<sup>st</sup> read of Ordinance 2021-1282 extending the City's juvenile curfew regulations through June 30, 2024.

**RECOMMENDATION:**

Staff recommends approving the 2<sup>nd</sup> and final read of Ordinance 2021-1282.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2021-1282**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, CHAPTER 12 "OFFENSES AND NUISANCES" ARTICLE 12.02 "MINORS," DIVISION 2 "CURFEW" BY AMENDING SECTION 12.02.036 "REVIEW OF REGULATIONS" RELATING TO THE EXPIRATION OF SAID DIVISION 2; PROVIDING A PENALTY OF A FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00); PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, because of their peculiar vulnerability and inability to make critical decisions in an informed, mature manner as a result of their lack of experience, perspective and judgment, the City Council has an interest in protecting minors; and

**WHEREAS**, the City Council has an interest in controlling and preventing nocturnal juvenile mischief and crime; and

**WHEREAS**, prior to the adoption of the City's first juvenile curfew regulations pursuant to Ordinance No. 95-708, the City of Highland Village had for several years experienced an increase in nocturnal juvenile mischief and crime; and

**WHEREAS**, there has been and continues to be a noticeable increase in the potential dangers and risks incident to minors being on the streets and in parking lots, whether public or private, at night; and

**WHEREAS**, the City Council, following public hearings held in accordance with state law, has regularly renewed, extended, and amended the City's juvenile curfew regulations; and

**WHEREAS**, following a public hearing at which all interested persons were provided an opportunity to comment on the subject matter of this Ordinance, the City Council finds it is reasonable, necessary, and in the best interest of the health, safety, and welfare of the citizens and residents of the City of Highland Village to protect minors as well as minimize juvenile delinquency by extension of the expiration date of the City's juvenile curfew regulations set forth in this ordinance.

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

**SECTION 1.** The Code of Ordinances of the City of Highland Village, Chapter 12 "Offenses and Nuisances," Article 12.02 "Minors," Division 2 "Curfew," Section 12.02.036 "Review of Regulations" is re-titled "Expiration" and be amended to read as follows:

**Sec. 12.02.036 Expiration** Unless otherwise extended by the City Council in accordance with Section 370.002 of the Texas Local Government Code, as amended, this division shall expire and be of no effect after June 30, 2024. Notwithstanding the foregoing, an offense committed before the expiration of this division shall be governed by prior law and the provisions of this division in effect

when the offense was committed and the former law is and shall be continued in effect for said purpose.

**SECTION 2.** An offense committed before the effective date of this ordinance is governed by prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 3.** Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

**SECTION 4.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be punished by a fine not to exceed the sum of Five Hundred Dollars (\$500) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 5.** This ordinance shall take effect on July 1, 2021, after its passage on second reading and publication in accordance with the provisions of the state law and the Charter of the City of Highland Village.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 25<sup>TH</sup> DAY OF MAY 2021.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 22<sup>ND</sup> DAY OF JUNE 2021.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**  
(kbl:4/22/21:122030)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 15**

**MEETING DATE: 06/22/2021**

**SUBJECT: Receive the Capital Improvement Program (CIP) for Fiscal Year 2021-2022**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**BACKGROUND:**

The City Charter calls for submission to Council of a five-year capital budget. This provides an opportunity for Council to see a multi-year outlook for planning purposes. In essence, this should provide the framework for consideration of the current year’s budget and resulting tax rate.

**IDENTIFIED NEED/S:**

Capital improvements currently in process, as well as additional proposed programs have been identified by City Staff. The potential programs can come from various sources including City Council, boards/commissions, residents, and Staff members. These projects are non-operational, “big-ticket” items that typically require outside funding sources such as debt issuance, grant, or lease/purchase arrangements.

**PROGRESS TO DATE: (if appropriate)**

A summary of the identified programs follows – presented in context of a five-year window. With the City nearing build-out, there are limited capital programs anticipated in relation to primary City infrastructure.

In general, after years of substantial growth and approaching substantial build-out, the community is more settled. Capital improvements related to basic infrastructure are widely supported. Improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for the past few years has been in controlling on-going operating costs in a context of sustainability within the anticipated revenue base. A focus on staffing has been to maintaining existing staffing levels if possible – with emphasis on efficiency and leveraging technology enhancements to not compromise the high level of service that currently exists, with new positions to be evaluated only if a demonstrated need warrants consideration.

A five-year outlook will be developed including the capital program recommendations, with the current year of the five-year outlook serving as the proposed FY 2021 Budget. The capital program recommendations are preliminary at this point – to be refined in the ensuing budget process. The multi-year outlook is intended to provide a larger picture to serve as framework for the current year consideration. Outstanding projects at this time are related to the Capital Projects Fund, specifically the 2018 bond program. The following tables depict a summary of the capital projects in process as well as potential projects to be considered in the subsequent five years.

## Current-Year Capital Projects

A \$7M general obligation bond was issued in 2018 to address targeted Parks and Public Works issues as follows:

Bond Election 2018	
Streets Projects	\$2,800,000
Parks Projects	4,105,000
Bond Discount / Premium	173,588
Issuance Costs	<u>(70,907)</u>
Total Bond Proceeds	\$7,007,681

## Parks Projects

### Unity Park - \$2.54M

Unity Park is Highland Village's only community park. This is a highly utilized park that includes multiple amenities for resident use. Improvements include:

- **Ponds** - The ponds require dredging to remove the accumulated silt as well as improvements to address drainage considerations. A study was conducted in 2017 which recommended making improvements to the ponds to accommodate a 50-year flood. However, bids received for this provided a cost that significantly exceeded the provision identified in the bond program. As a result, the project was scaled back to only include dredging of the ponds to remove sediment material to increase water holding capacity as well as replacement of a failed drainage pipe adjacent to the ponds. This project is now complete.

Original estimate: \$925,431

Final Cost: \$641,895

- **Kids Kastle Play Structure** – This playground was originally constructed in the 1990's as a community build project. Following a fire in the 2000's, it was rebuilt again as a community project. The play area was at the end of its useful life and in need of replacement, this time with new recycled plastic materials that will provide increased safety and reduced maintenance. The intent was to again approach as a community build project. As this is adjacent to the ponds, the playground was demolished in conjunction with the pond project to provide economies of scale with the design and required grading for the entire area. Reconstruction of Kids Kastle was to proceed immediately following completion of the pond improvements.

Play by Design, was the vendor selected to facilitate the community build, with a targeted date of March 2020 for the build. In addition, in the design process, a determination was made to create an all-inclusive playground. This prompted additional costs largely associated with surfacing that will facilitate access to the entire playground for those with disabilities. However, the shutdown associated with COVID-19 delayed the project, also prompting reconsideration of how to proceed with the build. A determination was made to add additional oversight from Play by Design and proceed with two phases: Phase I would utilize City Staff to install vertical posts and other foundation elements of the playground.

This was accomplished in May 2020. Phase II, targeted for August 2020, however delayed until November 2020, utilized a combination of Play by Design Staff, contract labor, limited community involvement along with City Staff to finish the project.

Original estimate: \$600,250

Final Cost: \$991,436 Note: Donations from the community will offset a portion of the cost increase.

- **Softball Field** - A section of the park was targeted to be redeveloped to add an additional softball field to complement the existing baseball fields. This project is complete.

Original estimate: \$1,021,250

Final Cost: \$1,040,772

### ***Update Unity Park entry***

With upgrades to Unity Park being a key focus of the 2018 Bond Election, a need was identified to refresh the entry feature to Unity Park adjacent to Kids Kastle - to reflect consistency with the surrounding upgrades. The Parks Foundation provided a donation to the City of \$125,000 toward his project, with the City to provide funding for the remainder. Design for this project was previously completed, funded in the General Fund. Likewise, the construction cost was funded in the General Fund.

This project is now complete.

Final Cost: \$249,352

### ***Brazos Park Parking Lot***

Several years ago, a parking lot was built at Brazos Park to alleviate parking on adjacent streets. Popularity of the fields has prompted the need to increase the size of the parking area by an additional 50 spaces. This project was completed in February 2019.

Original estimate: \$353,000

Final Cost: \$401,414

### ***Victoria Park***

The current walking track is badly cracked and uneven, causing a tripping hazard to patrons. The track will be resurfaced and replaced with a six-foot concrete path. The project concept was to rehab the existing walking trail around the perimeter of the park. However, feedback from a resident prompted consideration of a redesign of the trail to traverse through the park to encourage the transition of elimination of organized soccer utilization in lieu of open space, as originally intended for this park. The park is located in an Oncor easement, thus prompting required approval of Oncor for the design changes to ensure sufficient safety for park patrons in consideration of the existing overhead power lines. Approvals were obtained, with construction on this project anticipated for Summer 2021.

This project was bid in conjunction with the Highland Village Road Sidewalk project (following).

Original estimate: \$198,000 (Victoria Park), \$922,300 (Highland Village Road Sidewalk)

Projected Cost: The winning bid received for both projects was \$873,835

### ***Highland Village Road Sidewalk***

Construction of the sidewalk on Highland Village Road from the Municipal Complex to Sellmeyer Lane to increase pedestrian safety and connect residents to amenities along Highland Village Road. A large number of residents adjacent to this section have no access to the Inland Trail System to connect to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk the two-lane Highland Village Road to access these amenities. Construction on this project is anticipated for Summer 2021. DCTA is initiating a new program to reallocate a portion of collected sales tax back to participating cities for approved transportation projects. This project will be considered for approval of the DCTA Board on June 24 and will thus have an additional funding source totaling \$288,794.

Original estimate: \$922,300 (Highland Village Road Sidewalk), \$198,000 (Victoria Park)

Projected Cost: The winning bid received for both projects was \$873,835

### ***Sunset Point Park***

Sunset Point Park is classified as a mini park and serves local residents as a neighborhood park site providing water access to Lewisville Lake. The development would address erosion issues and safety concerns along with enhanced roadway completion to facilitate emergency vehicle access and turn around capabilities. Public input was solicited on the design for the park in the spring of 2017 and was approved by Council. However, a reduced-scale project of roadway improvements only was implemented to provide the turn-around capability for emergency vehicles. Further development of the park is not anticipated.

This project is now complete.

Original estimate: \$162,700

Final Cost: \$131,038

### ***Chapel Hill Trail Connection***

An identified top priority for the trail system is to provide connection to the City Trail for a major subdivision – Chapel Hill. The initial anticipated cost for this trail segment is \$220,908. This would typically be addressed in the Highland Village Community Development Corporation (4B) budget as a trail project. However, this fund is not anticipated to have sufficient funding ability for a few years. With desire to accelerate this project, associated engineering was funded previously in the General Fund. For the construction, this project involves coordination with the KCS Railroad with an at-grade crossing. Once approval is obtained, we will proceed with bidding, anticipated for Summer / Fall 2021.

Original estimate: Not in original bond program – added at Council recommendation

Projected Cost: \$400,000

<b>2018 Parks Bond Project Funding Status</b>				
<b>Parks Bond Projects</b>	<b>Original Budget</b>	<b>Anticipated</b>	<b>Complete</b>	<b>Variance</b>
<b>Parks Bond Projects</b>				
Bond Proceeds	\$ 4,166,044	\$ 4,166,044		\$ -
Interest Earnings	16,887	319,641		302,754
Park Development Fees	-	129,267		129,267
DCTA TRiP Funds	-	288,794		288,794
DCTA ELAP Funds Remaining	-	29,809		29,809
Transfers / Contributions	-	<u>200,480</u>		<u>200,480</u>
<b>Total</b>	<b>4,182,931</b>	<b>5,134,035</b>		<b>951,104</b>
<b>Unity Park</b>				
Softball field	1,021,250	1,040,772	X	19,522
Pond improvements	925,431	641,895	X	(283,536)
Kids Kastle	600,250	991,436		391,186
Brazos Parking lot extension	353,000	401,414	X	48,414
Victoria Park Walking Trail	198,000	873,835		(246,465)
HV Rd (City Hall to Sellmeyer)	922,300			
Sunset Point Park	<u>162,700</u>	<u>131,038</u>	<u>X</u>	<u>(31,662)</u>
<b>Total</b>	<b>4,182,931</b>	<b>4,080,390</b>		<b>(102,541)</b>
Additional Project(s)				
Chapel Hill Trail Connection	-	400,000		400,000
Brazos Park Sidewalk		<u>34,515</u>		<u>34,515</u>
<b>Adjusted Total</b>	<b>4,182,931</b>	<b>4,514,905</b>		<b>331,974</b>
<b>Surplus / Deficit</b>	<b>\$ -</b>	<b>\$ 619,130</b>		<b>\$ 619,130</b>

## Streets Projects

The City of Highland Village conducts a Pavement Condition Inventory Survey to determine the priority of streets that need repairs, overlays, or full replacement. The streets to be addressed with this proposition have reached the end of their life cycle and are in need of full reconstruction.



<b>Total Proposed Street Bond Proposition (\$2.8M)</b>	
<u>Identified Streets for Reconstruction</u>	
Rosedale Street	Springway Drive
Ranier Court	Mockingbird Drive
Catesby Place	Post Oak Drive
Rockland Drive	Pecan
Hickory Ridge Drive	Raintree Drive
Oak Forest Drive	Greensprings Street
Winding Creek Drive	Duvall
Dickinson Drive	Baird Circle
S Clearwater Drive	Donna Circle
Scenic Drive	Savanna Drive

The project was divided into four roughly equal segments over the next year.

**Engineering for project:** Status: In process Contract amount: \$261,500

**Phase 1:** Status: Complete (\$494,157)

Streets:

- Rosedale
- Ranier
- Snowdon Ct.
- Sheldon Ct.
- Catesby Pl.
- Shasta Ct. – Overlay added
- Sugar Loaf Ct. – Overlay added

**Phase 2** Status: Complete \$584,267

Streets

- Baird Cir.
- Donna Cir.
- Oak Forest
- Winding Creek
- Dickinson
- East Whittier – Overlay added

**Phase 3** Status: Complete: \$508,642

Streets

- Park Lane
- Creek Place
- Arbor Ct.
- DuVall Blvd.
- Rain Tree
- Greensprings

**Phase 4** Status: (In design) Anticipate bidding in July 2021.  
Streets

- Rockland
- Hickory Ridge
- S. Clearwater
- N. Clearwater
- Scenic
- Springway
- Pecan

<b>2018 Street Bond Project Funding Status</b>		
	<b>Amount</b>	<b>Status</b>
<b>Street Bond Projects</b>		
Bond Proceeds	\$ 2,841,637	
Expenditures		
Engineering	261,500	Complete
Phase 1	494,157	Complete
Phase 2	584,267	Complete
Phase 3	508,642	Complete
Phase 4 (Projected)	<u>993,071</u>	In Design
<b>Total</b>	<b>\$ 2,841,637</b>	

### **Projects In Process**

#### **Projected Operating Costs**

<b>Dept</b>	<b>Description</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
<b>Capital Projects Fund</b>						
Parks	Unity Park (Pond improvements, softball field, Kids Kastle)	\$710	\$710	\$710	\$710	\$710
	Highland Village Road sidewalk		2,000	2,000	2,000	2,000
	Brazos Parking	-0-	1,200	-0-	-0-	1,200
	Sunset Point	-0-	-0-	500	-0-	-0-
	Victoria Park Walking Track	-0-	-0-	-0-	-0-	-0-
	Chapel Hill Trail connection					
Streets	Street Reconstruction	-0-	-0-	-0-	-0-	-0-
	<b>Total</b>	<b>\$710</b>	<b>\$3,910</b>	<b>\$3,210</b>	<b>\$2,710</b>	<b>\$3,910</b>

Unity Park reflects annual increased costs of \$1,400 related to supplies / materials for softball fields (above current cost for maintaining soccer fields that are replaced). There will be a net decrease of \$690 annually related to Kids Kastle, as current structure of treated wood requires frequent sealing to maintain safety standards. New equipment will be plastic, thus requiring less maintenance.

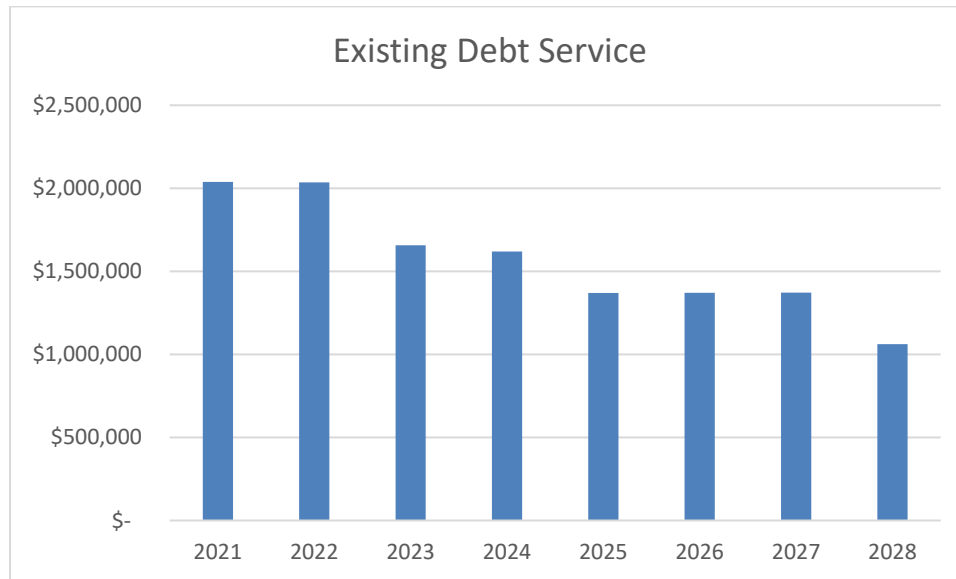
Highland Village Rd sidewalk and Chapel Hill Trail connection anticipates annual increase in mowing contracted maintenance combined of \$2,000 annually.

Sunset Point only expected increase will be associated with striping of parking lot every three years.

Street reconstruction does not have additional associated maintenance costs as they do not add additional infrastructure than what currently exists in the City.

## Anticipated Future Projects

Primary considerations of the City for debt issuance related to capital projects are identified needs / desires coupled with ability to fund within current tax rate. And this is largely accomplished by pairing debt issuance with retirement of existing debt. Three such opportunities in the immediate future are presented with reduction in existing debt service in FY 2023, FY 2025, and FY 2028.



With the City nearing buildout, the two primary capital needs are in the areas of parks, streets / drainage, and utility infrastructure. Utility debt issuance is generally supported by rates paid by residents for utility service, while parks and streets are supported by the tax rate. The Parks Department conducted a comprehensive assessment of parks and related amenities, identifying both current infrastructure in need of replacement, as well as opportunities for new development. And Public Works provides an ongoing assessment of streets that are at the end of their useful life and thus targeted for reconstruction with periodic bond issues.

### Parks

For the FY 2022 budget process a starting assessment for capital needs was predicated on capacity available by maintaining the existing percentage of the debt portion of the tax rate of 14%. This would provide capacity of roughly \$20M - \$30M over the three potential issuances. The Parks and Recreation Advisory Board was tasked with an exercise to prioritize the projects in the assessment – with parameters of \$5M for each of the three issues. It was explained that this was a general number to facilitate the prioritization, not anticipating this to be the actual outcome, as the City was far from determination of actual amounts to be considered. Projects were segmented into one of five categories:

- Maintenance - Typically replacement equipment to maintain current service level
- New / Enhanced programs
  - Desired - Enhancements to current service level

- Grant - Projects to be pursued only in conjunction with grant funding
- Developer Funded - Desired projects to be funded by developers
- Self-Funded - Participation with private entity to fund amenities for profit, with City receiving percentage

Considerations

- Preference for amenities that have funding sources, i.e. grants or private partnership
- New amenities should be highly scrutinized regarding ongoing maintenance / operational costs - especially if increased staffing would be required

Following are the projects considered by the Parks Board grouped by park area, also including related incremental ongoing operations cost resulting.

Pilot Knoll Park	Estimated Cost	Priority from Park Board	Ongoing Annual Incremental Increase / (Decrease) in Operations Cost	Avg 5 Yr Annual Cost
Pilot Knoll gate-house replacement	\$ 400,000	X	Reduced energy usage, reduced repairs	\$ (2,000)
Pilot Knoll shelter upgrades, roofs, ADA ingress/egress, amenities (33 shelters and 3 pavilions)	375,000	X		
Pilot Knoll day use area electrical replacement to pavilions and other areas.	40,000			
Pilot Knoll kayak launch with ADA accommodations	80,000	X	No additional operational cost	
Pilot Knoll boating area lighting replace	75,000	X	Pilot Knoll boating area lighting replacement - energy savings	\$ (200)
Provide rental cabins (16). This will include expenditures for related utilities, parking and pads.	3,000,000	X	<b>Potential annual revenues of \$400,000.</b> Expenditures for related utilities, parking and pads. Outsourced management services \$80,000. Increased personnel total \$50,000 add one PT Cabin Host and bring the park manager to fulltime status. Purchase of a new truck to be used by the park manager for Pilot Knoll and Copperas Branch Parks \$45,000	\$ (261,000)
Pilot Knoll campground restroom ceiling and flooring refresh	50,000	X	No additional operational cost	
Pilot Knoll RV slip upgrade to concrete (approx., 85' X 17' \$120.00 linear ft 56 slips)	571,200			
Pilot Knoll volleyball courts with lights in the day use area	200,000			
<b>Totals</b>	<b>\$4,791,200</b>	<b>\$ 3,900,000</b>		<b>\$ (263,200)</b>

<b>Copperas Branch Park (Approved Concept Plan)</b>	<b>Estimated Cost</b>	<b>Park Board Priority</b>	<b>Ongoing Annual Incremental Increase / (Decrease) in Operations Cost</b>	<b>Avg 5 Yr Annual Cost</b>
<b>Boat Launch Relocation</b> - Relocate adjacent to the I-35E bridge to provide access to sheltered water, more parking and frees up other areas within the park for more recreation opportunities.	\$ 1,450,000	X	Decreased maintenance for closing during flooding and increase in energy cost depending on lighting and other power needs.	\$ (1,000)
<b>The Point</b> - Area currently used as the boat ramp, several acres of open space and shoreline are reclaimed as a recreational amenity.	1,450,000	X	Increase in maintenance, trash, power washing etc.	\$ 600
<b>Park Road, Trails and Electrical Infrastructure</b>	1,200,000	X	Increase in energy cost	\$ 200
<b>Gateway Entries</b>	400,000			
<b>Lakeside Event Lawn</b> - A multifunctional space to hold events, view the lake and enjoy the shoreline.	1,000,000			
<b>Civic Extension</b> - The new hub of the park centrally located to include multipurpose building, rest rooms, educational space, storage, and parking.	3,450,000	X	<b>Potential annual revenue - \$30,000.</b> Addition to the building cleaning contract, restroom and cleaning supplies and equipment (ride-on auto scrubber 10K first year cost), maintenance for flex field, energy cost increase, and increase in park cleaning and trash removal.	\$ (8,000)
<b>Swim Beach</b> - Improved signature amenity tucked into the forested shoreline.	1,900,000			
<b>Natural Area</b>	325,000			
<b>Paddle Cove</b> - Improved lake access for non-motorized watercraft.	350,000			
<b>Flex Space Under the Bridge</b> - Multipurpose lighted open space to be programmed for many activities by the City. Possible examples could be a skatepark, basketball courts, batting cages, soccer, etc.	2,250,000	X	<b>Potential programming revenues of \$20,000 annually.</b> Expenditures Increase in daily maint for cleaning, trash and supplies. Addition of 1 Park Tech FTE to CORPS Fund for increased maint for both Copperas Branch and Pilot Knoll Parks	\$ 84,163
<b>Boardwalks</b>	200,000			
<b>Trail Head and Paddle Launch</b> - Improved Copperas Lake access (south of Highland Village Rd) for non-motorized watercraft.	2,100,000			
<b>Shoreline Trail</b> - A continuous loop trail around the Copperas Branch Lake connecting adjacent developments and parks.	1,200,000			
<b>The Preserve</b> - Low-impact improvements to provide access to the natural areas of the park.	25,000			
<b>Boardwalk Connector</b> - Trail connecting two park areas utilizing the area under the I-35E elevated lanes.	800,000			
<b>Associated Engineering</b>	900,000	X		
<b>Conceptual Budget Total</b>	<b>\$ 19,000,000</b>	<b>\$9,800,000</b>		<b>\$ 75,963</b>

<b>Unity Park</b>	<b>Estimated Cost</b>	<b>Park Board Priority</b>	<b>Ongoing Annual Incremental Increase / (Decrease) in Operations Cost</b>	<b>Avg 5 Yr Annual Cost</b>
Unity Park flex field renovation, grading, root zone, grass, irrigation	\$ 200,000	X	Verticutting, vacuuming, deep-tine arifying, sod replacement for worn areas	\$ 4,500
Unity Park Add gabion retainage baskets at both ponds at Unity to stop the erosion	700,000	X		\$ -
Unity Park basketball courts/lights addition to Unity Park - in front of water tower with lights (engineering included)	230,000	X	Energy cost increase and additional maintenance	\$ 1,500
Unity Park backstop and baseline netting	125,000	X	Netting repair	\$ 2,000
Unity Dog Park replace a portion of the natural grass - high traffic area with synthetic grass	84,000	X	Decreased repair cost	\$ (3,000)
Unity Park irrigation renovation on all baseball fields and common areas	336,000	X	Reduced cost in water (TBD)	
Unity Park fencing replacement on all baseball fields	231,000	X	Reduced repairs	\$ (500)
Unity Batting Cages - LED conversion & Musco controlled	15,000			
Briarhill Synthetic field with lights and fencing (adult programing)	1,250,000			
Unity Park cameras & lic plate readers at Kids Kastle and Dog Park	60,000			
Unity Park athletic field LED lighting upgrades	990,000			
Unity Park tennis court LED lighting upgrades	26,000			
<b>Total</b>	<b>\$4,247,000</b>	<b>\$1,906,000</b>		<b>\$ 200</b>

<b>Doubletree Ranch Park</b>	<b>Estimated Cost</b>	<b>Priority from Park Board</b>	<b>Ongoing Annual Incremental Increase / (Decrease) in Operations Cost</b>	<b>Avg 5 Yr Annual Cost</b>
DRP electrical additions to the bridge and monument signs - including engineering	\$ 35,000			
DRP GFI plug additions to stadium light poles for Christmas ornaments	17,000	X	Increased energy cost	\$ -
Complete DRP soccer field lighting	510,000		Increased energy cost	\$ 200
DRP add three food truck slips with electrical to the trail southeast of pavilion	29,000	X		\$ -
DRP add 4 electrical hubs for food truck vendors - outside of the Barn.	20,000	X		\$ -
DRP additional shade umbrellas	30,000			
DRP Barn AV equipment (2019 quote does not include omissions)	154,657			
DRP Barn HVAC system equipment	100,000		Spot repairs every 3 - 5 years	\$ 2,000
DRP Bio-Swell parking lot retention - renovation/recharge	30,000		Decreased maintenance	\$ (1,000)
DRP splash-pad surface replacement	230,000	X		\$ (200)
DRP Y-strainer for splash pad	32,000	X		\$ -
<b>Total</b>	<b>\$1,187,657</b>	<b>\$ 328,000</b>		<b>\$ (400)</b>

<b>Other City Parks</b>	<b>Estimated Cost</b>	<b>Park Board Priority</b>	<b>Ongoing Annual Incremental Increase / (Decrease) in Operations Cost</b>	<b>Avg 5 Yr Annual Cost</b>
<b>Trail traffic warning signals replacement</b> to new standard - HV Tennis Center and HV Rd (3 X \$9,200)	\$ 27,600			
<b>Lower Sellymer</b> playground replacement	140,000			
<b>Lower Sellmeyer park</b> parking and ADA compliance upgrades	20,000			
<b>HV Tennis Center</b> fencing and wind screen replacement (may require a new concrete curb)	66,000	X	Decreased maintenance cost associated with repairs	\$ (320)
<b>Sellmeyer tennis</b> fencing and wind screen replacement (may require a new concrete curb)	37,500	X	Decreased maintenance cost associated with repairs	\$ (125)
<b>Bruce Lions Club Park</b> parking lot replacement ADA compliance upgrades	200,000	X	No additional operational cost	\$ -
<b>Sellmeyer tennis</b> parking and ADA compliance upgrades	175,000	X	No additional operational cost	\$ -
Add ADA water bottle filling stations in at <b>Unity and Brazos</b>	24,000			
<b>Village Park</b> fishing pier renovation	40,000	X	Decreased maintenance cost associated with repairs	\$ (150)
<b>Lions Club Park</b> drainage issues	20,000			
<b>2499 Landscape</b> bed (35) and irrigation renovations, need to have it designed, replace drip and new bed landscape design with more hardscape. (needs to be designed with OPC)				
<b>Brazos</b> athletic field renovations, grading, root zone, grass, irrigation	120,000	X	Verticutting, vacuuming, deep-tine arifying, sod replacement for worn areas	\$ 4,500
<b>Brazos</b> concession/restroom facility addition (does not include utilities)	350,000			
<b>Brazos</b> concession/restroom facility addition engineering	50,000			
<b>HV Tennis Center</b> LED lighting upgrades and Musco controls	170,000	X	Decreased in energy cost	\$ 700
<b>Marauder Park</b> pond fountain replacement				
<b>Robert and Lee DuVall</b> senior putting green	45,000			
<b>Sellmeyer tennis center</b> LED lighting upgrades and Musco controls	115,000			
<b>Total</b>	\$ 1,600,100	\$ 808,500		\$ 1,905

<b>Total Projected Ongoing Incremental Increase / (Decrease) in Operations Cost (All Projects)</b>	<b>\$ (185,532)</b>
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## Potential Bond Program for Consideration (Parks)

Bond Issue 1	FY 2022	Amount	Net	Notes	
<b>Doubletree Ranch Improvements</b>			<b>\$ 298,000</b>	<b>\$ -</b>	Identified Doubletree improvements could be funded with remaining 2018 bond funds resulting from utilization of DCTA TRiP funds and favorable HV Rd sidewalk bid
	DRP Splash pad surface replacement	\$ 200,000			
	DRP Y-strainer	32,000			
	DRP GFI plug additions	17,000			
	DRP 3 Food truck slips	29,000			
	DRP 4 electrical hubs for food trucks	20,000			
<b>HV Tennis Center Improvements</b>			<b>236,000</b>	<b>236,000</b>	
	HVTC fencing and wind screen replacement (possible new curb)	66,000			
	HVTC LED lighting upgrades and Musco controls	170,000			
<b>Pilot Knoll Improvements</b>			<b>3,980,000</b>	<b>3,230,000</b>	Cabins - Eligible for \$750K Grant (50/50) with \$750K Match
	PK campground restroom ceiling and flooring refresh	50,000			
	Pilot Knoll shelter upgrades, roofs, ADA, (33 shelters 3 pavilions)	375,000			
	Pilot Knoll boating area lighting replacement	75,000			
	PK gate house replacement and asphalt work	400,000			
	ADA accommodations	80,000			
	Pilot Knoll Cabins	3,000,000			
<b>Various</b>			<b>435,000</b>	<b>435,000</b>	Sellmeyer playground equip - Lower Priority for PARB. Suggest holding public meeting in neighborhood for direction
	Sellmeyer tennis parking and ADA compliance upgrades	175,000			
	Sellmeyer Playground replacement	140,000			
	Brazos athletic field renovations	120,000			
<b>Total</b>			<b>\$ 4,949,000</b>	<b>\$ 3,901,000</b>	

Bond Issue 2		FY 2024	Amount	Net	Notes
<b>Unity Park Improvements</b>			<b>\$ 1,932,000</b>	<b>\$ 1,932,000</b>	
	Unity Park tennis court resurfacing	\$ 26,000			
	Unity Park flex field renovation	200,000			
	Unity Park gabion retainage baskets	700,000			
	courts (engineering included)	230,000			
	Unity Park backstop and baseline netting	125,000			
	Unity Dog Park - replace a portion of natural grass with synthetic	84,000			
	Unity Park irrigation baseball and common areas	336,000			
	Unity Park fencing replacement on all baseball fields	231,000			
<b>Copperas Park Improvements</b>			<b>3,100,000</b>	<b>2,400,000</b>	Boat launch - Potential for \$500K Grant (75/25) with \$175K Match Park Road - Potential for \$200K Grant (80/20) with \$50K Match
	Copperas Branch Master Plan engineering for Copperas (partial)	450,000			
	Copperas Branch Master Plan boat launch relocation	1,450,000			
	Copperas Branch Master Plan park road, trails and electrical	1,200,000			
<b>Total</b>			<b>\$ 5,032,000</b>	<b>\$ 4,332,000</b>	

Bond Issue 3		FY 2027	Amount	Net	Notes
<b>Various Park Improvements</b>			\$ 292,500	\$ 292,500	
	Sellmeyer tennis fencing and wind screen replacement	\$ 37,500			
	Lions Club parking lot replacement ADA compliance	200,000			
	Village Park fishing pier renovation	40,000			Civic Extension - Potential for \$1M Grant (50/50) with \$1M Match Note - the board did not support the building space in full scope. Parks Director disagrees and feels we need to include. It would be used for programs such as Kids Kamp, winter break camp, and spring break camp along with other revenue generating opportunities. More analysis required.
	Add storage to the yard to remove leased storage space	15,000			
<b>Copperas Park Improvements</b>			5,718,000	4,718,000	
	Copperas Branch Master Plan The Point	1,450,000			
	Copperas Branch Master Plan Skate Park	750,000			
	Copperas Branch Master Plan Civic Extension	3,500,000			
	Trail markers throughout City Trail	18,000			
<b>Total</b>			\$ 6,010,500	\$ 5,010,500	

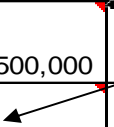
## Streets

### Participation with Denton County for major street projects

Initial discussions have taken place with Denton County regarding funding of a major street reconstruction project in Highland Village that serves as a major collector for the City. This is estimated to be a \$5 M project and would potentially be identified in the next bond program for Denton County. In addition, reconstruction of a section of Highland Village Road, also a major collector for the City, is a prime candidate. The City would participate by funding the related engineering at an estimated cost of \$500,000 for Highland Shores Blvd and \$250,000 for Highland Village Road. There is not yet an established time frame, but the City will tentatively earmark the engineering for FY 22. Following is a potential capital program for street projects:

<b>STREET / DRAINAGE CAPITAL PROJECTS</b>					
	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
<b>Previous Balance</b>	-	5,550,000	50,000	825,000	350,000
<b>Sources of Funds</b>					
Bond Proceeds (Potential)	6,200,000		2,500,000		
<b>Streets Expenses</b>					
Streets Reconst. Phase 4					
Streets Reconst. 28 streets 2023 bond issue		3,600,000			
Highland Shores Blvd. concrete reconstruct Briarhill to Twin Coves		500,000			
Highland Village Rd. Brazos to KCS RXR	250,000				
Sellmeyer Lane Overlay Foggy Glen to Brazos			250,000		
Sellmeyer Lane Overlay Brazos to Victoria				275,000	
Sellmeyer Lane Overlay Victoria to FM407					275,000
Highland Shores Blvd. Overlay HV Rd. to Briarhill	100,000	500,000			
Traffic signal Imp. Brazos / HV Rd.			345,000		
Pedestrian crossing HS Blvd. at Community Center Dr.			230,000		
<b>Drainage Expenses</b>					
Wal-Mart pond dredge		300,000			
Quail Cove pond dredge				200,000	
Turpin Dr. / Sellmeyer Lane DR Improvements			500,000		
Silverthorne Park creek bank stabilization			400,000		
Highland Shores Blvd. underdrain		600,000			
Brazos Blvd. underdrain	300,000				
Wal-Mart, Shops at HV & Gayle Lane ponds retrofit to 100-yr storm Imp.					1,300,000
<b>Total Expenses</b>	<b>650,000</b>	<b>5,500,000</b>	<b>1,725,000</b>	<b>475,000</b>	<b>1,575,000</b>
<b>REMAINING BALANCE</b>	<b>5,550,000</b>	<b>50,000</b>	<b>825,000</b>	<b>350,000</b>	<b>(1,225,000)</b>

Engineering only. Anticipate Denton County to include in their bond program



<b>Potential Debt Issuance Plan Summary</b>			
	<u>FY 2022</u>	<u>FY 2024</u>	<u>FY 2027</u>
Streets / Drainage Improvements	\$ 6,200,000	\$ 2,250,000	\$ -
Park Improvements	3,901,000	4,332,000	5,010,500
	\$ 10,101,000	\$ 6,582,000	\$ 5,010,500
Utility Improvements	3,000,000	5,000,000	-
<b>Grand Total</b>	<b>\$ 13,101,000</b>	<b>\$ 11,582,000</b>	<b>\$ 5,010,500</b>

Note: Utility issues are not included in the debt portion of the tax rate, instead funded through rates charged for usage of the utility services.

### **Five Year Outlook**

In general, the focus of the CIP five-year outlook is to evaluate funding **ability** with suggested capital improvement programs – in regard to issued debt and associated debt service, as well as related ongoing operations costs. Maintaining sufficient fund balance levels is a key measure of evaluation. Financial policies require a minimum 20% fund balance with a targeted range of 20 - 25%.

A five-year financial outlook will be developed as part of the budget process through the summer months, to properly evaluate current year expenditures in relation to an extended outlook and determine what capacity is available to consider the proposed debt issues. Property values have experienced significant increases the past few years. However, increases in valuation seem to be leveling off, and coupled with State legislative action the past session to limit property tax revenue growth in cities, will prompt a more conservative future outlook. This necessitates a disciplined approach to manage growth in operations cost and reduction in overall debt-service load. In the ten years prior to FY 2015, debt service represented about 20% of the tax rate. Current debt service now reflects roughly 15% of the tax rate. As revenues flatten with build-out, a continued focus on managing debt service is critical – both in terms of avoiding spikes, but also reducing to a lower, more manageable level for the future.

### **RECOMMENDATION:**

Council to receive the FY 2022 Capital Improvement Plan.

**CITY OF HIGHLAND VILLAGE**  
**CITY COUNCIL**

**AGENDA# 17**

**MEETING DATE: 06/22/2021**

**SUBJECT: Conduct a Public Hearing and Consider an application for a Replat of the property described as Block B, Edgewood Estates, commonly known as 234 Edgewood Drive from one lot into two lots, including a request for an exception to City of Highland Village Subdivision Ordinance, Section 3.1.O regarding the maximum length of a cul-de-sac street**

**PREPARED BY: Scott Kriston, Public Works Director**

**BACKGROUND:**

An application for review and consideration of a Replat was submitted by Windrose Services on behalf of the property owners Jason Lee Burket and Megan Lee Burket. The owners wish to replat the property into (2) lots to allow for future construction of a residential home for a family member. The replatted lot would become 232 Edgewood Drive.

The Edgewood Estates subdivision was platted in approximately 1971. The current subdivision ordinance states that all cul-de-sac streets shall be no longer than 600 feet. Edgewood Drive, a cul-de-sac street, is presently 678 feet long, and, therefore, is currently non-conforming. The proposed replat would increase the length of Edgewood Drive by an additional 18 feet, making the total length 696 feet. Extending an already non-conforming cul-de-sac street requires approval of an exception to the subdivision ordinance by City Council.

*Section 3.1.O of the City's Subdivision Ordinance reads as follows:*

*O. A cul-de-sac street shall not be longer than 600 feet and at the closed end shall have a turnaround provided for, having an outside roadway diameter of at least 80 feet and a street property line diameter of at least 100 feet. The cul-de-sac shall be measured from the centerline of the intersecting street to the centerline of cul-de-sac turnaround. Dead-end streets are not allowed except to provide for access to adjacent land areas and in no case shall be more than 250 feet in length or equal to one lot depth, whichever is greater. A dead-end street may be up to 600 feet long if a temporary cul-de-sac is provided according to the above standard.*

*Section 1.11 of the City's Subdivision Ordinance reads as follows:*

*A. General. Where the City Council finds that unreasonable hardships or difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve special exceptions to these subdivision regulations so that substantial justice may be done and the public interest secured; provided that the special exception shall not have the effect of nullifying the intent and purpose of these regulations; and further provided the City Council*

*shall not approve special exceptions unless it shall make findings based upon the evidence presented to it in each specific case that:*

- 1. The granting of the special exception will not be detrimental to the public safety, health, or welfare or injurious to other property;*
- 2. The conditions upon which the request for a special exception is based are unique to the property for which the special exception is sought and are not applicable generally to other property;*
- 3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;*
- 4. The special exception will not in any manner vary the provisions of the zoning ordinance or comprehensive plan, future land use plan, thoroughfare plan, and other adopted plans, except that those documents may be amended in the manner prescribed by law;*
- 5. An alternate design will achieve the same result or intent as the standards and regulations prescribed herein.*

City staff has worked with the applicant on various potential layouts of the property into two lots. Most alternative layouts that did not require the extension of Edgewood Drive beyond its current length would result in both lots having insufficient frontage on Edgewood Drive to comply with the City's zoning regulations or would require access through one of the lots to reach the other lot. Most of the adjacent properties are either fully developed, owned by the City (Doubletree Ranch Park) or is federally-owned property. The property to the east of the subject property could be re-developed at some unknown date in the future. However, even development of a future east west street through the applicant's property to the east in relation to a redevelopment and subdivision of the property to the east would not resolve the existing non-conforming length of Edgewood Drive. Further, the home that presently exists on the subject property is located several hundred feet from the end of Edgewood Drive near the lake-end of the property. Therefore, a second lot and home located closer to the existing end of Edgewood Drive does not create any access issue for the Fire Department that does not already exist.

Because of changes in state law and subsequent changes in the City's Subdivision Ordinance, prior to taking any action on this application and the Commission's recommendation regarding the application, the City Council will conduct a public hearing in which those owners of property within the original subdivision located within 200 feet of the subject property have been notified and given an opportunity to present their comments. The Planning and Zoning Commission was not required to conduct a public hearing on this case.

## **IDENTIFIED NEED/S:**

N/A

## **OPTIONS & RESULTS:**

City Council will have to conduct a public hearing and review the replat application as submitted along with the findings for granting of a special exception to Section 3.1.O of the Highland Village Subdivision Ordinance authorizing 232 Edgewood Drive to be constructed with a length in excess of 600 feet as shown on the plat. City Council has the option to either approve as submitted, request modifications, deny or postpone for additional information.

## **PROGRESS TO DATE: (if appropriate)**

City Staff, the City's Engineer, and the Fire Department have reviewed the Replat application and find that the application is complete and, except for the proposed length of the dead end street, otherwise complies with the City's Subdivision Ordinance.

At its June 15, 2021, meeting, the Commission recommended sending the replat forward to City Council for approval along with granting of a special exception to Section 3.1.O of the Highland Village Subdivision Ordinance authorizing 232 Edgewood Drive to be constructed with a length in excess of 600 feet as shown on the plat. Vote (5-0).

Public Hearings are required at City Council only for requesting a Special Exception to the City of Highland Village Subdivision Ordinance. All notification requirements have been satisfied. As of June 18, 2021, staff received no calls or written comments as a result of the public hearing notices.

## **BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

## **RECOMMENDATION:**

Staff recommends the City Council review and consider the replat application as presented along with the recommendation made by the Planning and Zoning Commission regarding approval of the replat and the applicants' request for an exception to the maximum street length requirements.



**CITY OF HIGHLAND VILLAGE**  
**CITY COUNCIL**

**AGENDA# 18**

**MEETING DATE: 06/22/2021**

**SUBJECT: Conduct a Public Hearing and Consider an Ordinance granting a Conditional Use Permit (CUP) for the property described as Lot 7B, Block 2, The Marketplace at Highland Village, located at 2150 Village Parkway (1<sup>st</sup> of two reads)**

**PREPARED BY: Scott Kriston, Public Works Director**

This item has been postponed pending action by the applicant.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

<b>AGENDA# 19</b>	<b>MEETING DATE: 06/22/2021</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2021-2941 authorizing a contract with DBi Services LLC for the 2021 Sidewalk Improvements Project</b>
<b>PREPARED BY:</b>	<b>Scott Kriston, Director of Public Works</b>

**BACKGROUND:**

The City of Highland Village has an excellent system in place for pedestrian mobility to serve the City’s residents. To add to that system, the City recently received bids for the 2021 Sidewalk Improvements project, which includes the Highland Village Road Sidewalk Phases 2 and 3, the Victoria Park Sidewalk, and the Brazos Park Sidewalk. The Highland Village Road Sidewalk Phases 2 and 3 will complete the sidewalk along Highland Village Road all the way to the east side of the City. The Victoria Park Sidewalk will provide improved pedestrian mobility at Victoria Park. The Brazos Park Sidewalk will complete the sidewalk from Brazos Park to Medina Drive.

The City issued the project for bid with a Base Bid for the Highland Village Road Sidewalk Phases 2 and 3, the Victoria Park Sidewalk and an Add Alternate Bid for the Brazos Park Sidewalk. Bids were received on Thursday, June 10, 2021 for the project from two general contractors. The bid total for each contractor is provided below:

	DBi Services, LLC	HQS Construction, LLC
Base Bid	\$848,835.00	\$979,715.00
Add Alternate	\$34,515.00	\$40,092.50
Total Bid	\$883,350.00	\$1,019,807.50

The project cost estimate was \$1.1 million. Bids received were very good bids for the project. The lowest bidder is DBi Services LLC with a total bid in the amount of \$883,350.00. The low bid has been reviewed and evaluated and is considered the lowest responsible bid. DBi Services LLC has sufficient resources to construct this project.

**IDENTIFIED NEED/S:**

The City of Highland Village needs to construct several sidewalks in the City to complete the sidewalk system in certain areas, including along Highland Village Road, at Victoria Park, and along Brazos Boulevard.

## **OPTIONS & RESULTS:**

The sidewalks included in the 2021 Sidewalk Improvements project will complete several sidewalk systems and will provide additional pedestrian mobility in those areas.

## **PROGRESS TO DATE: (if appropriate)**

Contractors' bids for construction on the project have been received and evaluated.

## **BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

Funding through the 2018 Bond Program.

## **RECOMMENDATION:**

To approve Resolution 2021-2941.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2941**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH DBI SERVICES LLC FOR CONSTRUCTION OF THE 2021 SIDEWALK IMPROVEMENTS, INCLUDING HIGHLAND VILLAGE ROAD SIDEWALK PHASES 2 AND 3, VICTORIA PARK SIDEWALK, AND BRAZOS PARK SIDEWALK; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the 2021 Sidewalk Improvements Project (the "Project"), for the construction of the Highland Village Road Sidewalk Phases 2 and 3, the Victoria Park Sidewalk, and the Brazos Park Sidewalk, has determined that DBi Services LLC has submitted the lowest responsive bid in an amount of \$883,350.00 and recommends award of a contract for the Project to said bidder; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and approve the above described contract agreement.

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

**SECTION 1.** The City Manager is hereby authorized to execute a contract with DBi Services LLC in the amount of \$883,350.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

**PASSED AND APPROVED THIS 22<sup>ND</sup> DAY OF JUNE 2021.**

**APPROVED:**

\_\_\_\_\_  
**Charlotte J. Wilcox, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

(kbl:6/17/21:123108)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 20**

**MEETING DATE: 06/22/2021**

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

**PREPARED BY: Karen McCoy, Executive Assistant**

**COMMENTS**

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.



## UPCOMING MEETINGS

<b>June 22, 2021</b>	<b>Regular City Council Meeting - 7:30 pm</b>
July 1, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
<b>July 5, 2021</b>	<b>City Offices Closed for the Independence Day Holiday</b>
<b>July 13, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
July 19, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
July 20, 2021	Planning & Zoning Commission Meeting – 7:00 pm
July 27, 2021	Highland Village Community Development Corp. - 4:30 pm
<b>July 27, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
August 5, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
<b>August 10, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
August 16, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
August 17, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b>August 24, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
September 2, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
<b>September 14, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>

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](http://www.highlandvillage.org) or the City Hall bulletin board for the latest meeting additions and updates.

By: Karen McCoy, Executive Assistant – City of Highland Village