

**MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION
CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, JULY 28, 2020**

The Highland Village Community Development Corporation of the City of Highland Village, Texas met on the 28th day of July 2020 at 4:30 pm in the City Council Chambers.

1. CALL TO ORDER

President Mechem called the meeting to order at 4:30 p.m.

ROLL CALL

Present:	Mike Lombardo	Council Representative
	Elisabeth Mechem	Citizen Representative
	Barbara Fleming	Council Representative
	Tom Heslep	Council Representative
	Melinda Camp	Citizen Representative
	Charlotte Wilcox	Council Representative
Absent :	Dale Butler	Citizen Representative
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Phil Lozano	Parks & Recreation Director
	Karen McCoy	Executive Assistant
	Andrew Boyd	Multi-Media Specialist

2. VISITOR COMMENTS

None

3. CONSIDER APPOINTMENT OF HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION OFFICERS

APPROVED

Mr. Heerman explained that we have three officer positions for the Corporation. President, Vice-President, and Secretary/Treasurer. Mr. Heerman further explained that while the Secretary/Treasurer are provided for in the bylaws, City staff complete the functions of those two positions.

Mrs. Wilcox nominated Elisabeth Mechem to be President. Mrs. Fleming made a motion to accept the nomination of Ms. Mechem as President.

Mrs. Wilcox nominated Melinda Camp as Vice-President. Mr. Lombardo made a motion to accept the nomination of Ms. Camp as Vice-President.

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MRS. WILCOX MADE THE MOTION TO APPOINT ELISABETH MECHEM AS PRESIDENT, MELINDA CAMP AS VICE-PRESIDENT, AND TO LEAVE THE SECRETARY/TREASURER POSITION VACANT. MRS. FLEMING SECONDED THE MOTION.

Motion to approve carried 6 – 0.

4. CONSIDER APPROVAL OF MINUTES OF THE REGULAR COMMUNITY DEVELOPMENT CORPORATION MEETING HELD ON JULY 23, 2019

APPROVED

MRS. WILCOX MADE THE MOTION TO APPROVE THE MINUTES. MR. LOMBARDO SECONDED THE MOTION.

Motion to approve carried 6 – 0

5. CONSIDER APPROVAL OF PROPOSED BUDGET AMENDMENTS FOR FISCAL YEAR 2019 – 2020

APPROVED

Assistant City Manager and Board Liaison Ken Heerman gave an overview of the Highland Village Community Development Corporation Budget before discussing the proposed budget amendments.

- 4B Sales Tax \$1,348,631
 - ½ cent dedicated to two uses
 - Trails and soccer fields – maintenance
 - Soccer Fields
 - Fees / Rental \$44,000
 - Linear Park Fees – received with new developments
 - \$287 per platted lot - developer pays the City and used to extend our trail system.
- Operating budget \$579,217
- Personnel \$370,603 (64%) which is standard...
 - Four full time staff
- Operations \$208,614 (36%)
 - Primary components
 - Maintenance Contracts \$106,166
 - ROW Mowing (\$73,000)
 - Mulching services (\$22,000)
 - Park Maintenance \$40,955
 - Fertilizer application
 - Maintenance / repairs
 - Pesticide application
 - Athletic field maintenance
 - Utilities \$47,750

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- Additional Support functions \$28,000 – reimburse the general fund of support functions, HR, IT, and administration services. – Self-supporting fund.
- Debt Service \$804,482
 - 2008 \$3M Issue – addition to trail system
 - 2009 \$3.8M Issue – addition to trail system
 - 2014 \$6.7M Issue – supplemented with TXDot remediation funds (for use of Copperas Branch Park) to build Doubletree Ranch Park. Used up most of the budget to complete that project.

Parks and Recreation Director, Phil Lozano, discussed the supplemental components of the budget.

- Supplemental
 - Removal of cedar fencing at Doubletree Ranch Park and replacing with metal railing \$8K
 - Sealing the pergola around the barn to prolong the life of the pergola \$9K
 - Additional River Rock at Doubletree Ranch Park landscape to maintain integrity of the park. \$10K (complete)
 - Splash pad sealant must be reapplied every 12-18 months. Staff learned the sealant process and the cost will significantly drop from \$23-26K a year to approximately \$6K annually.
 - Removed exercise equipment. Added shade structure, to playground. Added 2 synthetic surface chessboard checkerboard.

Mr. Lozano also spoke about the Aaron M. Hudson Memorial Bridge. He stated that Aaron was a Highland Village resident that gave his life while serving in Iraq. The City worked with the Corps of Engineers and a committee. The committee raised money and donations were received from others for this project. The unveiling and memorial was supposed to be in June, however the unveiling was pushed back due to Covid-19.

- Project Updates
 - Trails
 - HV Road 90% design phase
 - Victoria Park 99% - replacing walking track
 - Chapel Hill Trail Connection - 80% design phase

Mr. Lozano stated the city will go out for bid in September with construction beginning in late fall / early winter.

Regarding budget amendments, Mr. Heerman explained that each department is responsible to not exceed the amounts budgeted in each of three categories – Personnel, Services/Supplies, and Capital. Prior to submission to City Council; a proposed budget amendment is presented to the HVCDC Board and serve to re-appropriate funding to this year when expenditures were incurred.

Personnel- \$20,000 increase

Budget \$324,231 Revised \$344,231

- Majority of the increase is related to two (2) primary factors: reassignment of personnel specifically adding experience crew leader to 4B, and increased cost for health insurance compared to budget stemming from the actual coverage selected.

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Services / Supplies - \$20,000 decrease

Budget \$276,525 Revised \$256,525

- Maintenance Contracts – The utilization of contract mowing decreased in part by updated contract that removed Harlington practice soccer fields. This area is now owned by David Weekley Homes, which resulted in a \$28,000 annual reduction.

Capital - \$31,000 increase

Budget \$ -0- Revised \$31,000

- The addition of a playground at Doubletree Ranch Park with a synthetic grass area. A life-size chess feature was added with funding from the City Manager contingency line item. This amount is to be transferred via a budget amendment to this fund to offset the capital expenditure.

Mr. Heerman stated that these adjustments would be incorporated into the mid-year budget amendment submitted to City Council.

Board Chair Elisabeth Mechem asked if the WiFi/Internet tax that was discussed last year went in to the 4B Fund. Mr. Heerman explained that with our 8 ¼% sales tax that 1 cent goes to the general fund, 1/2 cent goes to 4B, and the other ½ cent goes to DCTA. The Board discussed the possibility of having WiFi in parks throughout the City, however decided to wait to discuss in more detail until the parks and city rentals are open again.

MRS. FLEMING MADE THE MOTION TO APPROVE THE BUDGET AMENDMENTS AS PROPOSED. MR. LOMBARDO SECONDED THE MOTION.

Motion to adopt carried 6 – 0.

6. CONDUCT A PUBLIC HEARING AND CONSIDER ADOPTION OF THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (FDCIP) AND THE PROPOSED FISCAL YEAR 2020 – 2021 BUDGET INCLUDED THEREIN

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 regards 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.

Assistant City Manager Heerman gave a brief overview of the highlights for the FY 2021 budget.

- Total base proposed non-capital expenditures for the FY 2021 operating budget reflects an overall decrease of \$25,343 (-2%) from FY 2020.
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, also including 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 has provided

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challenges for the Parks Department with the increased workload. Overtime has increased as a result. For FY 2021, Personnel reflects a \$370,603 proposed budget – a \$46,372 increase from FY 2020.

- Roughly \$12,000 of this increase reflects reallocation of personnel – specifically, addition of a seasoned Crew Leader.
- Proposed Market Adjustment of 3% represents a \$5,580 increase
- Increase overtime of \$4,200
- Health insurance increase of \$12,000 resulting from changes in coverage selected by employees

Expenditures for Services / Supplies decreased \$67,911.

- Opportunities for contracted services are reviewed each year, and have primarily been utilized for mowing along City trails and the City-maintained soccer fields on LISD property. The new contract for FY 2021 reflected a reduction of \$18,334.
- Park Maintenance budget reflected a decrease of \$44,000, related to last year including \$50,000 of supplemental one-time expenditures. The ongoing operational budget reflects a \$6,000 increase, associated with annual application of sealant to the Splash Pad.
- Utilities decreased \$5,550 reflective of budgeted cost for provided WIFI at Doubletree overstated in FY 2020. While corrected to reflect actual annual cost of \$8,500, this is currently being reviewed to evaluate this as a needed service.

There are no equipment replacement or supplemental requests identified for FY 2021, which is formally noted in the FDCIP.

Assistant City Manager Heerman explained that with completion of Doubletree Ranch Park in FY 2017, the remaining bond proceeds are exhausted. The primary focus now targets maintenance and programming of this 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 only.

Project Summary

No projects are anticipated for FY 2021, as all remaining available funding was exhausted with completion of Doubletree Ranch Park.

Projected available bond proceeds (9/30/20) \$ - 0 -

PUBLIC HEARING CONDUCTED

Nature of request is to conduct a public hearing regarding the adoption of the annual updates to the Facilities Development Capital Improvement Program (FDCIP) and the proposed Fiscal Year 2020-2021 Budget included therein.

Ms. Mechem opened the public hearing at 5:11 pm and asked for anyone wishing to speak. There being no one, Ms. Mechem closed the Public Hearing at 5:12.

APPROVED

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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 2020 – 2021 Budget.

MR. LOMBARDO MADE THE MOTION TO ADOPT THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (FDCIP) AND THE PROPOSED FISCAL YEAR 2020 – 2021 BUDGET INCLUDED THEREIN. MR. HESLEP SECONDED THE MOTION.

Motion to adopt carried 6 – 0.

7. 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.)*

DISCUSSION ITEM ONLY

None

8. ADJOURNMENT

President Mechem adjourned the meeting at 5:16 p.m.

Elisabeth Mechem, President

Karen McCoy, Executive Assistant