



A G E N D A
REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, JULY 25, 2023 at 6:00 P.M.

EARLY WORK SESSION
Training Room – 6:00 P.M.

Convene Meeting in Open Session

1. **Discuss Special Revenue Funds and Follow Up Discussion on the General Fund Budget for Fiscal Year 2023-2024**
2. **Receive a Presentation and Discuss the First Responders Monument Project**
3. **Receive a Presentation and Discuss the Use of Micro-Mobility Vehicles in Highland Village**
4. **Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 25, 2023**

(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
Training Room

5. **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.

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

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

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.

12. Consider approval of Minutes of the Regular City Council Meeting held on July 11, 2023
13. Consider Ordinance 2023-1303 amending the City's Comprehensive Zoning Ordinance and Zoning Map by amending the Development and Use Regulations relating to Signage Criteria for the Building located on Lot 3R, Block A, The District of Highland Village, commonly known as 2570 Justin Road, Building C (*2nd and final read*)
14. Consider Resolution 2023-3077 authorizing Task Orders with SAZ Infrastructure for Concrete Pavement Repairs
15. Consider Resolution 2023-3078 receiving an Annual Report from the Highland Village Community Development Corporation and approving the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP)

ACTION AGENDA

16. Take action, if any, on Matters discussed in Closed Session in accordance with the following 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. Consider Resolution 2023-3076 authorizing a Contract for Construction Services with C. Green Scaping, LP for the First Responders Monument Project

LATE WORK SESSION

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

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

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 21ST DAY OF JULY 2023 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 for additional information.

Removed from posting on the _____ day of _____, 2023 at _____
am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1

MEETING DATE: 07/25/2023

**SUBJECT: Discuss Special Revenue Funds and Follow Up Discussion on
the General Fund Budget for Fiscal Year 2023-2024**

PREPARED BY: Ken Heerman, Assistant City Manager

COMMENTS

City staff will present information on the Special Revenue Funds and will follow up on the General Fund Budget for Fiscal Year 2023-2024.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 07/25/2023

SUBJECT: Receive a presentation and discuss the First Responders Monument Project

PREPARED BY: Paul Stevens, City Manager

COMMENTS:

The item to approve the bid for the construction of the First Responders Monument Project was tabled at the July 11 City Council meeting. C. Green Scaping, LP was the lowest responsive bidder in the amount of \$111,598.40. The bid breakdown is as follows:

- Mobilization, Bonds and Insurance \$8,000
- Landscaping \$8,126.40
- Site Furnishings \$25,500
- Irrigation and Lighting \$46,300
- Veterans Memorial Expansion \$11,564
- First Responders Monument Stones and Hardscape \$12,108

After the last Council meeting, I received some questions from Council. The questions and answers are as follows:

This project was not included in our current budget. Why would we not consider it along with the other supplemental requests that were discussed last Tuesday evening? Normal process would dictate it be handled under supplemental requests and then included in our 2023-24 budget.

Due to the unique nature of this request being an initiative of the Mayor, staff moved forward with coming up with an appropriate design with the thought of using contingency funds. It could also be considered along with the supplemental requests for FY 23-24.

The project itself leaves many unanswered questions. I would want to see a standard presentation that we would have for any CI project or supplemental request.

This presentation will be done in early work session.

What is the identified need?

The request came from the Mayor based on his platform initiatives.

What are the positive benefits for the city?

Providing a setting to honor first responders who have served the City of Highland Village or served other communities but live or have lived in the City of Highland Village. Included in the design is improved landscape and lighting, new site amenities and expansion of the current Veterans Memorial.

What are the potential consequences if we don't approve the project?

The Bid would be rejected and no monument for First Responders would be built and no expansion of the Veterans Memorial would take place.

How were the needs identified?

Mayor's request.

What input do we have from our citizens?

No specific input.

What alternatives have been considered to meet the need?

None at this time.

What input do we have from members of our public safety team?

A project kick-off meeting August 17, 2022 where the architect met with the Mayor, City Manager, chiefs and Parks and Recreation Director on site to discuss the vision. The chiefs also reviewed the plans for input and provided artwork for the medallions.

How was that input solicited?

The item was discussed at a Director's meeting and the August 17 meeting was then scheduled.

What is the makeup of the project team as of today?

Chiefs, City Manager, Mayor, and Director of Parks and Recreation

What process was used to develop the overall design?

- Started with the initial request
- Discussed the request and feasibility with police and fire chiefs and got approval from the City Manager
- Hired an architect
- Developed scope with the architect
- Established a theme that will match the look and feel of the veteran's memorial
- Created design documents and had the team review them for comments and approval

What is the process of selecting and recognizing members of the community?

A draft policy is been developed that is very similar to the Veterans Memorial policy.

Who will actually be recognized? How will the process be administered going forward?

This is addressed in the draft policy.

Policy for Honoring First Responders on the Highland Village First Responders Monument

The City Council desires to honor Highland Village residents and employees who have served as first responders. An area has been designated on the grounds of the Highland Village Municipal Complex, adjacent to the Inland Trail.

First responders include police officers, firefighters, paramedics, emergency medical technicians (EMT) and telecommunicators/dispatchers. Retired City of Highland Village first responders and residents of Highland Village who have served as first responders and retired as a first responder, are eligible. In order to be honored, a first responder must have left their first responder career in good standing. A resident must have maintained Highland Village residency for at least one year at any point in the first responder's life. The First Responder Committee will review and approve all applications and will consider extenuating circumstances if the criteria is not met.

The following criteria establishes the policy for honoring Highland Village First Responders:

The first responder, who died in the line of duty, was or had been a Highland Village resident or City of Highland Village first responder. (City funded 6"x 6"plaque)

The first responder, who left their career in good standing was or had been a Highland Village resident and maintained residency for a period of at least one year at any point in the first responder's life, or a City of Highland Village first responder. (Family or sponsor funded 2"x 6" plaque)

The First Responder Committee is comprised of the Mayor, Fire Chief, Police Chief and two residents who are retired first responders. The Mayor will be the Chair of the Committee.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 3

MEETING DATE: 07/25/2023

SUBJECT: Receive a Presentation and Discuss the Use of Micro-Mobility Vehicles in Highland Village

PREPARED BY: Doug Reim, Chief of Police

COMMENTS

As the weather warmed and neared the end of the school year, it was apparent the number of scooter riders grew exponentially within Highland Village. Along with the growth, some significant accidents/incidents occurred within the City. They occurred on roads, sidewalks, and the trail system.

Shortly thereafter, with direction from council, a working group was created to address current ordinances related to scooters. That group comprised of members from the Police Department, Fire Department, Parks and Recreation, and Marketing and Communications. Over the course of three separate meetings, the working group addressed not only the scooters, but also a new concept--"Micromobility" for Highland Village. Micromobility includes bicycles, e-bikes, electric skateboards and electric scooters.

The group has since compiled many recommendations to propose to council before a final ordinance is completed. Tonight's discussion will review the process for those recommendations, the recommendations themselves, any open items and discussion for any of the recommendations as well as those not addressed by the committee. If there is general consensus, a draft ordinance will be sent to the City Attorney for review and subsequently a future action item for Council consideration.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 9

MEETING DATE: 07/25/2023

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Angela Miller, City Secretary

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.

- Swearing In Ceremony for Officer Todd Spillman

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 07/25/2023

SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on July 11, 2023

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 contact the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff can make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote.

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 July 11, 2023.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, JULY 11, 2023**

EARLY WORK SESSION

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

Roll Call

Present: Daniel Jaworski Mayor
Jon Kixmiller Mayor Pro Tem
Kevin Cox Councilmember
Rhonda Hurst Councilmember
Brian A. Fiorenza Deputy Mayor Pro Tem

Absent: Shawn Nelson Councilmember
Robert Fiester Councilmember

Staff Members: Paul Stevens City Manager
Ken Heerman Assistant City Manager
Angela Miller City Secretary
Doug Reim Chief of Police
Travis Flowers Police Sergeant
Jason Collier Fire Chief
Scott Kriston Public Works Director
Phil Lozano Parks and Recreation Director
Brian Norton Deputy Director of Parks & Trails
Heather Miller Assistant Finance Director
Mike McWhorter Staff Accountant
Jana Onstead Human Resources Director
Kim Lopez Human Resources Manager
Laurie Mullens Marketing & Communications Director

1. Receive a Presentation and Discuss the General Fund Budget for Fiscal Year 2023-2024

Fiscal Year 2022-2023

Assistant City Manager Ken Heerman provided revenue projections for the current fiscal year and reported that overall, they are higher than originally projected. Included in the revenue projections are proceeds from the sale of vehicles anticipated to be replaced by the lease program with Enterprise. The sale of these vehicles will be an offset to costs incurred in the lease program. He added that supply chain issues has resulted in a slow

start with the lease program, but believes the program will be fully functioning within the next year or so.

Expenditure projections for the current fiscal year were also presented, which reflects an overall decrease. Mr. Heerman explained much of that is due to turnover in personnel. The current fiscal year is projected to result in a higher than anticipated fund balance of 44%. Mr. Heerman voiced caution as this higher fund balance will be needed in the years ahead as revenues level out and the city reaches build out.

Mayor Jaworski stated the fund balance being reported is different from what was presented during the special City Council worksession held in June. Mr. Heerman reported the information presented in June was preliminary whereas today's information is based on tangible updated current budget year information.

Fiscal Year 2023-2024

Mr. Heerman then presented projected revenues for Fiscal Year 2023-2024. For reference, he provided annual property tax valuation data of existing properties over the past twenty-five (25) years that show a 3.5% average. Councilmember Hurst asked how the recent property tax relief measures being considered by legislators may/may not impact revenues. Mr. Heerman reported some of the measures may have an impact, specifically regarding commercial property, but is unsure beyond that. City Manager Paul Stevens reported the three (3) year pilot program for non-homestead properties proposed by the legislature does appear to apply to cities. Mr. Heerman explained that rising assessed values could likely lead to a reduction in the tax rate in order to be within the revenue cap established by the state legislature. For Fiscal Year 2023-2024, Mr. Heerman projected a tax rate decrease but added that will depend on the final tax roll.

Human Resources Manager Kim Lopez provided an overview of the City's compensation system, including information about our market cities that are used for comparisons. She also explained how staff uses the employment cost index (ECI) and consumer price index (CPI) when reviewing positions and compensation. Proposed compensation and personnel information relating to positions in Police, Fire, Streets and Parks was presented. The following was presented for consideration in the FY 2023-2024 Budget:

- Increase Public Safety pay schedule by 5%
- Move Communications Officer to the Public Safety pay schedule.
- Increase the general pay schedule up 3.5%

Mrs. Lopez reported this would address adjustments to the pay schedule, market adjustments and compression. Mrs. Lopez also voiced difficulties in the past to attract new applicants and presented a recruitment program and in-house strategies for future recruitment.

Mr. Heerman presented information on expenditures and provided a yearly comparison since 2011. In recent years, expenditures have risen dramatically and he reported a large portion of that is related to maintenance contracts and lease payments for the vehicle replacement/lease program with Enterprise. Due to higher costs for vehicles, the vehicle purchase price for Enterprise has risen and is being passed on to the City. Mr. Heerman reported the program should be reevaluated in a few years. Relating to the Enterprise Replacement/Lease program, Mayor Pro Tem Kixmiller requested to see the offset of expenses, maintenance versus lease.

Due to time constraints, this item was continued during Late Work Session. Chief Reim suggested returning to the Training Room for the remaining presentations.

2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 11, 2023

No items were discussed.

Mayor Jaworski adjourned Early Work Session at 7:27 p.m.

CLOSED SESSION

3. 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

4. Call Meeting to Order

Mayor Jaworski called the meeting to order at 7:35 p.m.

Roll Call

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Rhonda Hurst	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem

Absent:	Shawn Nelson	Councilmember
	Robert Fiester	Councilmember

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Travis Flowers	Police Sergeant
	Jason Collier	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Brain Norton	Deputy Director of Parks & Trails
	Heather Miller	Assistant Finance Director
	Kim Lopez	Human Resources Manager
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

5. Prayer led by Deputy Mayor Pro Tem Brian Fiorenza

Deputy Mayor Pro Tem Fiorenza gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Deputy Mayor Pro Tem Brian Fiorenza

Deputy Mayor Pro Tem Fiorenza led the Pledge of Allegiance to the U.S. and Texas flags.

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

- **Presentation of a Proclamation designating July as Park and Recreation Month**

Mayor Jaworski presented a proclamation to Parks and Recreation Director Phil Lozano.

8. Visitor Comments

No one wished to speak.

9. City Manager/Staff Reports

City Manager Paul Stevens provided the following information:

- A scooter working group committee has met twice to review/update City ordinance(s) which was originally approved in 1999 and updated in 2012; the group will be bringing recommendations and are looking to expand the ordinance to include all micromobility devices with a focus on safety guidelines; a safety equipment survey was sent out to the community and received over 900 responses – the group will review that information to gain an understanding of the community's thoughts and desires
- Residents interested in serving on one of the City's boards/commissions should submit an application to the city secretary's office or online through the City's website by July 31
- TxDOT has reported the Highland Village Road entrance to northbound I-35E should open by July 27; latest information is they are waiting for the bridge height signage and completion of some final punch list items
- Next week crews will begin work to replace the sanitary sewer line at Highland Village Road and Edgewood; crews will also begin work replacing water lines in the Village Estates area

CONSENT AGENDA

10. Consider approval of Minutes of the Special City Council Worksession held on June 17, 2023

11. Receive Budget Reports for Period ending May 31, 2023

Motion by Mayor Pro Tem Kixmiller, seconded by Deputy Mayor Pro Tem Fiorenza, to approve Consent Agenda Items #10 and #11. Motion carried 5-0.

ACTION AGENDA

Mayor Jaworski announced that due to time constraints, continuation of Early Work Session Agenda Item #1 would be held during Late Work Session, and would be held in the Training Room.

12. 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 TAKEN

No action was taken on this item.

13. Conduct a Public Hearing and Consider Ordinance 2023-1303 amending the City's Comprehensive Zoning Ordinance and Zoning Map by amending the Development and Use Regulations relating to Signage Criteria for the Building located on Lot 3R, Block A, The District of Highland Village, commonly known as 2570 Justin Road, Building C (1st of two reads)

PUBLIC HEARING CONDUCTED

APPROVED 1ST READ (5 – 0)

Public Works Director Scott Kriston reported Planned Development No. 2012-1 was approved in 2012 creating The District, now known as Bowery Park, which included signage criteria. It was recently discovered by City staff that the Dr. Pepper mural sign had been removed and that painting of a new mural had commenced. The property owner was instructed to stop painting and informed of the proper procedure to remove and replace the mural.

Mr. Kriston stated an application was then submitted requesting an amendment to the development regulations that outline signage criteria. On June 20, 2023, the Planning and Zoning Commission (P&Z) approved the request with a vote of 4-1. The proposed mural will include the logos from area high schools, and one (1) member of P&Z was in opposition as the Commissioner wanted only Highland Village schools represented.

Ms. Ginnie McCorkle from Cobalt Management Company was present for the meeting and explained the company serves as the property manager for Bowery Park. Ms. McCorkle stated the idea was to foster community engagement with the sign as it is located across from Awesome Times. She added that the Dr. Pepper sign was old and faded, and that they just wanted to update the sign.

Mayor Jaworski opened the public hearing; with no one wishing to speak, the public hearing was closed.

Mayor Jaworski asked why they chose other area schools and not just Highland Village schools. Ms. McCorkle stated they wanted to represent and include visitors who are shopping and engaging with the tenants, which includes a draw from Highland Village as well as others from outside of the city. Mayor Jaworski suggested the colors of the balloons correspond with the colors of the school logos; Ms. McCorkle stated they would consider that. Consensus of Council was to include all of the schools located in Highland Village. Although only high schools were originally proposed, Ms. McCorkle stated they were happy to add some additional schools.

Motion by Councilmember Cox, seconded by Councilmember Hurst, to approve the first read of Ordinance 2023-1303 amending the City's Comprehensive Zoning Ordinance and Zoning Map by amending the Development and Use Regulations relating to signage criteria for the building located on Lot 3R, Block A, The District of Highland Village, commonly known as 2570 Justin Road, Building C, also known as The Bowery, with the recommendation to add all three (3) elementary schools and one (1) middle school located in Highland Village. Motion carried 5-0.

**14. Consider Resolution 2023-3076 authorizing a Contract for Construction Services with C. Green Scaping, LP for the First Responders Monument Project
TABLED (4-1)**

Deputy Director of Parks & Trails Brian Norton reported the park amenity station at the Municipal Center needs to be updated with new amenities and landscape, which would also be included in a First Responders Monument project. The project would include installation of a monument, new landscape and lighting, new site amenities to include picnic tables, benches and trash receptacles, along with modification of the Veterans Memorial site in order to allow for expansion so there is room to add more honoree nameplates. He stated the monument included in the project is to honor police, fire and dispatch personnel.

Mr. Norton stated plans and specifications for the project were prepared and competitive sealed bids were solicited and received. The lowest responsible bid was received from C. Green Scaping in the amount of \$111,598.40.

Mayor Jaworski stated he had the idea for this project and the concept is similar to the Veterans Memorial. He added that over the past year, he has met with City staff on the project and that McAdams has provided some preliminary ideas and designs. Mayor Pro Tem Kixmiller stated he was aware the project had been suggested a year ago and now Council is being asked to award a bid for the project, and voiced concern that there has been nothing official presented for Council input regarding this project, or expansion of the Veterans Memorial, until tonight's meeting. He also stated the project lacks policy/procedures for adding honorees to the monument, and how ongoing associated costs are to be funded.

Parks and Recreation Director Phil Lozano stated the process to honor the first responders would mirror that of the Veterans Memorial. The proposed project would use an existing footprint and landscape beds, with improvements to include updated site furnishings to match those throughout the city, adding ballard lights and some irrigation upgrades. Mayor Jaworski suggested holding a ceremony around September 11, and that sponsors/family of the honorees would cover the cost of the nameplates. Mayor Pro Tem Kixmiller stated he thinks its premature to authorize the project at this time and would like to have policy/procedures documented ahead of time, along with plans/drawings of the project. Mr. Lozano stated he would provide the plans to Council, and that City staff could have the process documented for the next City Council meeting.

Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Mayor Pro Tem Kixmiller, to table Resolution 2023-3076 to the July 25, 2023 City Council meeting, in order to allow time for additional information to be provided to Council for review. Motion carried with the following 4-1 vote:

Ayes – Cox, Kixmiller, Fiorenza, Hurst

Nays – Jaworski

LATE WORK SESSION

15. **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 Hurst requested discussion of the following future agenda items:

- Implementing Hotel/Transient Occupancy taxes and fees based on what is allowed per state regulation
- Harnessing Deckard Technologies to collect taxes and fee revenue for short term rentals and traditional residential rental properties (if a future requirement is enacted for rental property registration and inspection)
- Setting up a program similar to the city of Denton's Vision Zero program addressing pedestrian, bikes, scooters and cars in the area, with the goal of zero fatalities
- An online Amazon storefront for the sale of Highland Village items

Mr. Stevens reported he is working on some short term rental information for Councilmember Hurst and will forward that information to all of Council.

Mayor Jaworski announced Council would now return to the Training Room to continue their discussion from Early Work Session regarding Agenda Item #1.

The following Supplemental Requests were presented by the respective departments:

Police Department – listed in prioritized order

- Increase Communication Officer (Dispatch) Pay Period – \$29,817
- Body Armor Replacements with External Vest Carriers - \$76,000
- Red Dot Sights with Handgun Replacements - \$36,500
- Opticom Signal Preemption Emitters - \$34,400

Public Works – Maintenance – top choice

Municipal Facilities Assessment - \$104,100

Public Works – Streets

Mr. Kriston reported the following three (3) items might be eligible for partially funded grants:

- Sellmeyer Lane Sidewalk (Foggy Glen to Brazos) - \$165,000
- Sellmeyer Lane Re-Stripe for Pedestrian Pathway (Sellmeyer/FM 407 to Brazos Blvd) - \$190,000
- Briarhill Boulevard Sidewalk (Highland Shores Blvd to the Trail Head, across railroad and tying into Briarhill Phase I) - \$270,500

Mr. Kriston reported Council has previously reviewed these traffic-calming options and staff is seeking direction:

- Lakeside/Hillside Speed Bumps - \$39,800
- Lakeside/Hillside Pavement Striping (would incl no parking on one side) - \$68,100
- Lakeside/Hillside Traffic Islands - \$70,000
- Lakeside Round-a-bout at Lake Breeze – 365,000

Deputy Mayor Pro Tem Fiorenza stated he favors the pavement striping or traffic islands, and Mayor Jaworski stated he favors the pavement striping.

Mr. Kriston reported these are recent resident requested projects; these could be considered in conjunction with TxDOT future FM 2499 expansion:

- FM 2499 turn lane at Northwood - \$180,000
- Signal/Intersection Improvements at FM 2499 and Live Oak (dedicated left turn) - \$210,000

Councilmember Hurst voiced concern it is a solution looking for a problem, as the main complaint received was that no one follows traffic rules anyways. She added that without data, and receiving a request from one person, these are expensive projects. She added that education for traffic and pedestrian safety could be a solution. With both Councilmembers Nelson and Fiester absent, Mayor Jaworski stated they requested discussion on these items be done at the next Council meeting so they could participate.

Mr. Kriston reported the following two (2) are resident requested projects:

- Highland Village Road Crosswalk at Cedar Drive – \$125,000
- Creekside Sidewalk Improvements - \$440,000

With Highland Shores maintaining the sidewalk, Councilmember Hurst voiced concern about the City making sidewalk improvements to an area that is maintained by an HOA.

Parks and Recreation Department

Active.net Recreation Software Integration - \$119,000

Switch to In-House Mowing of Trails & Municipal Sites - \$34,202

Five-Year Forecast

Mr. Heerman reported City policy is to have a 20-25% range for the fund balance, and that the anticipated yearly fund balances through Fiscal Year 2028 fall within this range. Mr. Heerman voiced caution in future years though as costs to the City are increasing. Budget presentations will continue through July and August, with the public hearing and adoption in September.

16. Adjournment

Mayor Jaworski adjourned the meeting at 9:49 p.m.

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
CITY COUNCIL

AGENDA# 13

MEETING DATE: 07/25/2023

SUBJECT: Consider Ordinance 2023-1303 Amending the Regulations for Planned Development District 2012-1 (PD 2012-1) relating to the Signage Criteria for the building located on Lot 3R, Block A, The District of Highland Village, addressed as 2570 Justin Road, Building “C” (2nd and final read)

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

An application was received requesting an amendment to the development regulations for Planned Development No. 2012-1 (formerly known as “The District” but now known as “Bowery Park”) relating to Wall Signage. The requested amendment is specific to the building addressed as 2570 Justin Rd., Building “C”, located on Lot 3R, Block A, of The District subdivision.

It had been discovered by City Staff that the Dr. Pepper mural sign on the west side of the building had been removed and that painting of a new mural had commenced. The property owner was instructed to stop painting until the necessary approvals were obtained.

The existing Dr. Pepper mural is part of the approved signage criteria for The District PD; therefore, any changes require a PD amendment obtaining the necessary final approval from City Council to change the sign.

The applicant is requesting authorization to finish the new mural sign, stating the purpose of the new mural will be more community centric. The new mural will include the name “Bowery Park” along with the logos from the following schools:

- Marcus High School
- Flower Mound High School
- Lewisville High School
- Lake Dallas High School
- Argyle High School
- Guyer High School

IDENTIFIED NEED/S:

Public hearings are required at both Planning and Zoning and City Council. All public hearing notifications requirements have been met.

OPTIONS & RESULTS:

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

PROGRESS TO DATE: (if appropriate)

As of this date of preparation of this briefing, staff has received no calls or emails inquiring on this request.

At the June 20, 2023 Planning and Zoning meeting, the Commission recommended sending the Ordinance forward as presented to City Council for approval. Vote (4-1)

At the July 11, 2023 City Council meeting, the City Council approved the first read of Ordinance No. 2023-1303 with the recommendation to include all Highland Village schools in the mural (3 elementary and 1 middle school). Vote (5-0)

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

An amendment to the Ordinance is required. A copy of the draft ordinance prepared by the City Attorney is attached.

RECOMMENDATION:

Staff recommends the City Council consider approving the second read of Ordinance No. 2023-1303.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2023-1303

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE HIGHLAND VILLAGE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP BY AMENDING THE DEVELOPMENT AND USE REGULATIONS OF PLANNED DEVELOPMENT NO. 2012-1 (PD 2012-1) AS PREVIOUSLY AMENDED, RELATING TO THE SIGNAGE CRITERIA FOR ; LOT 3R, BLOCK A, THE DISTRICT OF HIGHLAND VILLAGE; PROVIDING FOR SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

SECTION 1. The Comprehensive Zoning Ordinance ("CZO") and the Zoning Map of the City of Highland Village, Denton County, Texas, as previously amended, be further by amending as set forth in Section 2, below, the regulations of Planned Development No. 2012-1 (PD-2012-1), as enacted by Ordinance No. 2012-1132 and amended by both Ordinance No. 2021-1285 and Ordinance No. 2022-1293 (collectively, the "PD 2012- 1 Regulations") relating to the use and development of Lot 3R, Block A, The District of Highland Village, an addition to the City of Highland Village, Texas, according to the plat thereof recorded as Document No. 2013-205, Plat Records, Denton County, Texas (the "Property").

SECTION 2. The PD 2012-1 Regulations are amended as follows:

- A.** Exhibit "E" "Signage Criteria" Article VIII "Wall Building Signs" is amended by amending the last sentence of the first paragraph to read as follows:

"All wall building mounted signs are not to exceed thirty inches (30.0") in height except for the wall signs identified on Exhibit E-6 and the wall mural sign on the west elevation of Building C, which wall mural sign shall substantially comply with the dimensions and design shown on Exhibit E-10."

- B.** Exhibit "E-10" is amended to read in its entirety as set forth Attachment 1, attached hereto and incorporated herein by reference.

SECTION 3. All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

SECTION 4. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

SECTION 5. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 6. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

SECTION 7. This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THE FIRST READING, THIS THE 11TH DAY OF JULY, 2023.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 25TH DAY OF JULY, 2023.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY

Kevin B. Laughlin, City Attorney

(kbl:6/13/2023:135483)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14	MEETING DATE: July 25, 2023
SUBJECT:	Consider Resolution 2023-3077 authorizing task orders with SAZ Infrastructure for concrete pavement repairs
PREPARED BY:	Scott Kriston, Director of Public Works

BACKGROUND:

The City of Highland Village has a pavement management program and typically overlays identified asphalt roadways on an annual basis to maintain asphalt roadway infrastructure and increase their longevity. City staff also targets for repair existing concrete roadways that have shown pavement deterioration and/or pavement failures. City staff has identified several concrete streets that are exhibiting panel failure. Staff targeted concrete panels located in the Castlewood and Highland Shores Subdivisions. Streets Operations budgeted \$100,000.00 for concrete panel repairs/replacements.

The City has an Agreement with SAZ Infrastructure as authorized by previous Council action dated October 25, 2022. The contract is a unit price contract that allows the City to request concrete panel repairs on a task order basis that identifies the street panels to be repaired or replaced as well as sidewalk replacement / construction.

IDENTIFIED NEED/S:

The City of Highland Village desires to make several concrete panel street repairs in the Castlewood and Highland Shores Subdivisions.

OPTIONS & RESULTS:

The concrete panel replacement will provide additional longevity and ride quality to the concrete pavement structures.

PROGRESS TO DATE: (if appropriate)

City staff has identified concrete panels that require repair at an estimated cost of \$98,886.54

Est.#	Number	St. Name	Estimate
2023-07-10-06	961	Kingwood Cir	\$6,751.46
2023-07-10-05	2687	Hillside	\$8,819.67
2023-07-10-01	2980	Hillside	\$4,731.94
2023-06-05-04	3380	Castlewood	\$18,406.85
2023-06-05-03	3382	Castlewood	\$16,208.27
2023-06-05-02	3384	Castlewood	\$5,828.08
2023-07-10-04	Hillside	At Kingwood	\$24,177.25
2023-07-10-02	Hillside	At Knoll Ct	\$2,696.44
2023-06-05-01	Winston	At Castlewood	\$11,266.58

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding through the General fund.

RECOMMENDATION:

To approve Resolution 2023-3077 authorizing task orders with SAZ Infrastructure for concrete pavement repairs.

CITY OF HIGHLAND VILLAGE

RESOLUTION NO. 2023-3077

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING TASK ORDERS WITH SAZ INFRASTRUCTURE FOR CONCRETE PAVEMENT REPAIRS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, during the course of each fiscal year, the Director of Public Works identifies various concrete street sections that need repair; and

WHEREAS, the City previously entered into a unit price contract with SAZ Infrastructure (“SAZ”) through the City’s cooperative purchasing agreement with the City of Lewisville (“Lewisville”) to perform concrete panel repairs when needed; and

WHEREAS, City Administration recommends task orders be executed pursuant to the City’s agreement with SAZ Infrastructure to authorize the replacement of failing concrete panels within the Castlewood and Highland Shores subdivisions; and

WHEREAS, the City Council finds it to be in the public interest to concur with the foregoing recommendation.

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

SECTION 1. The City Manager is hereby authorized to negotiate and sign task orders on behalf of the City with SAZ Infrastructure to perform concrete pavement repairs at a cost of \$98,886.54.

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

PASSED AND APPROVED THIS THE 25TH DAY OF JULY 2023.

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 07/25/2023

SUBJECT: Consider Resolution 2023-3078 Receiving an Annual Report from the Highland Village Community Development Corporation and Approving the Facilities Development Capital Improvement Program (“FDCIP”)

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

The Bylaws of the Highland Village Community Development Corporation require an annual update to the Facilities Development Capital Improvement Program (FDCIP). The FDCIP details projects and implementation in regard to the approved 4B projects: the City comprehensive trail system and a soccer complex. In addition, the Bylaws also require an annual report to be submitted by the end of July of each year to the City Council to include: A review of the accomplishments of the Corporation in the area of project development during the past year; and the planned activities of the Corporation for the budget year addressed in the report. This report is included within the submitted FDCIP.

At the HVCDC July 25th meeting, prior to this Council Meeting, the updated FDCIP was presented to the Board and a public hearing was held to receive public comment as required.

IDENTIFIED NEED/S:

The Corporation is to adopt an annual FDCIP enumerating any new projects. An annual budget is also to be approved – this being the first year of the five-year outlook included in the FDCIP. Following approval by the HVCDC Board, Council approval is required in accordance to the by-laws.

OPTIONS & RESULTS:

Previous year project status

- There were no new projects started this year for 4B; however; work is substantially complete on the Highland Village Road Sidewalk and Victoria Park walking trail that was identified in the 2018 bond issue.

New projects identified in updated FDCIP:

- There are no new projects identified in this year’s updated FDCIP. Funds for projects – primarily secured through debt issuance - are fully expended. The primary emphasis over the last several years has been to fully determine operational costs associated with Doubletree Ranch Park and build working capital balances. Progress has been made with both. Projected ending fund balance for FY 2023 will exceed \$1M, and will grow at a faster pace, with a reduction of debt service resulting from a portion of the outstanding debt expiring.

FY 2024 Budget Highlights

- Total base proposed non-capital expenditures for the FY 2024 base operating budget reflects an increase of \$44,890 (6.1%) from FY 2023.

Personnel

- Concurrent with the opening of Doubletree Ranch Park, an additional position was added in FY 2018, bringing the total number of positions funded by the 4B to four. This crew is focused on maintenance of all city trails, Lakeside Community Park, and Doubletree Ranch Park. Parks employees funded by the General Fund are also used to supplement as needed. Addition of the Splash Pad at Doubletree Ranch Park, in addition to the other amenities, continues to provide challenges for the Parks Department with the increased workload.
- The primary factor of the budget increase is related to personnel costs. For FY 2024, the proposed budget for Personnel is \$363,179 – a \$31,570 increase (9.5%) from FY 2023.
 - This increase is primarily reflective of an overall 7.25% increase suggested to at least partially address the continuing impact of inflation for employees and to stem turnover that is being experienced industrywide.
 - Additionally, health insurance premiums increased somewhat modestly. This is also affected by changes in coverage selected by employees assigned to the 4B fund.

Expenditures for Services / Supplies totaling \$420,998 increased \$13,328 from last year's budget amount of \$407,678.

- Park Maintenance increased \$16,447 from \$224,806 to \$241,253.
 - This increase is primarily comprised of a periodic maintenance item at Doubletree Ranch Park – re-staining concrete around event center (\$25,000) as well as replacement of the Splash Pad Pumphouse door – replacing with double-wide doors to accommodate large equipment (\$22,000). These expenditures are partially offset by a budgeted project in FY 2023 - adding lighting at the PFC Aaron Hudson Memorial Bridge that is not repeated in FY 2024. There are also a few projects carried over from FY 2023 that are again budgeted for FY 2024: Landscape and irrigation maintenance at amenity stations (\$40,000) and painting / staining at Doubletree Ranch Event Center totaling \$76,000.

Equipment replacement identified for FY 2024 includes two mowers totaling \$52,000 and replacement of ceiling fans at the DTR Pavilion (inclusive of needed electrical modifications) totaling \$20,000.

Supplemental requests identified for FY 2024 are listed following:

4B Supplemental Requests FY 2024

Supplemental Request Description	Proposed	Funded
Convert Kitchen at DTP Event Center to a party room that is available for rental	\$ 60,000	
Preliminary design services for FM 407 Village Connector	\$ 65,000	
Switch to in-house Mowing of Trails ROW, adding 2 positions and initial essential equipment (Anticipate \$17K ongoing savings compared to outsourcing after first year).	9,632	
	\$ 134,632	\$ -

With completion of Doubletree Ranch Park in FY 2017, exhausting all remaining bond proceeds, the primary focus has been to target ongoing maintenance at Doubletree Ranch Park – along with the now extensive trail system throughout the City. With no new projects planned in the immediate future, the operations / maintenance budget is expected to be primarily maintained at its current level, with increases accounting for inflation as well as addressing periodic maintenance needs. However, increased sales tax receipts in FY 2022 and FY 2023 have provided capability to address supplemental requests. Two of the requests provide opportunity for both cost savings and additional revenue opportunity:

- The event center space consists of a large event room and a smaller party room. They can be rented together or separately. There has also been a kitchen available since the building was constructed, but has been seldom utilized. Converting this to another room for rental would provide more options for customers as well as added revenue.
- The City has contracted services for Right-of-Way (ROW) mowing for a number of years. However, in the past few years, costs have increased substantially – along with sub-par performance issues for the services provided. We determined that a review was needed to compare performing this service in-house as an alternative. The scope of services includes City ROW and City parks as well as the trail ROW that is funded through the 4B. In total, this would require two additional full-time employees, along with seasonal part-time employees. Initial capital costs of needed mowing equipment totals \$90,980, with recurring costs of \$175,782 (personnel and a truck lease). The associated cost portion for 4B would be \$55,318 recurring – compared to the current contract amount of \$72,666, providing an ongoing savings of \$17,348. For the first year, the related initial capital cost would be \$26,980, thus resulting in an incremental increase of \$9,632 for the first year only.
- The other presented supplemental is intended to provide an initial design for the 407 Village Connector that is consistent with the vision outlined in the recently updated Comprehensive Master Plan. This design is intended to provide leverage to secure potential grants which have potential to dramatically reduce construction costs in the future.

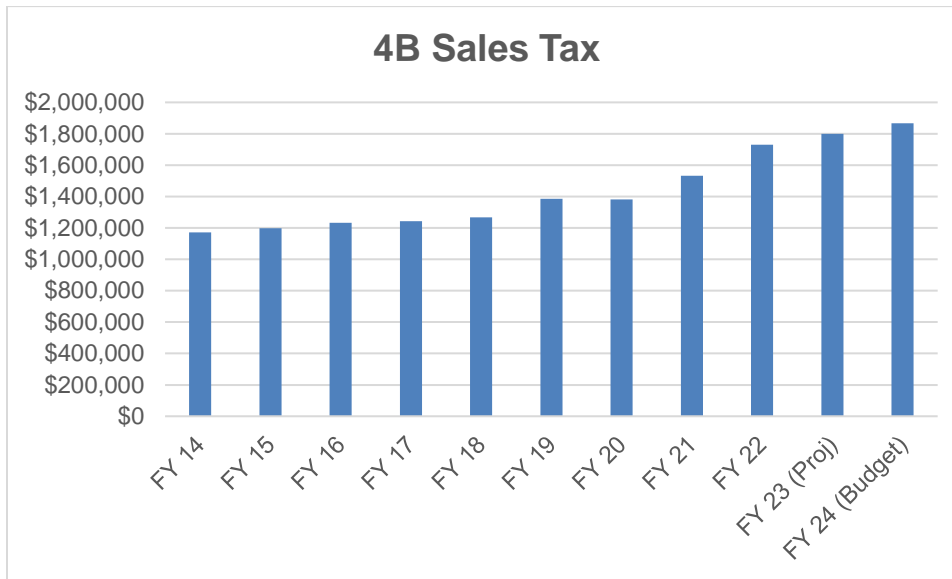
Project Summary

No projects anticipated for FY 2024.

Projected available bond proceeds (9/30/23) \$ - 0 - . There will be no bond proceeds available until the next debt issuance.

Financial Outlook

Sales tax revenues, the primary revenue source for this fund, have experienced a robust recovery in the two years following the pandemic.



Increases of just 1% and 2.1% in FY 2017 through FY 2018, was followed with a 9.2% increase in FY 2019. The FY 2020 sales tax revenues reflected the first decrease in quite some time due to ramifications of COVID-19 shutdowns. However, given the severity of economic ramifications stemming from the shutdown, experiencing only a slight reduction for FY 2020 was an outstanding outcome. A Supreme Court ruling allowing collection of sales tax on Internet sales has resulted in a positive impact, as internet related sales largely offset losses from local retail and restaurant sales. FY 2021 reflected a robust recovery of 11% increase over FY 2020, followed by a 12.9% increase in FY 2022. Projections for FY 2023 are more subdued compared to the last two years at 4%. But in consideration of inflation challenges and a looming possible recession, retail sales have remaining strong.

Projections for FY 2024 are clouded by the continuing challenging economic conditions of inflation, increasing interest rates to stem the inflation, and a still possible recession resulting from this. Thus, for next year, sales tax revenue expectations are slightly reduced to just under 4%. Future sales tax revenues are expected to reflect more subdued increases of around 3% – reflective of a larger trend of volatility in the retail market, as well as the effect of our major retail centers maturing. With several years of established history with our new developments, we feel more confident in the reliability of the income stream, but with no expectation of an explosion of revenues. But, with a higher threshold of established retail sales, we have achieved a positive level of revenue to support ongoing operations and ability to increase working capital balances.

To provide a perspective on the current financial picture of this fund, it is helpful to review actions of recent years. The \$6.7M debt issuance in 2014, coupled with the previously received

remediation monies (\$2.8M) from the I-35 widening project, effectively provided funding for substantial completion of the three remaining identified major projects: Doubletree Ranch Park, Castlewood Trail (also including the tie-in to the 2499 pedestrian tunnel), and Lakeside Community Park. An additional \$281,152 in funding from Operations in FY 2017 to accommodate the final cost of the last remaining project (Doubletree Ranch Park), resulted in a reduced working capital balance.

For a number of years subsequent to FY 2017, despite a desire to rebuild working capital balances, they remained below our targets due to increased operational expenditures for the new amenities. Increases in sales tax revenues, coupled with leveling of operations expenditures and expiring debt has now provided opportunity to have expectation of net increases each year to build working capital balances. Sufficient balances will provide for new debt issuance if desired in the next two or three years.

There has not been ability to fund new projects over the past several years. However, that perspective is changing. The recently updated Comprehensive Master Plan can provide guidance to priority determination for new projects as sufficient balances are soon expected. The FM 407 Village Connector project is clearly an identified priority, but will not necessarily supersede all the other potential trail projects. But given the scope of this project it is important to develop a working concept and determine what grants can be obtained. Once that is determined, a plan forward will be to evaluate what matching funds are needed for this project. DCTA also recently established a program to return a portion of sales tax receipts to the participating cities that can be used for transportation projects. These funding sources will be considered in concert once a scope is determined for the Connector project. Expectation is for the working capital available to be evaluated for the appropriate mix of provision of matching funds as well as potential debt issuance.

A financial summary follows this narrative – depicted in two parts: Working Capital and Projects. The working capital section displays the operations budget. Revenues are primarily derived from sales tax proceeds (1/2 cent). Expenditures consist of four full-time positions (the fourth position added in FY 2018) – supplemented with outsourced mowing contracts (with consideration to convert to in-house), costs associated with maintenance activities, and debt service. The HVCDC has an agreement with the City to repay the debt service the City issued on behalf of the HVCDC. As Doubletree Ranch Park is a mixture of 4B approved expenditures (soccer facilities and trail components) and general fund programming (splash pad), funding has also been provided from the General Fund to address certain amenities. Trail development, with related project expenditures, is the primary mission of the corporation, which are primarily funded with proceeds from the issuance of debt. Maintaining sufficient working capital balances are the determining driver in regard to timing and amount of debt issues to fund the projects.

The working capital balance for year-end FY 2024 in the HVCDC is projected at \$1,686,883, representing a substantial increase from recent years, primarily resulting from strong sales tax performance starting in FY 2021. As the primary revenue source is sales tax, which comes with an associated higher degree of volatility, a reasonably healthy level of reserves is suggested.

Proposed FY 2024 Budget

HV Community Development Fund	Actual FY 2022	Budget FY 2023	Estimate FY 2023	Base FY 2024	Suppltl FY 2024	Budget FY 2024
Beginning Fund Balance	\$ 356,703	\$ 451,066	\$ 650,601	\$1,222,939		\$ 1,222,939
Sales Tax	1,730,003	1,739,289	1,798,959	1,867,154	-	1,867,154
Park Fees	24,797	3,500	3,500	3,500	-	3,500
Rental Income	17,685	81,500	73,300	87,500	-	87,500
Linear Park Fees	-	-	-	-	-	-
Miscellaneous	1,475	-	-	-	-	-
Interest Income	2,593	500	34,843	63,764	-	63,764
Total Revenues	1,776,553	1,824,789	1,910,602	2,021,918		2,021,918
Expenditures						
<i>Personnel</i>	308,474	331,609	301,744	363,179	43,318	406,497
Professional Services	65,833	103,786	76,306	76,306	(7,666)	68,640
Employee Development	2,176	2,635	1,628	4,988	-	4,988
Supplies / Equipment	218,676	243,507	153,029	281,954	61,980	343,934
Utilities	49,139	57,750	57,750	57,750	-	57,750
Other	-	-	-	-	12,000	12,000
<i>Total Services / Supplies</i>	335,824	407,678	288,713	420,998	66,314	487,312
<i>Capital</i>	-	287,000	182,226	72,000	25,000	97,000
Total Expenditures	644,298	1,026,287	772,683	856,177	134,632	990,809
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(838,357)	(565,581)	(565,581)	(567,165)	-	(567,165)
Net Increase / Decr	293,899	232,921	572,338	598,576	(134,632)	463,944
Ending Fund Balance	\$ 650,601	\$ 683,987	\$ 1,222,939	\$1,821,515		\$ 1,686,883

Extended Five-Year Outlook

HV Community Development Fund	Budget FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Beginning Fund Balance	\$ 1,222,939	1,686,883	2,448,197	3,279,291	4,202,417
Sales Tax	1,867,154	1,924,481	1,982,565	2,042,521	2,104,411
Park Fees	3,500	3,900	4,300	4,300	4,300
Rental Income	87,500	95,600	99,800	101,000	102,000
Linear Park Fees	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest Income	63,764	65,000	65,000	66,000	66,000
Total Revenues	2,021,918	2,088,981	2,151,665	2,213,821	2,276,711
Expenditures					
<i>Personnel</i>	406,497	424,790	443,905	463,881	484,755
Professional Services	68,640	76,306	76,470	83,737	83,737
Employee Development	4,988	1,628	1,628	1,929	1,628
Supplies / Equipment	343,934	128,169	127,358	118,938	146,758
Utilities	57,750	57,750	60,310	60,310	62,967
Other	12,000	-	-	-	-
<i>Total Services / Supplies</i>	487,312	263,853	265,766	264,914	295,090
<i>Capital</i>	97,000	75,000	50,000	-	-
Total Expenditures	990,809	763,643	759,671	728,795	779,845
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(567,165)	(564,025)	(560,900)	(561,900)	(557,025)
Net Increase / Decr	463,944	761,313	831,094	923,126	939,841
Ending Fund Balance	\$ 1,686,883	\$ 2,448,197	\$ 3,279,291	\$ 4,202,417	\$ 5,142,257

No Debt Financed Projects anticipated in three-year window. Restoration of working capital balances is anticipated to provide capability for consideration of debt issuance in FY 2026 or 2027.

Project Summary

Completed Projects

- City Trail
- Victoria Trail
- Market Trail
- Village Park Trail
- Lake Vista Trail
- Highland Village Road (Village Park Trail connection to RR crossing)
- Practice Soccer Fields (LISD property)
- Crosswalk at FM 2499
- Market Trail / Village Park Connection
- Pedestrian Crosswalk Enhancements (Victoria Trail crossing @ Highland Village Rd), and City Trail crossing @ Briarhill Blvd)
- FM 2499 Sidewalk (City Trail at FM 2499 south to connect with Market Trail)
- Highland Village Road Trail - Phase IIb (Lions Club Park to Doubletree Ranch Park)
- Highland Village Road RR Crossing
- Marauder Park Lake Access
- Twin Coves Drive West side of Road @ Highland Shores Blvd. 5' sidewalk connector
- Castlewood Trail (including tie-in to FM 2499 Pedestrian Tunnel and City Trail)
- Southwood Trail
- Lakeside Community Park (707 HV Rd) Trailhead
- Doubletree Ranch Park
- Chapel Hill City Trail / FM 2499 Pedestrian Tunnel Connector (Funding with available 2018 bond proceeds).

Small fill-in / connector sections completed

- Trail connection from Remington Dr. E. to Highland Village Road.
- Twin Coves Drive West side of Road @ Highland Shores Blvd. 5' sidewalk connector
- Trail Section on Spring Oaks Drive
- Briarhill Blvd. Across from the Jr. HS West side between the District Trail and Shannon Lane 5' sidewalk connector

Projects (Previously Identified) for Future Consideration (Listed in Priority Order)

Projects

- Highland Village Road (Service Center to Sellmeyer Ln.) Cost: \$561,200 (Eng. \$73,200, Construction \$488,000) **Substantially complete (Included in 2018 Parks Bond Issue)**
- Highland Village Road (City Hall to Service Center) Estimated cost: \$361,100 (Eng. \$47,100, Construction \$314,000) **Substantially complete (Included in 2018 Parks Bond Issue)**
 - o These two sections were bid as one project (also including trail around Victoria Park), utilizing 2018 Bond proceeds
 - o Bid Construction Cost \$861,737
- Marauder Park Trail Head Estimated cost: \$391,000 (Eng. \$48,000, Construction \$343,000)
- Pilot Knoll Trail (Connection from FM 2499 Sidewalk at City Trail to Pilot Knoll Park)

- Victoria Trail (remainder)
- Pedestrian tunnel under KCS RR

Identified small fill-in / connector sections

- Trail/Sidewalk connection on Castlewood Blvd. (west side) at FM 2499/Highland Shores Blvd. – Estimated cost: \$44,850 (Eng. \$5,850, Construction \$39,000)
- Highland Shores Blvd. at H. V. Road South Side 5' sidewalk/trail connector where bike lane ends due to right turn lane, connect to City Trail Estimate \$8,665 - Engineer currently evaluating best options for bike lane. On street bike lane markings may be the best solution for this location. If so, the City Street Dept. could do the markings at a minimal cost.
- Trail connector from Marauder Park Trail under FM2499 Bridge to connect to Shoreline trail access point (have easement from TxDOT for trail)

There are no proposed updates to the Facilities Development Capital Improvement Program (FDCIP) for FY 2024.

RECOMMENDATION:

Council to receive the annual report from the Highland Village Community Development Corporation and approve the Facilities Development Capital Improvement Program ("FDCIP").

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2023-3078

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, RECEIVING THE ANNUAL REPORT FROM THE HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION (HVDC), APPROVING THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (“FDCIP”); AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Bylaws of the Highland Village Community Development Corporation (“HVDC”), require the HVDC to present an annual report to the City Council and develop and update a combined Facilities Development Capital Improvement Program (“FDCIP”) for the City which shall include and set forth both short term and long-term goals for implementation development and construction of the inland trail public park master plan project and the soccer complex amateur sports facility project; and

WHEREAS, the adoption of the annual update for the FDCIP requires approval of both the HVDC and City Council; and

WHEREAS, having given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all persons interested, on July 25, 2023, the HVDC voted to approve the annual update for the FDCIP for Fiscal Year 2023-2024; and

WHEREAS, the City Council finds it to be in the public interest to approve the annual update to the FDCIP for Fiscal Year 2023-2024 as approved by the HVDC.

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

Section 1. The FDCIP for the period beginning on October 1, 2023, and ending September 30, 2024, attached hereto as Exhibit “A” and incorporated herein by referenced is hereby authorized, approved and adopted.

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

PASSED AND APPROVED ON THE 25th DAY OF JULY 2023.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

Resolution No. 2023-3078

Exhibit

FY 2024 Budget Highlights

- Total base proposed non-capital expenditures for the FY 2024 base operating budget reflects an increase of \$44,890 (6.1%) from FY 2023.

Personnel

- Concurrent with the opening of Doubletree Ranch Park, an additional position was added in FY 2018, bringing the total number of positions funded by the 4B to four. This crew is focused on maintenance of all city trails, Lakeside Community Park, and Doubletree Ranch Park. Parks employees funded by the General Fund are also used to supplement as needed. Addition of the Splash Pad at Doubletree Ranch Park, in addition to the other amenities, continues to provide challenges for the Parks Department with the increased workload.
- The primary factor of the budget increase is related to personnel costs. For FY 2024, the proposed budget for Personnel is \$363,179 – a \$31,570 increase (9.5%) from FY 2023.
 - This increase is primarily reflective of an overall 7.25% increase suggested to at least partially address the continuing impact of inflation for employees and to stem turnover that is being experienced industrywide.
 - Additionally, health insurance premiums increased somewhat modestly. This is also affected by changes in coverage selected by employees assigned to the 4B fund.

Expenditures for Services / Supplies totaling \$420,998 increased \$13,328 from last year's budget amount of \$407,678.

- Park Maintenance increased \$16,447 from \$224,806 to \$241,253.
 - This increase is primarily comprised of a periodic maintenance item at Doubletree Ranch Park – re-staining concrete around event center (\$25,000) as well as replacement of the Splash Pad Pumphouse door – replacing with double-wide doors to accommodate large equipment (\$22,000). These expenditures are partially offset by a budgeted project in FY 2023 - adding lighting at the PFC Aaron Hudson Memorial Bridge that is not repeated in FY 2024. There are also a few projects carried over from FY 2023 that are again budgeted for FY 2024: Landscape and irrigation maintenance at amenity stations (\$40,000) and painting / staining at Doubletree Ranch Event Center totaling \$76,000.

Equipment replacement identified for FY 2024 includes two mowers totaling \$52,000 and replacement of ceiling fans at the DTR Pavilion (inclusive of needed electrical modifications) totaling \$20,000.

Supplemental requests identified for FY 2024 are listed following:

4B Supplemental Requests FY 2024		
Supplemental Request Description	Proposed	Funded
Convert Kitchen at DTP Event Center to a party room that is available for rental	\$ 60,000	
Preliminary design services for FM 407 Village Connector	\$ 65,000	
Switch to in-house Mowing of Trails ROW, adding 2 positions and initial essential equipment (Anticipate \$17K ongoing savings compared to outsourcing after first year).	9,632	
	\$ 134,632	\$ -

With completion of Doubletree Ranch Park in FY 2017, exhausting all remaining bond proceeds, the primary focus has been to target ongoing maintenance at Doubletree Ranch Park – along with the now extensive trail system throughout the City. With no new projects planned in the immediate future, the operations / maintenance budget is expected to be primarily maintained at its current level, with increases accounting for inflation as well as addressing periodic maintenance needs. However, increased sales tax receipts in FY 2022 and FY 2023 have provided capability to address supplemental requests. Two of the requests provide opportunity for both cost savings and additional revenue opportunity:

- The event center space consists of a large event room and a smaller party room. They can be rented together or separately. There has also been a kitchen available since the building was constructed, but has been seldom utilized. Converting this to another room for rental would provide more options for customers as well as added revenue.
- The City has contracted services for Right-of-Way (ROW) mowing for a number of years. However, in the past few years, costs have increased substantially – along with sub-par performance issues for the services provided. We determined that a review was needed to compare performing this service in-house as an alternative. The scope of services includes City ROW and City parks as well as the trail ROW that is funded through the 4B. In total, this would require two additional full-time employees, along with seasonal part-time employees. Initial capital costs of needed mowing equipment totals \$90,980, with recurring costs of \$175,782 (personnel and a truck lease). The associated cost portion for 4B would be \$55,318 recurring – compared to the current contract amount of \$72,666, providing an ongoing savings of \$17,348. For the first year, the related initial capital cost would be \$26,980, thus resulting in an incremental increase of \$9,632 for the first year only.

- The other presented supplemental is intended to provide an initial design for the 407 Village Connector that is consistent with the vision outlined in the recently updated Comprehensive Master Plan. This design is intended to provide leverage to secure potential grants, which have potential to dramatically reduce construction costs in the future.

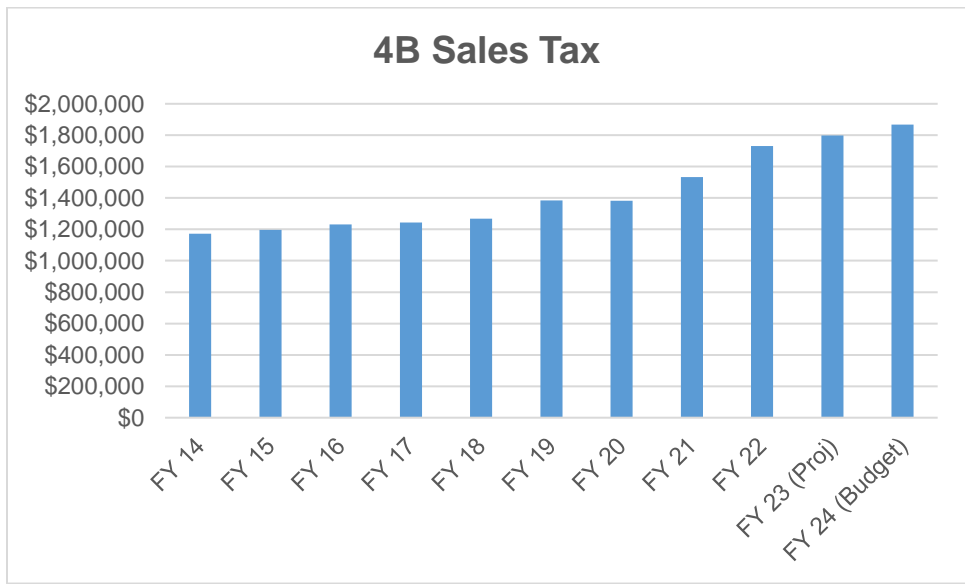
Project Summary

No projects anticipated for FY 2024.

Projected available bond proceeds (9/30/23) \$ - 0 - . There will be no bond proceeds available until the next debt issuance.

Financial Outlook

Sales tax revenues, the primary revenue source for this fund, have experienced a robust recovery in the two years following the pandemic.



Increases of just 1% and 2.1% in FY 2017 through FY 2018, was followed with a 9.2% increase in FY 2019. The FY 2020 sales tax revenues reflected the first decrease in quite some time due to ramifications of COVID-19 shutdowns. However, given the severity of economic ramifications stemming from the shutdown, experiencing only a slight reduction for FY 2020 was an outstanding outcome. A Supreme Court ruling allowing collection of sales tax on Internet sales has resulted in a positive impact, as internet related sales largely offset losses from local retail and restaurant sales. FY 2021 reflected a robust recovery of 11% increase over FY 2020, followed by a 12.9% increase in FY 2022. Projections for FY 2023 are more subdued compared to the last two years at 4%. But in consideration of inflation challenges and a looming possible recession, retail sales have remaining strong.

Projections for FY 2024 are clouded by the continuing challenging economic conditions of inflation, increasing interest rates to stem the inflation, and a still possible recession resulting from this. Thus, for next year, sales tax revenue expectations are slightly reduced to just under 4%. Future sales tax revenues are expected to reflect more subdued increases of around 3% – reflective of a larger trend of volatility in the retail market, as well as the effect of our major retail centers maturing. With several years of established history with our new developments, we feel more confident in the reliability of the income stream, but with no expectation of an explosion of revenues. But, with a higher threshold of established retail sales, we have achieved a positive level of revenue to support ongoing operations and ability to increase working capital balances.

To provide a perspective on the current financial picture of this fund, it is helpful to review actions of recent years. The \$6.7M debt issuance in 2014, coupled with the previously received remediation monies (\$2.8M) from the I-35 widening project, effectively provided funding for substantial completion of the three remaining identified major projects: Doubletree Ranch Park, Castlewood Trail (also including the tie-in to the 2499 pedestrian tunnel), and Lakeside Community Park. An additional \$281,152 in funding from Operations in FY 2017 to accommodate the final cost of the last remaining project (Doubletree Ranch Park), resulted in a reduced working capital balance.

For a number of years subsequent to FY 2017, despite a desire to rebuild working capital balances, they remained below our targets due to increased operational expenditures for the new amenities. Increases in sales tax revenues, coupled with leveling of operations expenditures and expiring debt has now provided opportunity to have expectation of net increases each year to build working capital balances. Sufficient balances will provide for new debt issuance if desired in the next two or three years.

There has not been ability to fund new projects over the past several years. However, that perspective is changing. The recently updated Comprehensive Master Plan can provide guidance to priority determination for new projects as sufficient balances are soon expected. The FM 407 Village Connector project is clearly an identified priority, but will not necessarily supersede all the other potential trail projects. But given the scope of this project it is important to develop a working concept and determine what grants can be obtained. Once that is determined, a plan forward will be to evaluate what matching funds are needed for this project. DCTA also recently established a program to return

a portion of sales tax receipts to the participating cities that can be used for transportation projects. These funding sources will be considered in concert once a scope is determined for the Connector project. Expectation is for the working capital available to be evaluated for the appropriate mix of provision of matching funds as well as potential debt issuance.

A financial summary follows this narrative – depicted in two parts: Working Capital and Projects. The working capital section displays the operations budget. Revenues are primarily derived from sales tax proceeds (1/2 cent). Expenditures consist of four full-time positions (the fourth position added in FY 2018) – supplemented with outsourced mowing contracts (with consideration to convert to in-house), costs associated with maintenance activities, and debt service. The HVCDC has an agreement with the City to repay the debt service the City issued on behalf of the HVCDC. As Doubletree Ranch Park is a mixture of 4B approved expenditures (soccer facilities and trail components) and general fund programming (splash pad), funding has also been provided from the General Fund to address certain amenities. Trail development, with related project expenditures, is the primary mission of the corporation, which are primarily funded with proceeds from the issuance of debt. Maintaining sufficient working capital balances are the determining driver in regard to timing and amount of debt issues to fund the projects.

The working capital balance for year-end FY 2024 in the HVCDC is projected at \$1,686,883, representing a substantial increase from recent years, primarily resulting from strong sales tax performance starting in FY 2021. As the primary revenue source is sales tax, which comes with an associated higher degree of volatility, a reasonably healthy level of reserves is suggested.

Proposed FY 2024 Budget

HV Community Development Fund	Actual FY 2022	Budget FY 2023	Estimate FY 2023	Base FY 2024	Suppltl FY 2024	Budget FY 2024
Beginning Fund Balance	\$ 356,703	\$ 451,066	\$ 650,601	\$1,222,939		\$ 1,222,939
Sales Tax	1,730,003	1,739,289	1,798,959	1,867,154	-	1,867,154
Park Fees	24,797	3,500	3,500	3,500	-	3,500
Rental Income	17,685	81,500	73,300	87,500	-	87,500
Linear Park Fees	-	-	-	-	-	-
Miscellaneous	1,475	-	-	-	-	-
Interest Income	2,593	500	34,843	63,764	-	63,764
Total Revenues	1,776,553	1,824,789	1,910,602	2,021,918		2,021,918
Expenditures						
<i>Personnel</i>	308,474	331,609	301,744	363,179	43,318	406,497
Professional Services	65,833	103,786	76,306	76,306	(7,666)	68,640
Employee Development	2,176	2,635	1,628	4,988	-	4,988
Supplies / Equipment	218,676	243,507	153,029	281,954	61,980	343,934
Utilities	49,139	57,750	57,750	57,750	-	57,750
Other	-	-	-	-	12,000	12,000
Total Services / Supplies	335,824	407,678	288,713	420,998	66,314	487,312
Capital	-	287,000	182,226	72,000	25,000	97,000
Total Expenditures	644,298	1,026,287	772,683	856,177	134,632	990,809
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(838,357)	(565,581)	(565,581)	(567,165)	-	(567,165)
Net Increase / Decr	293,899	232,921	572,338	598,576	(134,632)	463,944
Ending Fund Balance	\$ 650,601	\$ 683,987	\$ 1,222,939	\$1,821,515		\$ 1,686,883

Extended Five-Year Outlook

HV Community Development Fund	Budget FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Beginning Fund Balance	\$ 1,222,939	1,686,883	2,448,197	3,279,291	4,202,417
Sales Tax	1,867,154	1,924,481	1,982,565	2,042,521	2,104,411
Park Fees	3,500	3,900	4,300	4,300	4,300
Rental Income	87,500	95,600	99,800	101,000	102,000
Linear Park Fees	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest Income	63,764	65,000	65,000	66,000	66,000
Total Revenues	2,021,918	2,088,981	2,151,665	2,213,821	2,276,711
Expenditures					
<i>Personnel</i>	406,497	424,790	443,905	463,881	484,755
Professional Services	68,640	76,306	76,470	83,737	83,737
Employee Development	4,988	1,628	1,628	1,929	1,628
Supplies / Equipment	343,934	128,169	127,358	118,938	146,758
Utilities	57,750	57,750	60,310	60,310	62,967
Other	12,000	-	-	-	-
<i>Total Services / Supplies</i>	487,312	263,853	265,766	264,914	295,090
<i>Capital</i>	97,000	75,000	50,000	-	-
Total Expenditures	990,809	763,643	759,671	728,795	779,845
Other Sources / (Uses) [Reimburse GF for related Debt Service and Support functions]	(567,165)	(564,025)	(560,900)	(561,900)	(557,025)
Net Increase / Decr	463,944	761,313	831,094	923,126	939,841
Ending Fund Balance	\$ 1,686,883	\$ 2,448,197	\$ 3,279,291	\$ 4,202,417	\$ 5,142,257

No Debt Financed Projects anticipated in three-year window. Restoration of working capital balances is anticipated to provide capability for consideration of debt issuance in FY 2026 or 2027.

Project Summary

Completed Projects

- City Trail
- Victoria Trail
- Market Trail
- Village Park Trail
- Lake Vista Trail
- Highland Village Road (Village Park Trail connection to RR crossing)
- Practice Soccer Fields (LISD property)
- Crosswalk at FM 2499
- Market Trail / Village Park Connection
- Pedestrian Crosswalk Enhancements (Victoria Trail crossing @ Highland Village Rd), and City Trail crossing @ Briarhill Blvd)
- FM 2499 Sidewalk (City Trail at FM 2499 south to connect with Market Trail)
- Highland Village Road Trail - Phase IIb (Lions Club Park to Doubletree Ranch Park)
- Highland Village Road RR Crossing
- Marauder Park Lake Access
- Twin Coves Drive West side of Road @ Highland Shores Blvd. 5' sidewalk connector
- Castlewood Trail (including tie-in to FM 2499 Pedestrian Tunnel and City Trail)
- Southwood Trail
- Lakeside Community Park (707 HV Rd) Trailhead
- Doubletree Ranch Park
- Chapel Hill City Trail / FM 2499 Pedestrian Tunnel Connector (Funding with available 2018 bond proceeds).

Small fill-in / connector sections completed

- Trail connection from Remington Dr. E. to Highland Village Road.
- Twin Coves Drive West side of Road @ Highland Shores Blvd. 5' sidewalk connector
- Trail Section on Spring Oaks Drive
- Briarhill Blvd. Across from the Jr. HS West side between the District Trail and Shannon Lane 5' sidewalk connector

-

Projects (Previously Identified) for Future Consideration (Listed in Priority Order)

Projects

- Highland Village Road (Service Center to Sellmeyer Ln.) Cost: \$561,200 (Eng. \$73,200, Construction \$488,000) **Substantially complete (Included in 2018 Parks Bond Issue)**
- Highland Village Road (City Hall to Service Center) Estimated cost: \$361,100 (Eng. \$47,100,

Construction \$314,000) **Substantially complete (Included in 2018 Parks Bond Issue)**

- These two sections were bid as one project (also including trail around Victoria Park), utilizing 2018 Bond proceeds
- Bid Construction Cost \$861,737
- Marauder Park Trail Head Estimated cost: \$391,000 (Eng. \$48,000, Construction \$343,000)
- Pilot Knoll Trail (Connection from FM 2499 Sidewalk at City Trail to Pilot Knoll Park)
- Victoria Trail (remainder)
- Pedestrian tunnel under KCS RR

Identified small fill-in / connector sections

- Trail/Sidewalk connection on Castlewood Blvd. (west side) at FM 2499/Highland Shores Blvd. – Estimated cost: \$44,850 (Eng. \$5,850, Construction \$39,000)
- Highland Shores Blvd. at H. V. Road South Side 5' sidewalk/trail connector where bike lane ends due to right turn lane, connect to City Trail Estimate \$8,665 - Engineer currently evaluating best options for bike lane. On street bike lane markings may be the best solution for this location. If so, the City Street Dept. could do the markings at a minimal cost.
- Trail connector from Marauder Park Trail under FM2499 Bridge to connect to Shoreline access point (have easement from TxDOT for trail)

There are no proposed updates to the Facilities Development Capital Improvement Program (FDCIP) for FY 2024.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17

MEETING DATE: 07/25/2023

SUBJECT: Consider Resolution 2023-3076 authorizing a Contract for Construction Services with C. Green Scaping, LP. for the First Responders Monument Project

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND:

This item was tabled at the July 11 council meeting for further discussion.

The park amenity station at the Municipal Center needs to be updated with new features and landscape to include the addition of a First Responders Monument (the "Project"). The Project includes:

- Installation of the First Responders Monument.
- Installation of new landscape and lighting.
- Installation of new site amenities to include picnic tables, benches, and trash receptacles.
- Modification of Veterans Memorial site to allow for expansion.

IDENTIFIED NEED/S:

The City would like to install a monument at the Municipal Center to honor first responders to include Police, Fire, and Dispatch personnel. The Veterans Memorial near the same location also needs to be expanded so that there is room to add more name plates in honor of our veterans.

OPTIONS & RESULTS:

The next step in the Project is to award a construction contract pursuant to applicable state law and city policies.

PROGRESS TO DATE:

Plans and specifications for the Project were prepared by The John R. McAdams Company Incorporated ("McAdams") and competitive sealed bids solicited and received. City administration has determined the bid obtained from C. Green Scaping, LP in the amount of \$111,598.40 is the lowest most responsible bid received.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

The project's total cost is \$111,598.40 and will be funded through the City Manager's Contingency Fund.

RECOMMENDATION:

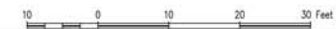
To approve Resolution 2023-3076 authorizing a contract for construction services with C. Green Scaping for the First Responders Monument Project, as presented.



The John R. McAdams
Company, Inc.
(DBA, G&A | McAdams)
111 Hillside Drive
Lewisville, Texas 75057
972.436.9712
201 Country View Drive
Rowland, Texas 75082
940.240.1012
TBP#: 19762 TBP#: 10194440
www.gpac.com
www.mcadamsco.com

Conceptual Site Plan
Highland Village 1st Responders Monument

Town of Highland Village
Denton County, Texas



10 0 10 20 30 Feet
100 No. 4888 05/18 January 8, 2018 10: XX
M:\Projects\HVC\14122001\04-Production\Planning and LA\Construction Drawings\Current
Drawing\14122001\04-Production\Planning and LA\Construction Drawings\Current
developmental use and shall not be interpreted
as an official or submitted document. All aerial
and map images were obtained from best
available information. This plan is subject to
change.





CITY OF HIGHLAND VILLAGE

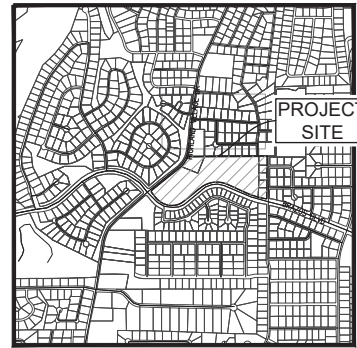
CITY
TRAIL

CONSTRUCTION PLANS for FIRST RESPONDERS MONUMENT

LOT 1, BLOCK D
1000 HIGHLAND VILLAGE DR
14.11 Acres

in
HIGHLAND VILLAGE
DENTON COUNTY, TEXAS
MARCH, 2023

Sheet List Table	
SHEET NUMBER	SHEET TITLE
L0.00	COVER SHEET
L1.00	TREE SURVEY
L2.00	DEMO PLAN
L3.00	HARDSCAPE PLAN
L3.01	HARDSCAPE DETAILS
L3.02	HARDSCAPE DETAILS
L3.03	HARDSCAPE DETAILS
L4.00	LANDSCAPE PLAN
E0.01	LIGHTING DETAILS
E1.01	LIGHTING PLANS
L6.00	IRRIGATION PLAN
L7.00	LANDSCAPE AND HARDSCAPE PLAN



Vicinity Map 1"=1000'



OWNER/DEVELOPER
CITY OF HIGHLAND VILLAGE
1000 HIGHLAND VILLAGE RD
HIGHLAND VILLAGE, TX
Ph. (972) 317-7430
Contact: PARKS AND REC.



The John R. McAdams
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111 Hillside Drive
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201 Country View Drive
Roanoke, Texas 75282
940-243-1012
TBPE: 19762 TBPLS: 10194440
www.mcadamsco.com

Contact: Ron Stewart RLA

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TBPE: 19762 TBPLS: 10194440
www.mcadamsco.com



FIRST RESPONDERS MONUMENT
Lot 1, Block D
1000 HIGHLAND VILLAGE DR
14.11 Acres
VALUE SURVEY ABSTRACT NO. VALUE
HIGHLAND VILLAGE
DENTON COUNTY, TEXAS

COVER SHEET



4/3/2023

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Date: 2023/04/03
Scale: N.T.S.
Revisions:

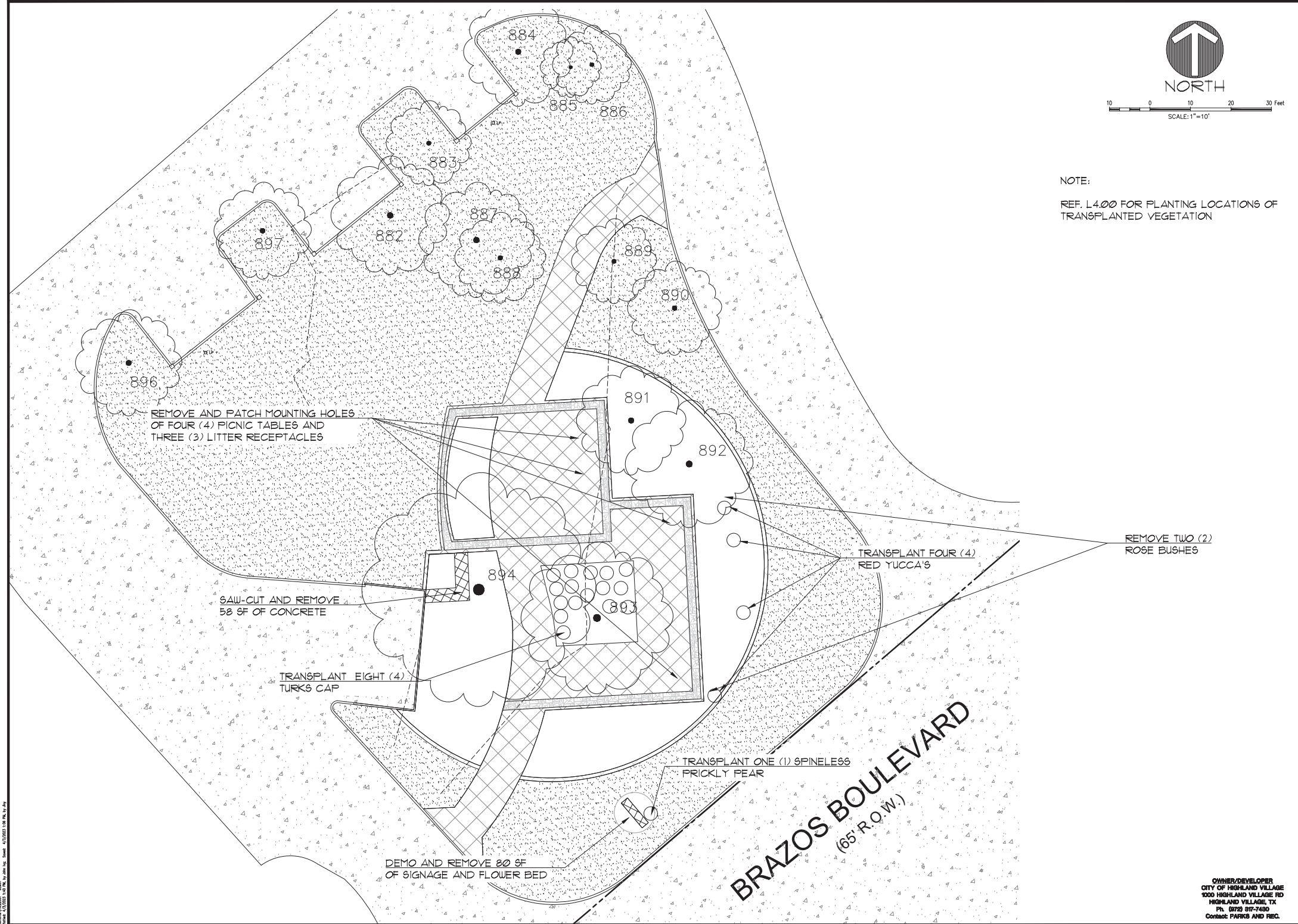
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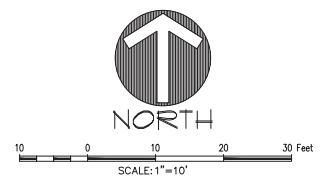
FIRST RESPONDERS MONUMENT

CONSTRUCTION PLANS

File: W:\Projects\19022019\19022019-First Responders\Planting and Landscaping\Design\Demolition.dwg (P) 4/3/2023
 Plot Date: 4/3/2023 10:46:36 AM by: jay



NOTE:
 REF. L4.00 FOR PLANTING LOCATIONS OF
 TRANSPLANTED VEGETATION



The John R. McAdams
 Company, Inc.
 111 Hildebrand Drive
 Littleton, CO 80120
 Phone: 303.746.8772
 Fax: 303.746.8772
 Website: www.mcadams.com



FIRST RESPONDERS MONUMENT

FIRST RESPONDERS MONUMENT
 1000 HIGHLAND VILLAGE DR
 Lot 1, Block D
 14.71 Acres
 VALUE SURVEY, ABSTRACT NO. VALUE
 HIGHLAND VILLAGE
 DENTON COUNTY, TEXAS

DEMO PLAN



Drawn By: JI
 Date: 2023/04/03
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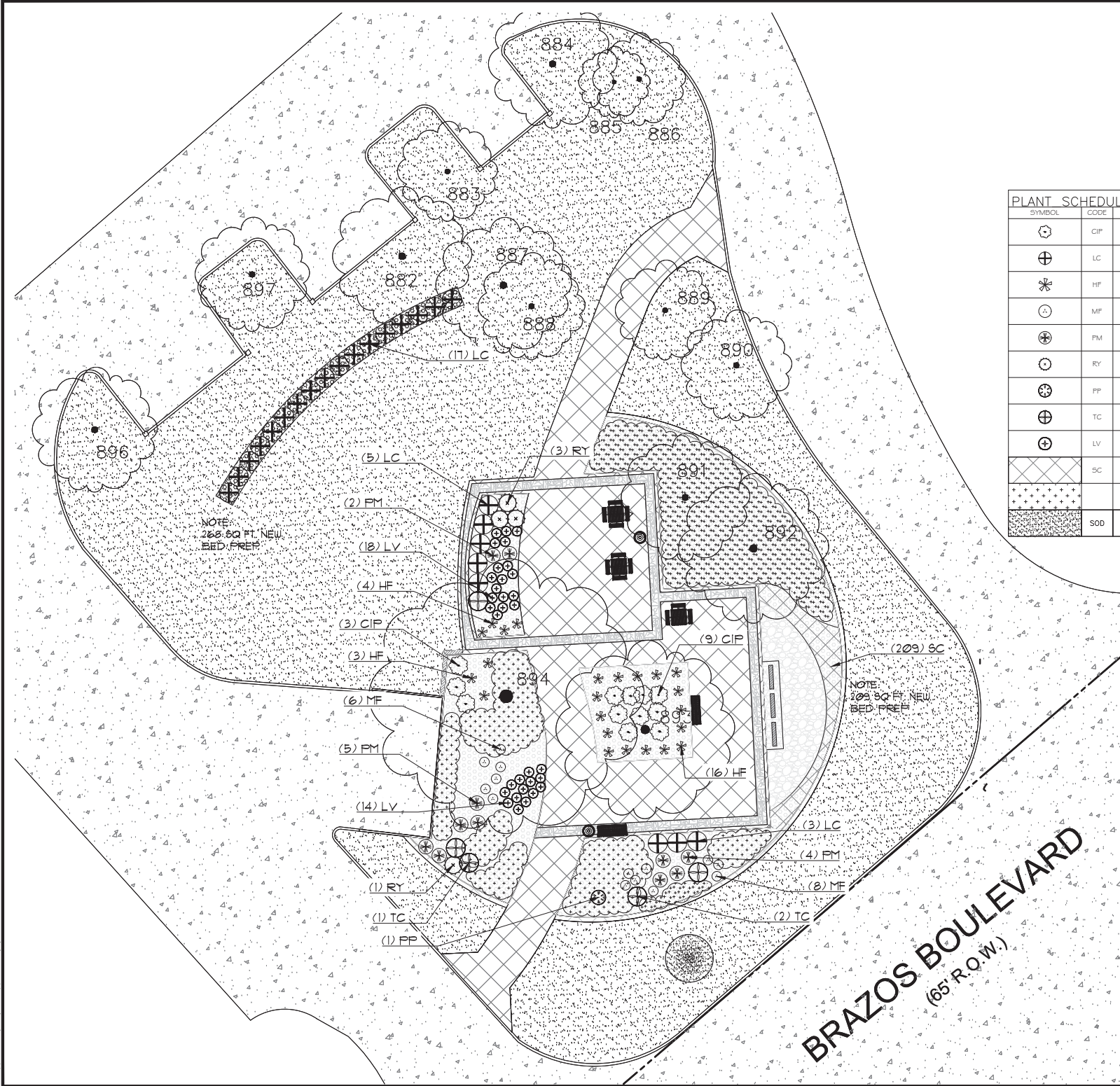
HVL22001

L.00

OWNER/DEVELOPER
 CITY OF HIGHLAND VILLAGE
 1000 HIGHLAND VILLAGE RD
 HIGHLAND VILLAGE, TX
 PH: (972) 517-7450
 Contact: PARKS AND REC.

BRAZOS BOULEVARD
 (65' R.O.W.)

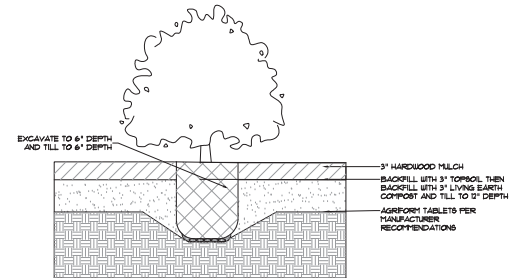
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 Plotter: HP DesignJet T1100e
 Date: 4/3/2023 10:45:46 AM
 User: jay



10 0 10 20 30 Feet
SCALE: 1"=10'

PLANT SCHEDULE

SYMBOL	CODE	QTY	COMMON / BOTANICAL NAME	CONTAINER	HEIGHT	SPREAD	SPACING	REMARKS
	CIP	12	Cast Iron Plant <i>Aspidistra elatior</i>	1 gal	18"	1'-0"	2'-0"	SHADE
	LC	25	Compact Texas Sage <i>Leucophyllum frutescens 'Compacta'</i>	3 gal	18"	18"	4'-0"	PURPLE FLW., FULL
	HF	23	Holly Fern <i>Cyrtomium falcatum</i>	3 gal	12"	12"	2'-0"	SHADE
	MF	14	Mexican Feathergrass <i>Nassella tenuissima</i>	3 gal	12"	12"	2'-0"	XERI
	FM	11	Pink Muhly <i>Muhlenbergia capillans</i>	3 gal	12"	18"	3'-0"	XERI
	RY	4	Red Yucca <i>Hesperaloe parviflora</i>					TRANSPLANTED
	PP	1	Spinelosa Pockly Pear <i>Opuntia ellisiana</i>					TRANSPLANTED
	TC	4	Turk's Cap <i>Malvastrum drummondii</i>					TRANSPLANTED
	LV	32	Variegated Lilyturf <i>Liriope muscari 'Variegata'</i>	1 QT	3"-4"	8"	1'-0"	FULL HEALTHY, EVEN GROWTH
	SC	209	Seasonal Color	4" pot		12"	1'-0"	
			EXISTING PLANT MATERIAL					DO NOT DISTURB
	SOD	80	Cynodon dactylon Bermuda Grass	FLAT				



1. SHRUB PLANTING DETAIL
1/2"=1'

The John R. McAdams
 Company, Inc.
 111 Hildebrand Drive
 Lubbock, TX 79401
 Phone: 806.792.1012
 Fax: 806.792.1012
 www.mcadams.com



FIRST RESPONDERS MONUMENT
 1000 HIGHLAND VILLAGE DR
 Lot 1, Block D
 14.11 Acres
 VALUE SURVEY ABSTRACT NO. VALUE
 HIGHLAND VILLAGE
 DENTON COUNTY, TEXAS

LANDSCAPE PLAN



Drawn By: a
 Date: 2023/04/03
 Scale: 1"=10'
 Revisions:

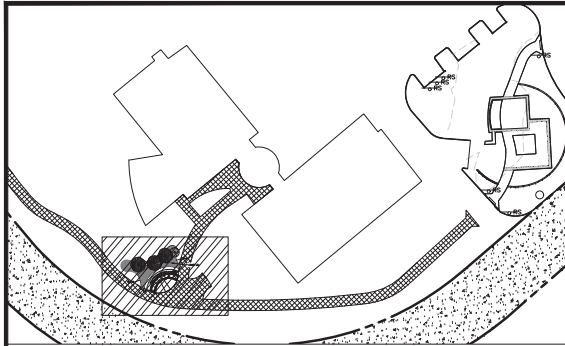
HVL22001

L4.00

OWNER/DEVELOPER
 CITY OF HIGHLAND VILLAGE
 1000 HIGHLAND VILLAGE RD
 HIGHLAND VILLAGE, TX
 PH: (817) 517-7480
 Contact: PARKS AND REC.

BRAZOS BOULEVARD
 (65' R.O.W.)

FIRST RESPONDERS MONUMENT

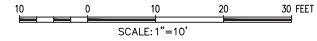


CONTEXT MAP

SCALE: 1"=10'



NORTH



SCALE: 1"=10'

The John B. McAdams
Company, Inc.
111 Hildebrand Drive
Lawrenceville, GA 30046
770.962.4383
201 County View Drive
Lawrenceville, GA 30046
770.962.4383
www.mcadams.com



FIRST RESPONDERS MONUMENT

VETERANS MEMORIAL
1000 HIGHLAND VILLAGE ROAD
Lot 1, Block D
14.16 Acres
City of Highland Village
DENTON COUNTY, TEXAS

LANDSCAPE & HARDSCAPE
PLAN



4/3/2023

Drawn By: JI
Date: 2023/02/06
Scale: 1"=10'
Revisions:

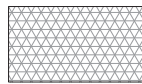
HVL22001

L7.00

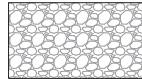
OWNER/DEVELOPER
CITY OF HIGHLAND VILLAGE
1000 HIGHLAND VILLAGE RD
HIGHLAND VILLAGE, TX
TX 75075-57450
Contact: PARKS AND REC.

PLANT SCHEDULE						
ORNAMENTAL TREES	CODE	QTY	COMMON / BOTANICAL NAME	REMARKS		
	BH	1	Burford Holly <i>Ilex cornuta</i> 'Burfordii'	EXISTING		
	PH	3	Possumhaw Holly <i>Ilex decidua</i>	EXISTING		
SHRUBS	CODE	QTY	COMMON / BOTANICAL NAME	REMARKS		
	DBH	9	Dwarf Burford Holly <i>Ilex cornuta</i> 'Burfordii Nana'	EXISTING		
	PP	1	Spineless Prickly Pear <i>Opuntia ellisiana</i>	TRANSPLANTED		
GROUND COVERS	CODE	QTY	COMMON / BOTANICAL NAME	CONT	HEIGHT	SPREAD SPACING
	AJ	444	Asian Jasmine <i>Trachelospermum asiaticum</i>	4" pot	2"	6" o.c. 12" o.c.

LEGEND



4" DECOMPOSED GRANITE PATHWAY
(1/2" ABOVE GRADE) (L3.02 - 6)

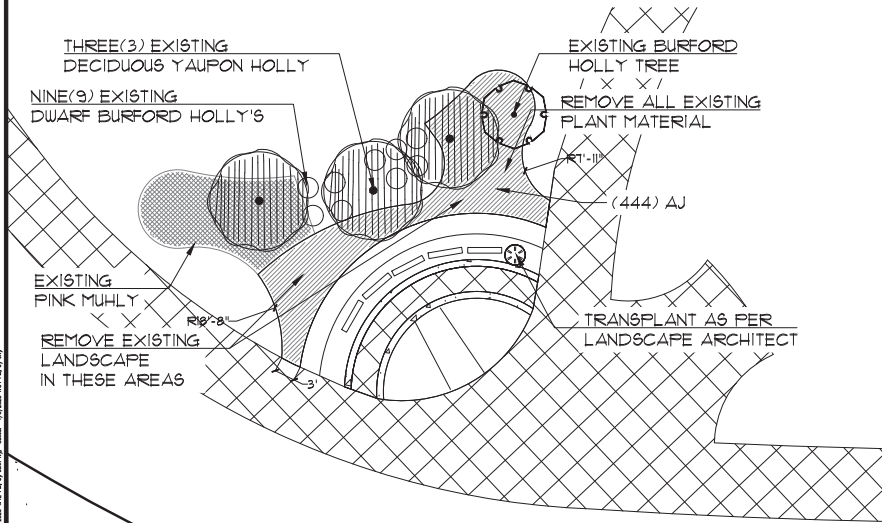


2"-3" DIA. COLORADO RIVER ROCK, 4" DEEP
(1/2" ABOVE GRADE) (L3.02 - 5)

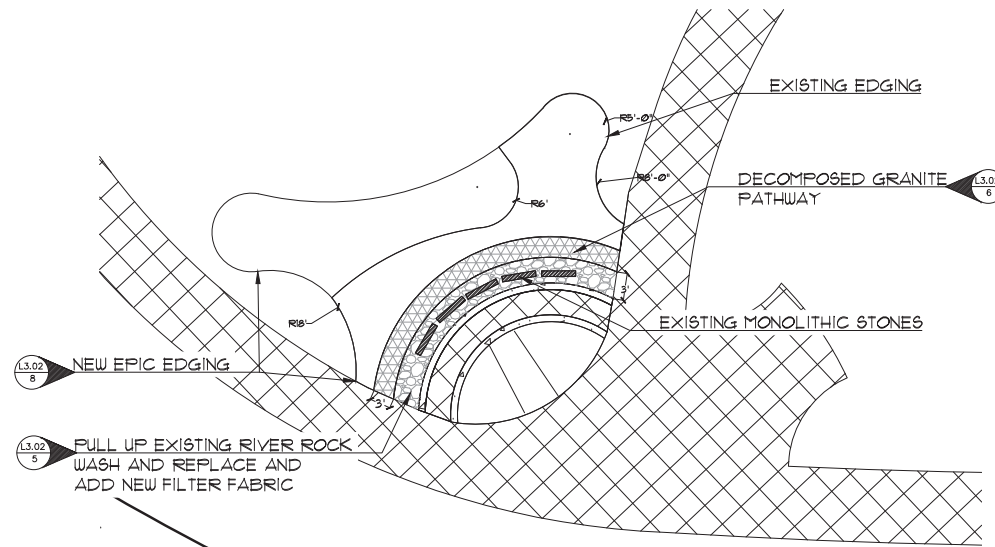
NOTE:

FOR FURTHER INSTRUCTIONS ON
HARDSCAPE INSTALLATION, REFER
TO SHEET L3.02

1. LANDSCAPE PLAN
1"=10'



2. HARDSCAPE PLAN
1"=10'



File: W:\Projects\HVL22001\Drawings\Landscaping and Hardscape\Design\Drawings\Design\HVL22001_L7.dwg
 Date: 4/3/2023 1:58:26 PM by: JI
 Scale: 1/2"=10'

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2023-3076

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING A CONTRACT FOR CONSTRUCTION SERVICES WITH C. GREEN SCAPING, LP FOR THE FIRST RESPONDERS MONUMENT PROJECT; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has previously directed the establishment of a First Responders Monument and the expansion of the Veterans Memorial located at the Municipal Center (the "Project"); and

WHEREAS, City administration, having solicited, received, and reviewed competitive sealed bids for construction of the Project, has determined that C. Green Scaping, LP has submitted the lowest most responsible bid in the amount of \$111,598.40; and recommends execution of a construction services agreement with C. Green Scaping, LP for the Project; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to concur with said recommendation.

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

SECTION 1. The City Manager is hereby authorized to execute an agreement for construction services with C. Green Scaping, LP for the Project in the amount of \$ 111,598.40, and, subject to applicable state laws, city policies, and, in the event of an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

PASSED AND APPROVED THIS THE 25TH DAY OF July 2023.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/3/2023:135748)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 18

MEETING DATE: 07/25/2023

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

PREPARED BY: Angela Miller, City Secretary

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

July 25, 2023	Highland Village Community Development – 4:30 pm
July 25, 2023	Regular City Council Meeting - 7:30 pm
August 3, 2023	Zoning Board of Adjust Meeting – 7:00 pm
August 8, 2023	Regular City Council Meeting - 7:00 pm
August 15, 2023	Planning & Zoning Commission Meeting – 7:00 pm
August 21, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
August 22, 2023	Regular City Council Meeting - 7:00 pm
September 4, 2023	City Offices Closed for Labor Day
September 7, 2023	Zoning Board of Adjust Meeting – 7:00 pm
September 12, 2023	Regular City Council Meeting - 7:00 pm
September 18, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
September 19, 2023	Planning & Zoning Commission Meeting – 7:00 pm
September 26, 2023	Regular City Council Meeting - 7:00 pm
October 5, 2023	Zoning Board of Adjust Meeting – 7:00 pm
October 10, 2023	Regular City Council Meeting - 7:00 pm
October 16, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
October 17, 2023	Planning & Zoning Commission Meeting – 7:00 pm
October 24, 2023	Regular City Council Meeting - 7:00 pm

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