



## A G E N D A

**REGULAR MEETING OF  
THE HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION  
CITY OF HIGHLAND VILLAGE, TEXAS  
MONDAY, JULY 24, 2017, 5:30 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 11, 2017**
4. **Consider Approval of Proposed Budget Amendments for Fiscal Year 2016 – 2017**
5. **Conduct a Public Hearing and Consider Adoption of the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP) and the Proposed Fiscal Year 2017 – 2018 Budget Included Therein.**
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.)*
7. **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 21<sup>ST</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 24, 2017
<b>SUBJECT:</b>	Consider Minutes of the July 11, 2017 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 11, 2017 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 11, 2017**

The Highland Village Community Development Corporation of the City of Highland Village, Texas met on the 11<sup>th</sup> day of July 2017 at 5:00 in the Training Room.

**1. CALL TO ORDER**

Secretary Schwolert called the meeting to order at 5:03 p.m.

**ROLL CALL**

Present:	Steven Smith	Citizen Representative
	Charlotte Wilcox	Council Representative
	Michelle Schwolert	Council Representative
	Fred Busche	Council Representative
Absent with Notice:	Austin Adams	Citizen Representative
	Michael Anderson	Citizen Representative
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Linda Cornelius	Parks Director
	Crystal Babcock	Public Affairs Admin Specialist
	Andrew Boyd	Media Specialist
	Karen Bradley	City Secretary Administrative Assistant

**2. VISITOR COMMENTS**

None.

**3. CONSIDER APPROVAL OF MINUTES OF A REGULAR MEETING HELD ON JULY 26, 2016**

**APPROVED**

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

Motion to approve carried 4 – 0

**4. CONSIDER APPOINTMENT OF HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION OFFICERS**

**APPROVED**

Mr. Heerman explained that currently the Board does not have a President or Vice-President as one member was term limited and the other was not re-appointed. Mr. Heerman further explained that typically the Board elects citizen representatives to serve as Officers, however it is not required. Each Officer serves a one year term.

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 11, 2017**

Mrs. Schwolert asked for clarification if the Board needs to elect a President and Vice-President, or if a Secretary/Treasurer is needed as well.

Mr. Heerman clarified that in the past the Secretary and Treasurer positions have been combined, and that all three positions are in need of appointment.

**MRS. WILCOX MADE THE MOTION TO APPOINT STEVEN SMITH AS PRESIDENT, MICHAEL ANDERSON AS VICE-PRESIDENT, AND MICHELLE SCHWOLERT AS SECRETARY/TREASURER. MR. BUSCHE SECONDED THE MOTION.**

Motion to approve carried 4 – 0.

**5. DISCUSS OPERATIONS BUDGET – DOUBLETREE RANCH PARK**

***DISCUSSION ITEM ONLY***

Mr. Heerman started the presentation by looking at personnel at Doubletree Ranch Park. At the onset of the Highland Village Community Development Corporation in Fiscal Year 2017, there was one Crew Leader position budgeted. Park Technicians were added in Fiscal Year 2010 and Fiscal Year 2016. Additionally, another Park Technician is proposed for Fiscal Year 2018.

Doubletree was a big “unknown,” in that we knew we would have increased responsibilities with the park but we were unsure at what extent that would increase. Also, it should be noted that the positions discussed are not assigned to Doubletree specifically. Instead, they work as a team and cover the whole trail system. By proposing another Park Technician in the Fiscal Year 2018 budget we are ensuring that we have adequate coverage.

Ms. Cornelius began by stating that in addition to Doubletree Ranch Park, the City has also added Lakeside Community Park which is another HVCDC (4B) funded park.

To put into perspective the impact that Doubletree Ranch Park has had, Ms. Cornelius will go over maintenance and operations of the park.

The Splash Pad is currently open seven days a week from 10:00 a.m. to 8:00 p.m., with weekends and special events the more popular times. By law, we are required to test the water daily and keep the records for two years. They highly recommend that when you have a heavy bathing load that you test the water every couple of hours. As of right now, we have staff testing the water every couple of hours due to some issues with the system. In the future, the plan is to test the water four to five times per day, seven days a week.

Mr. Smith asked Ms. Cornelius if she could expand upon the issues with the system that are occurring, as well as how to cover the expense of those issues. Ms. Cornelius explained that we have an automated system and the issues that we are facing deal with the chemicals. The potable water that is being used at the Splash Pad has a high pH level. While we are able to hold the chlorine level, each time we put more water in through the auto-fill system, the pH level goes up. We are currently looking at whether we need to add a muriatic acid system into the system (which was in the original design, however it was removed); an outside company has looked at the system and is working on recommendations. Once the water is where it needs to be, we do not anticipate having to go out to check the water but maybe four times per day.

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 11, 2017**

Mr. Smith inquired if the system is covered under warranty. Ms. Cornelius explained that they are still working on punch list items so it is covered.

Mr. Busche asked for clarification if the system is using Lewisville Lake water, then is the pH in our system equivalent to the pH in Lewisville Lake or is it higher? Ms. Cornelius clarified that they are testing the water that is coming from the City pipes in to the Splash Pad system with pH readings that are higher. Due to this, they are putting muriatic acid into the system to lower the pH levels.

Mr. Busche further asked if we are using just Lewisville Lake water, or if it is mixed with water from the wells? Mr. Heerman explained that at this point it's mainly surface water.

Mr. Smith also asked if since opening Doubletree Ranch Park if the City has had increased liability or increased insurance coverage? Mr. Heerman stated that Doubletree Ranch Park is a listed item on our liability coverage. Our insurance provider, Texas Municipal League Insurance Risk Pool (TMLIRP), provides insurance primarily for municipalities and therefore understands city operations. The park has raised our premiums, but it is not an astronomical amount. In general, the City has immunity other than for negligence.

Ms. Cornelius highlighted the number of special events that have taken place at Doubletree Ranch Park since opening (seven), as well as the estimated number of attendees (5,830). In addition, she provided information on the number of rentals at Doubletree Ranch Park further explaining that anytime there is a special event they receive numerous calls following that event from people wanting to rent the facilities at Doubletree. All of these events and rentals have a direct effect on maintenance.

Ground Maintenance:

- Soccer Fields (4.84 Acres) – Require mowing a minimum of two days per week during growing season with a maximum of three times per week.
- Grand Lawn (4.84 Acres) – Mowed a minimum of one day per week.
- Plants and Trees planted requiring additional maintenance:
  - Canopy Trees – 111
  - Ornamental Trees – 65
  - Shrubs and Vines – 1,028
  - Ornamental Grass – 3,584
  - Perennials – 2,092
  - TOTAL – 6,880

Mr. Heerman stated that clearly there is a lot of maintenance and there is an expectation of presence, however we do not have people dedicated to Doubletree, nor do we have plans to have people dedicated to Doubletree every minute that it is open. Rather, we have regular scheduled times and in the event that a need arise we can/will respond quickly. That being said, we also want to make sure that we are meeting expectations.

Mr. Busche said that he has heard people talk about needing a lifeguard on duty at the Splash Pad, and in his opinion he agrees with that due to the fact that there are people who are not necessarily paying enough attention to what is going on at the Splash Pad and as a result incidents can happen. If the liability is the same as a pool, then maybe having a lifeguard on duty at the Splash Pad is something that the City should look into.

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 11, 2017**

Ms. Cornelius explained that by law it is not required because the Splash Pad is considered to be “no depth.” Further, the City is protected by law through the Recreational Use Statute.

Mr. Heerman went on to explain that much of the Splash Pad maintenance is keeping the water clean, testing the chemicals, picking up trash, and keeping it clean. Ms. Cornelius reiterated that by law we are required to test the water once per day, however ideally we would test the water first thing in the morning before turning on the system, mid-day, and before the crew leaves in the evening for a total of three times per day.

Aside from the Splash Pad, Mrs. Schwolert inquired that once Copperas Branch Park is rebuilt if that will take away from the crews that are used for general maintenance. Ms. Cornelius explained that yes, it will. However one of the supplemental requests for Fiscal Year 2018 is to add another Park Technician, which would have their hours shifted during high rental/Splash Pad season to where they are working on Saturdays and Sundays when those events would take place.

Mrs. Wilcox expressed that the expectation is to keep the park looking great, which it does now, since it is the City’s signature park.

Ms. Cornelius explained that at some point (October/November depending on the weather), the Splash Pad will be turned off for the season and it will be winterized and the polysoft will be cleaned.

**6. DISCUSS POLICY FOR LIGHTGUARD SYSTEM UTILIZATION**

***DISCUSSION ITEM ONLY***

The LightGuard System is our enhanced crosswalk system. Currently, we have four systems and one more will be installed in the next two weeks across from The DuVall Center.

Ms. Cornelius explained that the reason this is being brought to the commission’s attention is due to the fact that the Parks and Recreation Department as well as the Public Works Department receive calls from citizens requesting these LightGuard Systems in additional locations. Some of these locations include:

- Northwood Drive
- Highland Shores Boulevard at Lakeside Drive
- FM 2499 at Fairland Drive (denied by TxDOT)
- Briarhill Boulevard
- Highland Shores Boulevard at Community Center Drive

Each LightGuard System is approximately \$23,000, which covers the cost of materials only (City crews install each system).

It is the desire of staff to come up with a policy as to where we would like to put these enhanced crosswalk systems. Staff is fearful that if we put too many of these systems out, then people will ignore them – much like sign pollution.

Mr. Smith stated that while citizen input is great, he was also curious if staff had talked to the Police Department specifically to get their input as to where they feel enhanced crosswalks should be. Other than the locations in which we already have enhanced

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 11, 2017**

crosswalk systems, Ms. Cornelius is unaware of the Police Department notifying staff of other locations for placement.

Ms. Cornelius continued stating that one location that has been mentioned (and possibly by the Police Department) is at DKH on Highland Shores Boulevard. While there is a crosswalk there, when school is getting out cars stack up in such a way that you are sometimes unable to see the crosswalk.

**7. DISCUSS PRIORITY OF FUTURE PROJECTS**

***DISCUSSION ITEM ONLY***

The intent of this agenda item is to discuss some of the future projects that staff is looking at. Specifically, there are four proposed trails that have come up over the years:

- 948 Service Center to Sellmeyer – \$561,200 – Staff feels that this is a future priority. The engineer has been out to assess the situation and the amount reflected includes engineer fees, design fees, and construction.
- City Hall to 948 Service Center – \$361,100 – This would ultimately connect to City Trail closing out that loop.
- Chapel Hill Estates Inland Trail – \$195,500 – This section would be a connector trail to go over the railroad tracks ultimately connecting to the FM 2499 tunnel. While it is not an expensive project compared to others that have been done, it is a critical one. The Chapel Hill Estates HOA has contacted City staff to offer to pay for a portion of the project.
- Maurauder Park Trail Head – \$391,000 – Maurauder Park Trail Head has been on the list for quite some time. The amount reflected is what it would cost to construct the entire park. As shown on the Inland Trail Master Plan, this would connect to the trail that was installed a few years ago at the water's edge, ultimately connecting to the Shoreline Trails.

While there are other projects on the list, these are the projects that have been identified as the top priorities.

A few years ago, the commission started putting \$20,000 in the budget for small trail connectors. Some of the identified future trail connectors include:

- Castlewood Boulevard at FM 2499 – There is a small block on Castlewood Boulevard that has a gap before reaching FM 2499. Three years ago the City installed a sidewalk along FM 2499 to complete the Northwood loop.
- Walgreens at Highland Forest Drive – This is a small connector that would extend the sidewalk from where it ends in front of Walgreens to the corner of FM 2499 (where there is a sidewalk). The cost for this project is approximately \$18,000. Requests for this section come primarily from recreational bike riders.
- FM 407 at Barton Creek and Tartan Trail – These are small connector/fill in trails that would ultimately be connected to District Trail once the corner property is sold and developed.
- Briarhill Boulevard at City Trail – There are sidewalks that go along Briarhill Boulevard, however once they reach the railroad property they stop. While it is not a lengthy portion, there is potential to be costly going over the railroad tracks. For example, if the railroad required the City to install concrete bases as part of the sidewalk, that could cost an additional \$100,000 - \$150,000. In that case, a different approach could be considered. One option would be to add a crosswalk in the area and connect it to the trails.

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 11, 2017**

Mr. Busche asked if there would be any issues with Oncor. Ms. Cornelius explained that yes, the City would need to get permission not only from Oncor but from Highland Shores as well since they own that piece of property.

Mr. Heerman briefly presented the Working Capital budget, specifically in terms of operational costs (personnel, services supplies, and reimburse the General Fund for the incurred Debt Service) over the past few years and into the future. In Fiscal Year 2015, the operations budget was 22% of the overall budget, whereas the proposed budget for Fiscal Year 2018 the operations budget is 33% of the overall budget.

Moving forward, that will be a challenge as we add more personnel and continue to maintain the parks and trails as the system ages. That in turn will take away from our available funds for projects. With sales tax revenues flattening out (projecting a 1.9% increase over last year) the Working Capital Balance is not expected to build back up to the targeted \$500,000 in the foreseeable future. The current Debt Service is expected to remain the same until past debt issues come off in 2024. While 4B was created to fund soccer fields and trails that does not mean that those projects cannot be funded elsewhere. If there were projects that were high priority to the commission, we could look at other funding options such as park bonds, or the possibility of the General Fund “forgiving” the scheduled Debt Service reimbursement for a year or two while high priority projects are completed.

**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**

President Smith adjourned the meeting at 5:53 p.m.

---

Steven Smith, President

---

Crystal Babcock, Public Affairs Admin Specialist

# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION

## BRIEFING

**AGENDA # 4**

**MEETING DATE: July 24, 2017**

**SUBJECT: Consider Approval of Proposed Budget Amendments for  
Fiscal Year 2016 – 2017**

**PREPARED BY: Ken Heerman**

### **BACKGROUND:**

Each department is responsible to not exceed the amounts budgeted in each of three categories – Personnel, Services/Supplies, and Capital. Category subtotals of departmental expenditures thus provide the level of budgetary control. Should a need arise for reallocation between categories or between departments, budget amendments are then presented for Council consideration.

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

Prior to submission to City Council for consideration, a proposed budget amendment is presented to the Highland Village Community Development Board. Expenditures for Personnel is within the budgeted amount. Both Services / Supplies and Capital expenditures exceeded budget largely due to timing of the projects – much of the expenditure amount was projected for last budget year, however carrying over to this year. Thus, in essence, the amendment will serve to re-appropriate funding to this year when expenditures were incurred.

#### **Personnel \$25,000 increase**

**Budget \$180,617 Revised \$205,617**

- Primarily overtime related to opening of Doubletree Ranch Park

#### **Services / Supplies \$35,000 increase**

**Budget: \$153,690 Revised \$188,690**

- Pump House – install vent / insulation , A/C unit (\$6,500), A/C unit for IT room in Concession Building (\$1,500), and water meter for secondary water line (\$2,500), chemicals for splash pad (\$5,000), Wi-Fi – partial year \$1,760, Metro Electric Installed Power For Wi-Fi (\$2,814)

#### **Capital \$ 460,000 Increase**

**Budget \$62,680 Revised \$522,680**

- Remaining expenditures were budgeted for Doubletree Ranch Park last year, however carried over to FY 2017.

These adjustments will be incorporated into mid-year budget amendments submitted to City Council.

**BUDGETARY IMPACT: (if appropriate)**

Project fund balances carried over from last year will address the majority of the increased appropriation, supplemented by operations funding. The budgeted projected working capital balance at year-end was \$249,689 - now reduced to \$239,598.

**RECOMMENDATION:**

Approve budget amendment as submitted.

Budget Amendment Request Worksheet  
Expenditure Line Item for Proposed Change:

<u>Department</u>	<u>Category</u>	<u>Current Budget (Annual)</u>	<u>Proposed Budget (Annual)</u>	<u>Increase / Decrease</u>
HV Community Development Corp	Personnel	180,617	205,617	25,000
HV Community Development Corp	Services / Supplies	153,690	188,690	35,000
HV Community Development Corp	Capital	62,680	522,680	460,000

**Reason for Request**

- **Personnel** – Increased overtime related to opening of Doubletree Ranch Park
- **Services / Supplies** – Pump House – install vent / insulation, A/C unit (\$6,500), A/C unit for IT room in Concession Building (\$1,500), and water meter for secondary water line (\$2,500), chemicals for splash pad (\$5,000), Wi-Fi – partial year \$1,760, Metro Electric Installed Power For Wi-Fi (\$2,814)
- **Capital** – Remaining expenditures were budgeted for Doubletree Ranch Park last year, however carried over to FY 2017.

# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION

## BRIEFING

**AGENDA# 5**                      **MEETING DATE: July 24, 2017**

**SUBJECT:                      Conduct a Public Hearing and Consider Adoption of the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP) and the Proposed FY 2018 Budget Included Therein.**

**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), 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.

### IDENTIFIED NEED/S:

The Corporation is to adopt an annual FDCIP – this 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. A public hearing is required prior to adoption of the FDCIP and budget. The five-year outlook financial presentation immediately follows this briefing.

This meeting is concerned with discussion including:

- Status of projects in process
- Five-year outlook
- New projects for consideration to add to FDCIP
- Prioritization of projects / implementation

### OPTIONS & RESULTS:

Previous year project status

- **Doubletree Ranch Park** – The only remaining project ongoing in FY 2017 is completion of Doubletree Ranch Park. The project was awarded to J.C Commercial in April 2014, with the project slated for completion in August 2016. Various delays pushed the completion date to May 2017. As of July 2017 the park is complete, open to the public, with only a few punch-list items remaining.

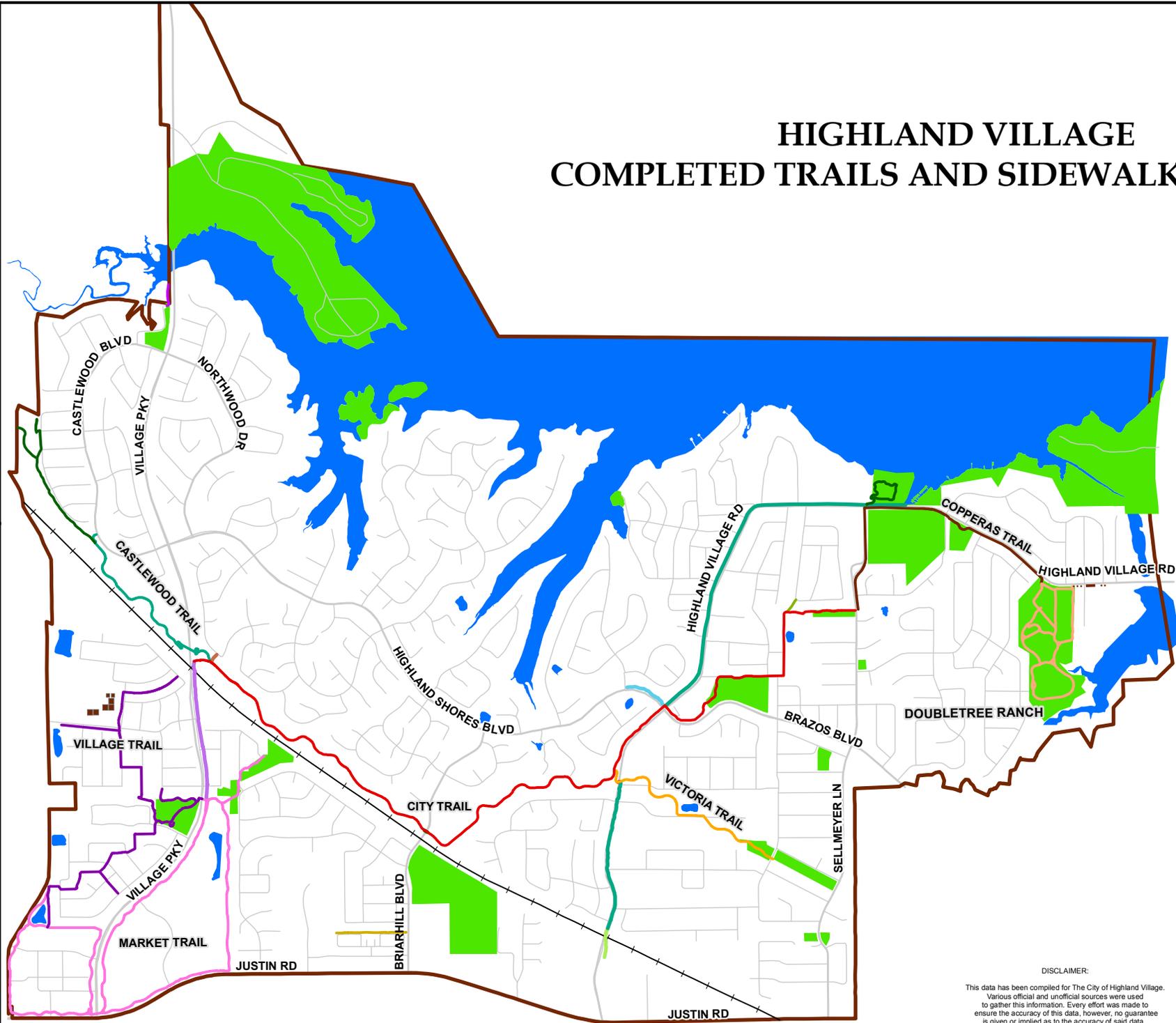
#### ***Anticipated projects for upcoming year – previously identified in FDCIP:***

- No projects anticipated. All bond proceeds have been expended with completion of Doubletree Ranch Park. In addition, working capital balances were reduced to less than desired levels (as anticipated). As a result, no new projects are anticipated for next several years to build back balances and to determine needed operational funding for the new park.

***New projects identified in updated FDCIP:***

- **Miscellaneous small, fill-in connector sections** – Various locations of trail / sidewalks throughout the City that are identified in our Comprehensive Trail System Master Plan have small sections that are incomplete or need to be replaced. Often, a natural path is evident where people have naturally traversed these areas. Small annual funding amounts are proposed to address these sections as discovered or are requested
  - Sidewalk connector adjacent to FM 407 from Tartan Trail to Barnett Blvd. Estimated cost \$100,000 (Eng. \$13,000, Construction \$87,000)
  - Sidewalk connector (6 feet wide) FM 407 at Highland Forest Dr. Estimated cost \$14,550 (Eng. \$1,900, Construction \$12,650)
  - Sidewalk connector (5 feet wide) City Trail near Briarhill Blvd and Unity Park Estimated cost \$62,279 (Eng. \$8,123, Construction \$ 54,156)

# HIGHLAND VILLAGE COMPLETED TRAILS AND SIDEWALK PROJECTS



## Legend

### Trails

- Castlewood
- Castlewood (HOA)
- City
- Copperas
- Copperas (In Design)
- District
- Doubletree Ranch Park
- Lake Vista
- Lakeside Park
- Market
- Maurader
- Victoria
- Village

### Sidewalks

- FM 2499
- HV RD
- HV RD RR Crossing
- Remington Dr E
- Southwood

### Crosswalks

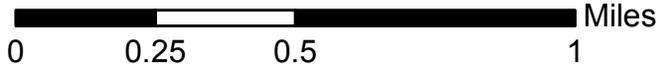
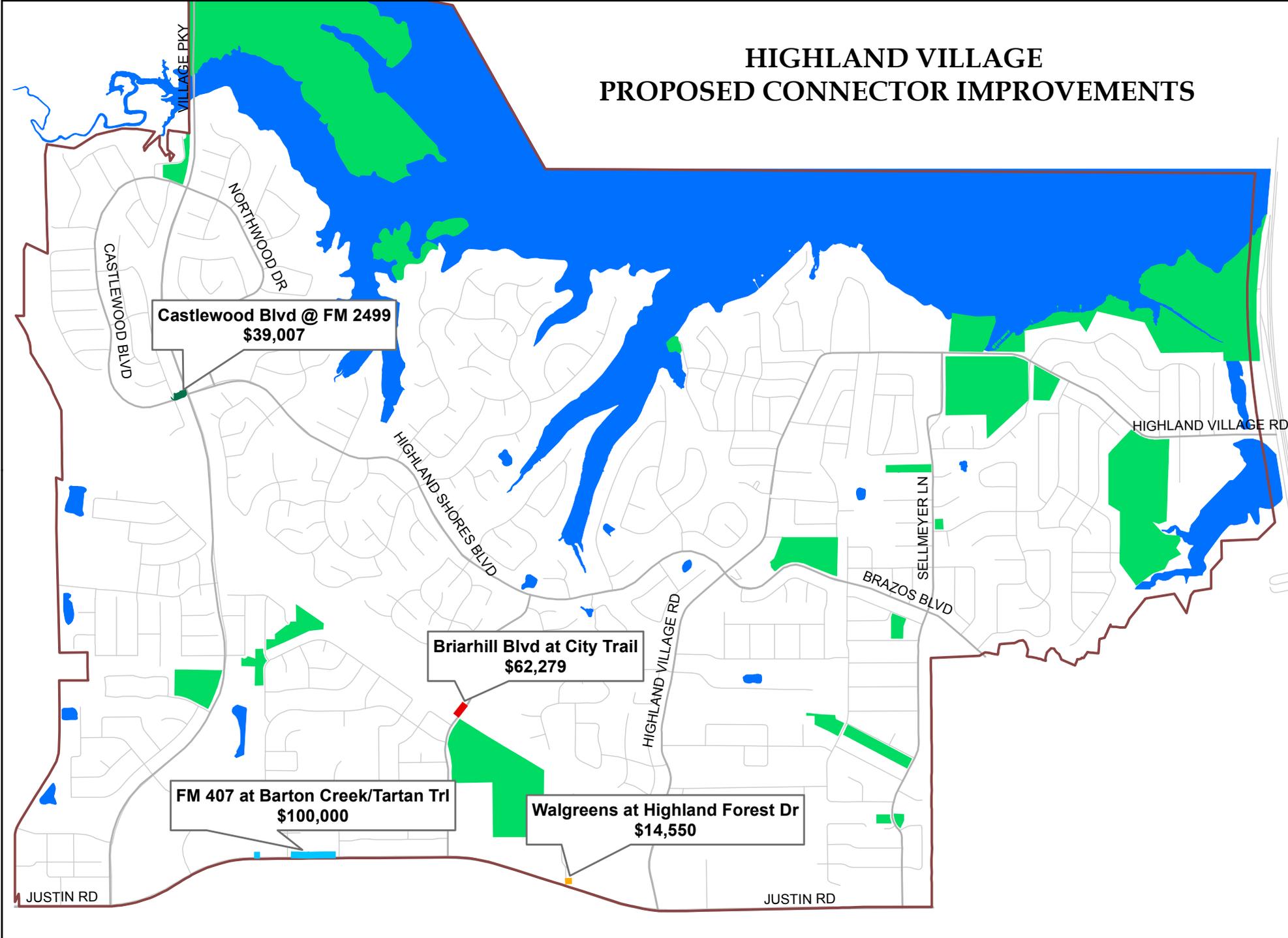
- Briarhill Blvd Crosswalk
- HVRD Crosswalk
- Railroad

- Parks
- LISD Soccer Fields

#### DISCLAIMER:

This data has been compiled for The City of Highland Village. Various official and unofficial sources were used to gather this information. Every effort was made to ensure the accuracy of this data, however, no guarantee is given or implied as to the accuracy of said data.

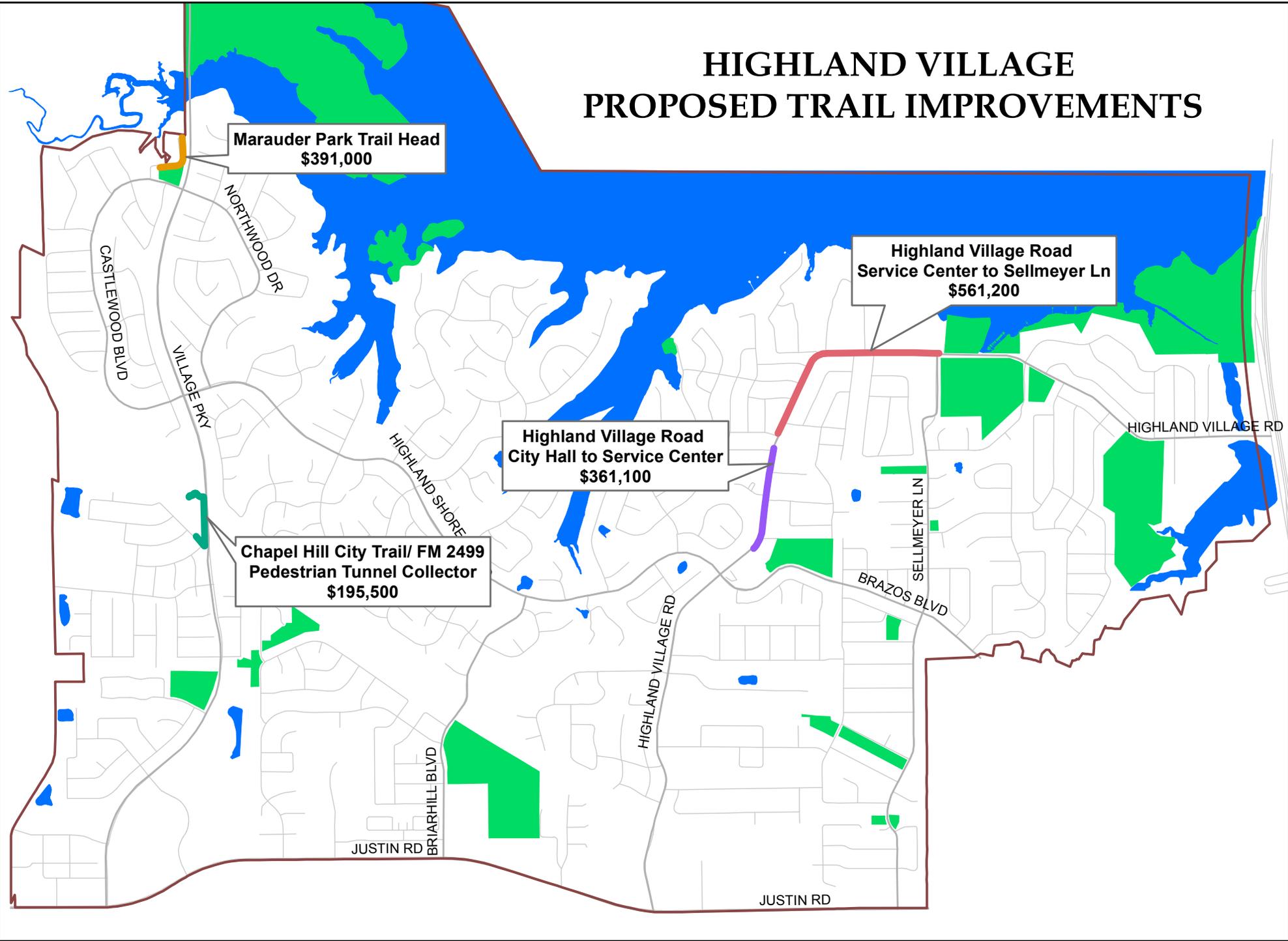
# HIGHLAND VILLAGE PROPOSED CONNECTOR IMPROVEMENTS



DISCLAIMER:

This data has been compiled for The City of Highland Village. Various official and unofficial sources were used to gather this information. Every effort was made to ensure the accuracy of this data, however, no guarantee is given or implied as to the accuracy of said data.

# HIGHLAND VILLAGE PROPOSED TRAIL IMPROVEMENTS



DISCLAIMER:

This data has been compiled for The City of Highland Village. Various official and unofficial sources were used to gather this information. Every effort was made to ensure the accuracy of this data, however, no guarantee is given or implied as to the accuracy of said data.



has been reduced below the previously identified target threshold of \$500,000 with purpose of providing the additional project funding needed to enable completion of these projects.

The next several years will focus on rebuilding working capital balances. With only modest increases anticipated in sales tax revenues in the immediate time-frame, and debt service remaining at current levels through 2024, there is little expectation to achieve working capital balances sufficient for new debt issuance over the next five years. A respite from new projects will allow a redirected focus on the operational side to better evaluate future funding ability for projects.

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 proposed for FY 2018) – supplemented with outsourced mowing contracts, costs associated with maintenance activities, and debt service. The HVCDC has an agreement with the City to repay debt service the City issued on behalf of the HVCDC. Trail development, with related project expenditures, is the primary mission of the corporation. And these are primarily funded with debt issues. 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 2017 in the HVCDC is projected at \$239,598. As the primary revenue source is sales tax, with associated higher degree of volatility, a reasonably healthy level of reserves is necessitated. In general, we have determined to maintain a \$500,000 annual working capital balance. With just over \$1.3 M annual non-capital expenditures, this would provide cushion for a 30-40% decrease in revenues in a particular year. We have fortunately not experienced anything approaching this level of volatility, rather showing remarkable consistency even in the downturn years of 2007 through 2009. No new projects are to be added until balances are restored to our target levels to enable additional debt capacity.

Highland Village Community Development Corporation  
Working Capital Analysis (FY 2018 Budget)

	<i>Actual 2014-15</i>	<i>Actual 2015-16</i>	<i>Budget 2016-17</i>	<i>Revised 2016-17</i>	<i>Proposed 2017-18</i>
<b>Beginning Fund Balance</b>	<b>786,613</b>	<b>824,241</b>	<b>205,701</b>	<b>373,514</b>	<b>239,598</b>
<b>REVENUES</b>					
<b>4B Sales Tax</b>	\$ 1,197,263	\$ 1,231,754	\$ 1,317,305	\$ 1,256,098	\$ 1,291,796
<b>DCTA ELAP</b>					
<b>Park Fees (Rentals)</b>		1,263	19,240	34,392	45,190
<b>Linear Park Fees</b>	11,934	287	500	14,000	14,000
<b>Interest Income</b>	6,112	2,601	2,000	600	6,000
<b>Total</b>	<b>1,215,309</b>	<b>1,235,905</b>	<b>1,339,045</b>	<b>1,305,090</b>	<b>1,356,986</b>
<b>EXPENDITURES</b>					
<b>Personnel</b>					
<i>Salaries</i>	82,557	102,417	109,979	126,953	152,257
<i>Benefits</i>	<u>31,044</u>	<u>61,720</u>	<u>70,638</u>	<u>73,986</u>	<u>106,208</u>
<b>Total Personnel</b>	<b>113,601</b>	<b>164,137</b>	<b>180,617</b>	<b>200,939</b>	<b>258,465</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	69,639	50,594	71,860	72,284	76,116
<i>Employee Development</i>	1,762	2,066	1,135	1,421	1,135
<i>Supplies / Equipment</i>	61,922	182,237	50,785	80,053	75,115
<i>Utilities</i>	14,873	19,274	29,910	28,170	32,310
<i>Other</i>	-	<u>7,789</u>	-	-	-
<b>Total Services / Supplies</b>	<b>148,196</b>	<b>261,960</b>	<b>153,690</b>	<b>181,928</b>	<b>184,676</b>
<b>Reimburse GF</b> (Support Functions)	28,000	28,000	28,000	28,000	28,000
<b>Reimburse GF (Debt Service)</b>	887,884	889,309	890,071	890,071	870,685
<b>Total Non-Capital Expenditures</b>	<b>1,177,681</b>	<b>1,343,406</b>	<b>1,252,378</b>	<b>1,300,938</b>	<b>1,341,826</b>
<b>Projects Funded Directly</b>	-	-	-	138,068	
<b>Transfer to 4B Capital Projects</b>	-	300,000	-	138,068	
<b>Equipment</b>		43,226	42,680	-	40,000
<b>Net Increase / (Decrease)</b>	<u>37,628</u>	<u>(450,727)</u>	<u>43,987</u>	<u>(133,916)</u>	<u>(24,840)</u>
<b>Working Capital Balance</b>	<b>\$ 824,241</b>	<b>\$ 373,514</b>	<b>\$ 249,689</b>	<b>\$ 239,598</b>	<b>\$ 214,758</b>

Highland Village Community Development Corporation  
Debt Financed Projects

	<i>Actual 2014-15</i>	<i>Actual 2015-16</i>	<i>Budget 2016-17</i>	<i>Projected 2016-17</i>	<i>Proposed 2017-18</i>
<b>Funding</b>					
Debt Issuance	-	-			
Funding from Operations	-	300,000	-	138,068	-
Denton County	-	-			-
Capital Projects (HV RR Crossing)				-	
I-35 Remediation					-
Interest Earnings	-	-	-	-	-
<b>Total Available Project Funding</b>	-	<b>300,000</b>	-	<b>138,068</b>	-
<b>Castlewood Trail</b>	400,236				
<b>HV Rd RR Crossing</b>					
<b>Lakeside Community Park (707 HV Rd Trailhead)</b>	630,385				
<b>Misc small, fill-in / connector sections</b>	9,375	1,875	20,000	5,400	
<b>Pedestrian Tunnel (under KCS RR)</b>					
Engineering - \$35,000					
Project Cost - \$539,000 (Estimate)					-
<b>Doubletree Ranch Park</b>	5,889,393	1,444,637		511,000	-
<b>Total Capital Projects</b>	<b>6,929,389</b>	<b>1,446,512</b>	<b>20,000</b>	<b>516,400</b>	-
<b>Remaining Project Funding</b>	<b>1,524,845</b>	<b>378,332</b>	<b>285</b>	-	-

**Highland Village Community Development Corporation**  
**Working Capital Analysis (FY 2018 - Five Year Projection)**

	<i>Revised 2016-17</i>	<i>Proposed 2017-18</i>	<i>Proposed 2018-19</i>	<i>Proposed 2019-20</i>	<i>Proposed 2020-21</i>	<i>Proposed 2021-22</i>
<b>Beginning Fund Balance</b>	<b>373,514</b>	<b>239,597</b>	<b>214,757</b>	<b>255,524</b>	<b>313,691</b>	<b>391,586</b>
<b>REVENUES</b>						
<b>4B Sales Tax</b>	<b>\$ 1,256,098</b>	<b>\$ 1,291,796</b>	<b>\$ 1,334,934</b>	<b>\$ 1,368,598</b>	<b>\$ 1,403,579</b>	<b>\$ 1,439,966</b>
<b>DCTA ELAP</b>						
<b>Park Fees (Rentals)</b>	34,392	45,190	45,390	45,390	45,390	45,390
<b>Linear Park Fees</b>	14,000	14,000	1,435	1,435	1,435	574
<b>Interest Income</b>	600	6,000	5,000	5,000	5,000	5,000
<b>Total</b>	<b>1,305,090</b>	<b>1,356,986</b>	<b>1,386,759</b>	<b>1,420,423</b>	<b>1,455,404</b>	<b>1,490,930</b>
<b>EXPENDITURES</b>						
<b>Total Personnel</b>	200,939	258,465	271,529	285,410	300,167	315,861
<b>Total Services / Supplies</b>	181,928	184,676	189,636	190,560	194,860	192,042
<b>Total Operations</b>	<b>382,867</b>	<b>443,141</b>	<b>461,165</b>	<b>475,970</b>	<b>495,026</b>	<b>507,903</b>
<b>Reimburse GF (Support Functions)</b>	28,000	28,000	28,000	28,000	28,000	28,000
<b>Reimburse GF (Debt Service)</b>	890,072	870,685	856,827	858,286	854,482	860,357
<b>Total Transfers</b>	<b>918,072</b>	<b>898,685</b>	<b>884,827</b>	<b>886,286</b>	<b>882,482</b>	<b>888,357</b>
<b>Total Non-Capital Expenditures</b>	<b>1,300,939</b>	<b>1,341,826</b>	<b>1,345,992</b>	<b>1,362,256</b>	<b>1,377,508</b>	<b>1,396,260</b>
<b>Projects</b>	138,068					
<b>Equipment</b>	-	40,000			-	-
<b>Net Increase / (Decrease)</b>	(133,917)	(24,840)	40,767	58,167	77,896	94,670
<b>Working Capital Balance</b>	<b>\$ 239,597</b>	<b>\$ 214,757</b>	<b>\$ 255,524</b>	<b>\$ 313,691</b>	<b>\$ 391,586</b>	<b>\$ 486,256</b>

No Debt Financed Projects anticipated in five-year window.

## 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

### 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
- 

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

#### Projects

- Highland Village Road (Service Center to Sellmeyer Ln.) Estimated cost: \$561,200 (Eng. \$73,200, Construction \$488,000)
- Highland Village Road (City Hall to Service Center) Estimated cost: \$361,100 (Eng. \$47,100, Construction \$314,000)
- Chapel Hill City Trail / FM 2499 Pedestrian Tunnel Connector Estimated cost: \$195,500 Eng.\$25,500, Construction \$170,000)
- 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 Sh Blvd. – Estimated cost: \$44,850 (Eng. \$5,850, Construction \$39,000)
- Briarhill Blvd. Across from the Jr. HS West side between the District Trail and

Shannon Lane 5' sidewalk connector Estimate \$20,000 - on hold due to conflict with existing trees

- 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)

**RECOMMENDATION:**

Adopt FY 2018 Budget and annual updates to the HVDCD FDCIP.

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

**AGENDA# 6**

**MEETING DATE: July 24, 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.