



## A G E N D A

**REGULAR MEETING OF  
THE HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION  
CITY OF HIGHLAND VILLAGE, TEXAS  
TUESDAY, JULY 11, 2017, 5:00 P.M.  
HIGHLAND VILLAGE MUNICIPAL COMPLEX TRAINING ROOM  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

1. **Call to Order**
2. **Visitor Comments** *(Anyone wishing to address the Highland Village Community Development Corporation must complete a Speakers' Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, the Highland Village Community Development Corporation is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Board.)*
3. **Consider Approval of Minutes of a Regular Meeting Held on July 26, 2016**
4. **Consider Appointment of Highland Village Community Development Corporation Officers**
5. **Discuss Operations Budget – Doubletree Ranch Park**
6. **Discuss Policy for Lightguard System Utilization**
7. **Discuss Priority of Future Projects**
8. **Status Reports on Current Projects and Discussion on Future Agenda Items** *(A Boardmember may 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.)*
9. **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, BY THE 7<sup>TH</sup> DAY OF JULY, 2017 AT 5:00 P.M.**

**Public Affairs Admin Specialist, Crystal Babcock**

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 899-5104 for additional information.

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_:\_\_\_\_  
By \_\_\_\_\_

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**BRIEFING**

<b>AGENDA#</b> 3	<b>MEETING DATE:</b> July 11, 2017
<b>SUBJECT:</b>	Consider Minutes of the July 26, 2016 Highland Village Community Development Corporation Meeting
<b>PREPARED BY:</b>	Crystal Babcock – Public Affairs Admin Specialist

**BACKGROUND**

Minutes are approved by majority vote of The Highland Village Community Development Corporation at the meetings.

**IDENTIFIED NEED/S:**

The Board is encouraged to call the Finance Department prior to the meeting with suggested changes. Upon doing so, the staff will make suggested changes.

**OPTIONS & RESULTS:**

The Highland Village Community Development Corporation should review and consider approval of the minutes. The Board's vote and approval of the minutes reflect agreement with the accuracy of the minutes.

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

The Assistant 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 July 26, 2016 Highland Village Community Development Corporation meeting minutes.

**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION  
CITY OF HIGHLAND VILLAGE, TEXAS  
HELD IN THE MUNICIPAL COMPLEX TRAINING ROOM  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS  
TUESDAY, JULY 26, 2016**

The Highland Village Community Development Corporation of the City of Highland Village, Texas met on the 26<sup>th</sup> day of July 2016 at 5:00 in the Training Room.

**1. CALL TO ORDER**

President Koonsman called the meeting to order at 5:03 p.m.

**ROLL CALL**

Present:	Kenneth Koonsman	President/Citizen Representative
	Charlotte Wilcox	Council Representative
	Michelle Schwolert	Council Representative
	Fred Busche	Council Representative
Absent with Notice:	William Meek	Council Representative
	Rett Dean	Citizen Representative
Absent without Notice:	Heather Moody	Citizen Representative
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Linda Cornelius	Parks Director
	Laurie Mullens	Public Affairs Manager
	Crystal Babcock	Public Affairs Admin Specialist
	Andrew Boyd	Media Specialist

**2. VISITOR COMMENTS**

None.

**3. CONSIDER APPROVAL OF MINUTES OF A REGULAR MEETING HELD ON JULY 28, 2015**

**APPROVED**

**MR. BUSCHE MADE THE MOTION TO APPROVE THE MINUTES. MRS. WILCOX SECONDED THE MOTION.**

Motion to approve carried 4 – 0

**4. CONSIDER APPROVAL OF PROPOSED BUDGET AMENDMENTS FOR FISCAL YEAR 2015 – 2016**

**APPROVED**

The Bylaws state that the Highland Village Community Development Corporation will receive the Budget for the upcoming Fiscal Year as well as any Budget Amendments for the current Fiscal Year by the end of July. Both of which are submitted with the City's Budget for Council approval.

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 26, 2016**

Mr. Heerman explained that we budget according to categories: Personnel, Services/Supplies, and Capital – with an emphasis to stay within the budget limits of each category. The Personnel category is within the budget amounts. Services/Supplies went over due solely to the items that were budgeted for Doubletree Ranch Park (which was been delayed) last Fiscal Year that were carried over into this Fiscal Year. Because of this delay, we need to adjust the Services/Supplies category by \$140,000 which has to do with concession equipment for Doubletree, site furnishings, security cameras, and security equipment. All of which was anticipated for last year.

Mr. Koonsman clarified that all of this was budgeted in last year's budget, however it was not spent.

Mr. Heerman stated that the \$140,000 would be reappropriated from last Fiscal Year to this Fiscal Year.

Furthermore, Doubletree Ranch Park was the sole remaining project in Capital, thus we budgeted \$20,000 for miscellaneous projects. However, a large amount of the expenditures rolled over into this year and we are increasing Capital by \$1.99M. Last year's Fund Balance was higher which rolled over into this Fiscal Year.

Mr. Busche asked if the security cameras at Doubletree will be consistent with the security cameras throughout the City that have been discussed in previous Council meetings.

Mr. Heerman stated that they are.

Mrs. Schwolert clarified that the Fund Balance moved forward as well as the expenditures.

Mr. Heerman expanded upon that stating that we are moving both from last Fiscal Year to this Fiscal Year and matching them up.

**MR. BUSCHE MADE THE MOTION TO APPROVE THE PROPOSED BUDGET AMENDMENTS FOR FISCAL YEAR 2015 – 2016. MRS. WILCOX SECONDED THE MOTION.**

Motion to approve carried 4 – 0.

**5. CONDUCT PUBLIC HEARING AND CONSIDER ADOPTION OF THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (FDCIP) AND THE PROPOSED FISCAL YEAR 2016 – 2017 BUDGET INCLUDED THEREIN**

**APPROVED**

The Bylaws of the Highland Village Community Development Corporation (4B) require an annual update to the Facilities Development Capital Improvement Program (FDCIP), as well as approval of an annual Budget. The FDCIP details projects and implementation in regard to the approved 4B projects: the City Comprehensive Trail System and a Soccer Complex. As the Budget is an integral component of the FDCIP, it is presented together.

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 26, 2016**

In looking at the projects we have left, we had the \$6.7M debt issuance in 2014 to complete the three remaining large projects: Castlewood, Lakeside Community Park, and Doubletree Ranch Park. Both Castlewood and Lakeside Community Park are completed – however Doubletree Ranch Park carried over into Fiscal Year 2015 – 2016 as we discussed with the Budget Amendment. We have \$1.5M remaining in bond proceeds with an estimated remaining project cost totaling \$1.9M; therefore we are funding the difference with operations. This shortage was anticipated, but it was anticipated for last Fiscal Year. The result of this shortage is that once Doubletree Ranch Park is complete the funds will be used up. Mr. Heerman went on to explain that in fact, we have already used up all of the proceeds are paying the remaining expenditures out of operations.

Mr. Koonsman reiterated that this shortage was anticipated, albeit for last year, and since Doubletree Ranch Park has carried over into Fiscal Year 2015 – 2016, that shortage is occurring now instead of last year.

Ms. Cornelius provided an update on the status of Doubletree Ranch Park.

- The park is scheduled to open to the public on Saturday, August 20, 2016, when youth soccer league play will begin.
- Areas that will be under construction when league play starts include the splash pad and board walk. There will also be some remaining punch list items around the entire site, but with the exception of the splash pad and board walk all other areas will be significantly complete.
  - Ms. Cornelius explained that there was an issue with the placement of the boulders as well as the way the cobblestone was put in, therefore they are being removed and adjusted to eliminate any safety issues.
  - Ms. Cornelius further explained that the boardwalk is currently on hold as we await the release from the Corps of Engineers to resume construction.

Mrs. Wilcox asked Ms. Cornelius if there will be anything notifying park-goers that those areas are closed which Ms. Cornelius explained that there will be signage and barriers up blocking those areas off.

Ms. Cornelius continued the status update informing the Corporation that a preliminary punch list was done in June for some of the areas which included the barn, pavilion, some of the landscaping, and the lighting. A final walk through and punch list is anticipated to be done in early August.

In preparation of the start to the upcoming soccer league, a final walk through on the soccer field and soccer field irrigation is scheduled for tomorrow (July 27, 2016). If approved, our City Park Crews will take over maintenance and prepare the fields for league play.

The Park Crew has started trimming trees and removing dead trees to prepare for the park opening. Golden Tree will come to remove any trees and/or limbs that are either too high or too large for our crews to safely remove.

Mr. Koonsman asked if while Golden Tree is out if they will also be removing the dead limbs that are higher up in the trees so that they do not fall.

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 26, 2016**

Ms. Cornelius explained that yes, those will all be removed. The City does have a bucket truck, which crewmembers are trained to use, however some of the limbs are higher than our bucket truck will allow us to safely reach.

Once the final punch list is complete in early August and the City does our acceptance of substantial completion we will schedule the ADA inspection. If there are any sections of sidewalk that do not meet ADA standards, the contractor will remove and replace those sections to meet ADA standards.

Mr. Koonsman asked if it is normal to have cracks going through the concrete trails. Ms. Cornelius informed Mr. Koonsman that having some cracks or “spider veins” is not unusual but nothing major.

Ms. Cornelius continued the update explaining that the third stain will be done on the pavilion. Once complete, the art piece will be installed.

Mr. Koonsman inquired if the repair from the fire on the concrete was able to/will be covered up with the stain. Ms. Cornelius replied that it is noticeable.

Mr. Busche recommended that when the City does have the Grand Opening for Doubletree Ranch Park that we have some brass sections playing in order to make it a large scale event.

Mr. Leavitt stated that whenever the Grand Opening celebration takes place, the City wants to make sure that the park is 100% complete.

Mr. Busche expanded upon his recommendation, stating that when we have the Grand Opening, he feels it is important to make it a large event. Thereby showing the City, County, and even Metroplex what the City was able to accomplish with something steeped in so much Highland Village history.

Mr. Heerman resumed the Budget and FDCIP presentation stating that sales tax is the main revenue source which is budgeted to be \$1.3M in Fiscal Year 2016 – 2017. Projections of \$1.2M for Fiscal Year 2015 – 2016 are down some; however with the construction complete at The Shops those figures are anticipated to rebound in Fiscal Year 2016 – 2017.

The Personnel category is relatively the same as last Fiscal Year at \$180,617 and consists of one Crew Leader and two Park Technicians. The addition of one of the Park Technicians mid-year 2015 was done to complete the crew in anticipation of Doubletree Ranch Park opening. Ms. Cornelius is confident that this crew will be able to not only maintain Doubletree Ranch Park, but the Trail System as well. We do plan to evaluate this again in our Budget and FDCIP for Fiscal Year 2017 – 2018 to ensure that we are maintaining everything as we should.

Over the past two Fiscal Years, the Services/Supplies category has been inflated due to the supplies and furnishings purchased for Doubletree Ranch Park. The proposed Fiscal Year 2016 – 2017 budget of \$153,690 is a decrease from last year, and is more in line with what we anticipated to be the norm moving forward. We did increase the utility line item, knowing that there will be more electricity used once the park is open however the actual cost is not known at this time.

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Mr. Koonsman inquired if the security cameras that were purchased have been installed yet. Ms. Cornelius stated that they have not – however the Information Services Department is working on them. Mr. Heerman further explained that the project is more complicated than originally anticipated and that the Information Services Department is looking at the City's security camera system as a whole before installing the new equipment.

In looking at the Debt Service, the General Fund issues the Debt Service, and the 4B in turn reimburses the General Fund. As mentioned in the Budget Amendments, we have run out of bond proceeds funding and are paying the remaining Doubletree Ranch Park expenditures of \$415,000 from operations.

Additionally, we have \$42,000 of supplemental capital expenditures we are proposing in Fiscal Year 2016 – 2017 including:

- \$29,313 – Five Gang Reel Mower and Transport Frame, Pull Behind – Allows mowing of 7.5 acres in one hour with an 11' wide mowing track. Provides the best cut for athletic fields and would allow for the maintenance "best practices" of mowing two to three times per week.
- \$7,217 – Toro Proforce Debris Blower – The debris blower can be pulled by utility vehicles to clear trail, sidewalks, and paved areas as well as grass areas. Currently, this is completed by a crew member walking these areas utilizing a carry type blower to clear any debris.
- \$6,150 – Conex Storage Unit – A 10' x 25' storage unit to be placed at the back of Doubletree Ranch Park to store maintenance supplies and equipment eliminating daily transport of needed equipment.

Mr. Koonsman stated that the initial plans for Doubletree Ranch Park included a storage facility, however it was removed due to cost constraints and the plan was to store equipment at another site. He then went on to ask if the Conex Storage Unit would hold some of the equipment but not all.

Ms. Cornelius responded that currently, the Parks Department stores equipment at 948 but they are running out of room. Therefore, the plan is to store some of the equipment in the Conex Storage Unit.

Ms. Cornelius went on to explain that the City currently has two to three of these units at Pilot Knoll Park and some at Unity Park as well.

Mr. Heerman continued the Budget and FDCIP presentation concluding that we have always strived to keep \$500,000 or more in Working Capital Balance. Given that this Fund is not like the General Fund, and in fact the General Fund acts as the guarantor for the 4B Fund, there is no set balance that we need to keep in Working Capital. To be fiscally conservative, we have shown the \$500,000 as a benchmark, although it is not a requirement. In finishing the three large projects (Castlewood, Lakeside Community Park, and Doubletree Ranch Park), we had anticipated going below the \$500,000 benchmark. Our projected Fiscal Year 2015 – 2016 Working Capital Balance is \$205,701. While that is lower than we had anticipated, we are still OK and will make a concentrated effort going forward to build the Working Capital Balance back up. Expenditures for Fiscal Year 2016 – 2017 are limited to those related to basic operations, which if the revenues rebound as anticipated will bring our Working Capital Balance to \$268,929 at the end of the Fiscal Year.

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Looking at the Five Year Outlook, based on historical data, revenues are expected to grow slightly. While in recent years increases have been more modest, with the construction complete at The Shops, we anticipate revenues to rebound slightly. Looking ahead, we know that we will be maxed out on retail and our growth will be more inflationary based resulting in growth that is more modest over time.

Mr. Koonsman asked if the completion of Whole Foods made a significant impact on our sales tax revenues, or if since it is primarily food items if there wasn't an increase due to that.

Mr. Heerman replied that it did make an impact – while it is not one of the City's top businesses because of the food items, there was a noticeable increase when it opened. Additionally, it does bring in customers and traffic to the area and surrounding businesses as well.

Mr. Heerman went on to state that DSW that opened in The Marketplace is a good source of revenue. Stores such as that, can really impact the revenue stream.

Mr. Heerman continued the Five Year Outlook stating that since we do anticipate moving forward with the three staff members we have (one Crew Leader and two Park Technicians) the only anticipated increases in the Personnel category are salary increases, which have averaged 4% to 4.5% annually.

Debt Service is roughly \$800,000:

- 2008 - \$3M (10 year maturity)
- 2009 - \$3.8M (15 year maturity)
- 2014 - \$6.7M (20 year maturity)

With the 2014 issue of \$6.7M, we structured it to be more manageable until the 2008 Debt Issue is paid off (2018). In doing so, we are paying interest only until 2019 when we will start paying principal and interest.

In looking ahead at when we can issue another Debt Issue, it's not necessarily when 2008 is paid off, but when there is a decrease in Debt Service coupled with growth in sales tax revenues and an increase in our Working Capital Balance.



**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 26, 2016**

Prior to the meeting Mr. Koonsman had asked to see principal and interest for all of the Debt Issues we have. Mr. Heerman presented a chart, which showed:

Fiscal Year	Debt Service Schedule								
	2008 CO (4B)			2009 CO (4B)			2014 CO (4B)		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2016	330,000	30,275	360,275	245,000	91,579	336,579		192,455	192,455
2017	345,000	18,463	363,463	250,000	84,154	334,154		192,455	192,455
2018	355,000	6,213	361,213	260,000	75,854	335,854		192,455	192,455
2019				270,000	66,579	336,579	345,000	189,005	534,005
2020				280,000	56,254	336,254	355,000	182,005	537,005
2021				290,000	44,854	334,854	360,000	174,855	534,855
2022				305,000	32,954	337,954	370,000	167,555	537,555
2023				315,000	20,357	335,357	375,000	159,636	534,636
2024				330,000	6,930	336,930	385,000	151,086	536,086
2025							395,000	141,818	536,818
2026							405,000	131,818	536,818
2027							415,000	121,049	536,049
2028							425,000	108,968	533,968
2029							440,000	95,003	535,003
2030							455,000	79,564	534,564
2031							475,000	63,521	538,521
2032							490,000	46,875	536,875
2033							505,000	29,711	534,711
2034							525,000	10,500	535,500
<b>GRAND TOTAL</b>	<b>3,000,000</b>	<b>620,783</b>	<b>3,620,783</b>	<b>3,830,000</b>	<b>1,206,062</b>	<b>5,036,062</b>	<b>6,719,143</b>	<b>2,702,396</b>	<b>9,421,539</b>

For the remaining three issues, the interest rates have been 3.5% to 4%.

Mr. Koonsman clarified that the overall interest for all three is a little over \$4M over the course of the entire Debt Schedule.

While there is not going to be debt capacity for a little while from Debt Service, we do have our net operating revenue in which our revenues will exceed our expenditures. This allows \$100,000 to \$250,000 available each year. Once the Working Capital Balances are built back up, we will have ability to issues small Debt Issuances as well as fund small projects out of operations.

Mrs. Schwolert asked if in the future we would be able to use any of the 4B Funds to restore or make improvements at Copperas Branch Park.

Mr. Leavitt and Mr. Heerman responded that it would need to be for one of the two approved expenditures, a soccer complex or trail components. Otherwise, it would need to be a voter initiative for 4B Funds to be spent on other items. Ms. Cornelius also stated that there are trails identified in the Inland Trail Master Plan through Copperas Branch Park, so 4B Funds could be used for that.

Mrs. Schwolert also asked if 4B Funds could be used at Pilot Knoll Park if anything were to happen there.

Mr. Leavitt replied that it would need to be trail or soccer related. Mr. Heerman expanded upon Mr. Leavitt's response stating that we would need to go back to a vote to get other uses approved by the voters.

**PUBLIC HEARING CONDUCTED**

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 26, 2016**

Nature of request is to conduct a public hearing regarding the adoption of the annual updates to the Facilities Development Capital Improvement Program and the proposed Fiscal Year 2017 Budget included therein.

Mr. Koonsman opened the public hearing at 5:38 and asked for anyone wishing to speak. There being no one, Mr. Koonsman closed the Public Hearing at 5:39.

**APPROVED**

Nature of the request is to consider adoption of the annual updates to the Facilities Development Capital Improvement Program (FDCIP) and the proposed Fiscal Year 2016 – 2017 Budget included therein.

**MRS. SCHWOLERT MADE THE MOTION TO ADOPT THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (FDCIP) AND THE PROPOSED FISCAL YEAR 2016 – 2017 BUDGET INCLUDED THEREIN. MR. BUSCHE SECONDED THE MOTION.**

Motion to adopt carried 4 – 0.

**6. STATUS REPORTS ON CURRENT PROJECTS AND DISCUSSION ON FUTURE AGENDA ITEMS** *(A Boardmember may 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.)*

Being that Mr. Koonsman is term limited he addressed the Corporation members and implored them to really think about any large bond packages going forward. Instead, allow time for the full realization of Doubletree Ranch Park to come to fruition, as it may be larger and more costly than anticipated. With limited sales tax moving forward, the maintenance costs of additional projects may leave us in a position we would not want to be in.

Mr. Busche added that with the current Legislature's stated intentions for the upcoming session, sales tax revenue may not be where it is now, or where it is anticipated to be in the future. Mr. Busche stated his agreement with Mr. Koonsman in being conservative moving forward.

**7. ADJOURNMENT**

President Koonsman adjourned the meeting at 5:44 p.m.

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, President

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Crystal Babcock, Public Affairs Admin Specialist

# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION

## BRIEFING

AGENDA# 4

MEETING DATE: July 11, 2017

SUBJECT: Consider Appointment of Highland Village Community Development Corporation Officers

PREPARED BY: Crystal Babcock – Public Affairs Admin Specialist

### BACKGROUND

Officers defined in the Highland Village Community Development Corporation by-laws include President, Vice President, Secretary, and Treasurer. One person may hold more than one office, except that the President shall not hold the office of Secretary. Terms of office are one year, with the right of an officer to be re-elected.

### IDENTIFIED NEED/S:

Officers are to be appointed/reappointed due to term-limits and the beginning of the new Fiscal Year.

Currently, the positions in effect are as follows:

President – Previously Kenneth Koonsman; Vacant.

Vice President – Rett Dean; Vacant

Secretary/Treasurer – Michelle Schwolert

### OPTIONS & RESULTS:

Description of the officer positions – as defined in the by-laws:

**President** The president shall be a member of the Board, shall preside at all meetings of the Board and may sign and execute contracts and other legal instruments in the name of the Corporation as approved by the Board.

**Vice President** The vice president shall be a member of the Board and shall exercise the powers of the president during that officer's absence or inability to act Any action taken by the vice president in the performance of the duties of the president shall be conclusive evidence of the absence or inability to act of the president at the time such action was taken.

**Treasurer** The treasurer shall be a member of the Board and shall have the responsibility to see to the handling custody and security of all funds and securities of the Corporation in accordance with these bylaws and statutes governing corporations formed under the Act. Upon the approval of the Board the treasurer may endorse and sign on behalf of the Corporation for collection or issuance checks notes and other obligations in or drawn upon such bank or banks or depositories as shall be designated by the Board consistent with these Bylaws. The treasurer shall see to the entry in the books of the Corporation full and accurate accounts of all monies received and paid out on account of the Corporation. The City Council may require that the treasurer at the expense of the Corporation give a bond for the faithful discharge of his duties in such form and amount as the City Council may require.

**Secretary** The secretary shall be a member of the Board and shall keep the minutes of all meetings of the Board in books provided for that purpose shall give and serve all notices may sign with the president upon the approval of the Board in the name of the Corporation and/or attest to the signature thereto all contracts conveyances franchises bonds deeds assignments mortgages notes and other instruments of the Corporation shall have charge of the corporate books records documents and instruments except the papers as the Board may direct all of which shall at all reasonable times be open to public inspection upon application at the office of the Corporation during business hours and shall in general perform all duties incident to the office of secretary subject to the control of the Board.

As Board members can attest, City Staff provides for the functional duties of these positions.

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

N/A

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

None.

**RECOMMENDATION:**

Board to appoint officer positions for the HVDCD.

# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION

## BRIEFING

**AGENDA# 5**

**MEETING DATE: July 11, 2017**

**SUBJECT: Discuss Operations Budget – Doubletree Ranch Park**

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

### BACKGROUND

The Highland Village Community Development Corporation was established to implement a ½ cent 4B sales tax that was approved by residents in 2004. Utilization of the 4B sale tax proceeds is restricted for trails and soccer facilities uses exclusively. Initially, collected revenues were utilized primarily for construction of trails. Debt was issued by the City, with an agreement by the Corporation to reimburse the associated debt service. A core trail system now extends the length of the City, and with construction of Doubletree Ranch Park, soccer fields are now available.

### IDENTIFIED NEED/S:

With construction of trails there is ongoing maintenance. And with opening of Doubletree Ranch Park, the maintenance component has increased considerably. This purpose of this agenda item discussion is twofold:

- 1) Convey to the Board the scope of maintenance that is associated with the park
- 2) Ensure expectations of the Board regarding level of service at the Park are consistent with actual procedures.

### OPTIONS & RESULTS:

An overview of maintenance associated with the primary services at Doubletree follows:

#### Splash Pad:

Requires water testing daily (when splash pad is in operation)

The splash pad days/hours:

May	Weekends Only	10am – 8pm
June, July, Mid Aug.	Mon. – Sun.	10am – 8pm
Late Aug. – Oct.	Weekends Only	10am – 8pm

CDC suggests testing ph and disinfectant levels twice per day (hourly when in heavy use)

Staff is required to address any maintenance issues related to health and safety issues immediately when splash pad is in operation. This will require monitoring 7 days a week during operational season.

Chemistry records must be done daily and maintained for 2 years (TX Administrative Code-Health Services).

**Ground Maintenance:**

Soccer Fields (4.84 acres) – Require mowing minimum of 2 days a week during growing season (3 x week max)

Grand Lawn (4.84 acres) – Mowed minimum of one day a week

Plants & Trees Planted Requiring Additional Maintenance (total added – 6,880):

Canopy Trees 111  
Ornamental Trees 65  
Shrubs & Vines 1,028

Ornamental Grasses 3,584  
Perennials 2,092

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

N/A

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

**RECOMMENDATION:**

Discussion item only.

# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION

## BRIEFING

<b>AGENDA#</b>	<b>6</b>	<b>MEETING DATE:</b>	<b>July 11, 2017</b>
<b>SUBJECT:</b>	<b>Discuss Policy for LightGuard System Utilization</b>		
<b>PREPARED BY:</b>	<b>Ken Heerman – Assistant City Manager</b>		

### BACKGROUND

The City has utilized a particular lighting system for crosswalks in the City. The LightGuard system includes flashing in-pavement lights that alert motorists that pedestrians are using the crosswalk. Each fixture projects a rapidly flashing yellow light that is clearly visible during the day and at night. They are activated when a pedestrian approaches the crossing – providing excellent visibility to motorists as the pedestrian crosses the street.

### IDENTIFIED NEED/S:

Deployment of these systems has been well-received by residents – demonstrated by a number of requests / suggestions for placement throughout the City. As these systems are costly (roughly \$20,000 each), and a desire to prevent over-saturation of these devices, a policy is needed to establish criteria for consideration.

### OPTIONS & RESULTS:

Here are various locations the City has received requests for enhanced crosswalk system to be installed:

- Highland Shores pedestrian crosswalk on Briarhill at DKH Academy
- Highland Shores pedestrian crosswalk on Highland Shores Blvd. at Lakeside Drive
- Highland Shores pedestrian crossing on Northwood (just north of Hill Dale street)
- Highland Shores Blvd. at Community Center crosswalk.
- FM2499 trail crossing at Fairland (TX DOT did not approve our requests to put one at Village Park/Market Trail across FM2499 or the crosswalk from H.S. and Castlewood)

NOTE: A crosswalk system for 948 Service Center to Clearwater South has been purchased and is scheduled to be installed in three weeks. In addition, repairs will be made to the ones located on Briarhill and Highland Village Road/Willow Creek Estates will be done at the same time. The street flashers incurred some damage with road overlay projects.

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

N/A

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

**RECOMMENDATION:**

Discussion item only.



# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION

## BRIEFING

**AGENDA# 7**

**MEETING DATE: July 11, 2017**

**SUBJECT: Discuss Priority of Future Projects**

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

### **BACKGROUND**

The Facilities Development Capital Improvement Plan (FDCIP) is updated each year to identify new projects for consideration within a five-year outlook. These are primarily the large projects that will require debt issuance to fund. In tandem with these projects, an effort is made to also identify smaller fill-in projects that might provide connectivity or serve a specific area that can potentially be funded in the Operations budget.

### **IDENTIFIED NEED/S:**

A number of future projects have been identified – many of which are suggestions by City residents. As discussed with the Board this past year, funding ability for new projects will be challenged for a few years, to replenish working capital balances. However, as funding becomes available, a priority of these projects would be helpful to facilitate planning and best meet expectations.

### **OPTIONS & RESULTS:**

Following is a listing of identified future projects:

1. Trail from 948 Service Center to Sellmeyer Lane/Lakeside Community Park  
ESTIMATES: Engineering/Design: \$73,200 Construction: \$488,000
2. Trail from City Hall to 948 Service Center  
ESTIMATES: Engineering/Design: \$47,100 Construction: \$314,000
3. Chapel Hill Inland Trail Connector  
ESTIMATES: Engineering/Design: \$25,500 Construction: \$170,000
4. Marauder Park Trail Head  
ESTIMATES: Engineering/Design: \$48,000 Construction: \$343,000

NOTE: Pedestrian Tunnel (KCS Railroad Tunnel) – I would keep this on the list, however it is on hold for now due to decline for approval by KCS Railroad.

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

### **RECOMMENDATION:**

Discussion item only.

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**BRIEFING**

**AGENDA# 8**

**MEETING DATE: July 11, 2017**

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

**PREPARED BY: Crystal Babcock – Public Affairs Admin Specialist**

**COMMENTS:**

This item is on the Agenda to allow Board members 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 proposal to place the subject on an agenda for a subsequent meeting.