



**A G E N D A**  
**REGULAR MEETING OF THE**  
**HIGHLAND VILLAGE CITY COUNCIL**  
**HIGHLAND VILLAGE MUNICIPAL COMPLEX**  
**1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**  
**TUESDAY, JUNE 27, 2023 at 6:30 P.M.**

**EARLY WORK SESSION**  
**Training Room – 6:30 P.M.**

**Convene Meeting in Open Session**

1. Review the Capital Improvement Program (CIP) Budget for Fiscal Year 2023-2024
2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for June 27, 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**

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)

**OPEN SESSION**  
**City Council Chambers – 7:00 P.M.**

4. Call Meeting to Order
5. Prayer led by Councilmember Robert Fiester
6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Robert Fiester: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*

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**
8. **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.)*
9. **City Manager/Staff Reports**

*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.

10. **Consider approval of Minutes of the Regular City Council Meeting held on June 13, 2023**
11. **Receive the Capital Improvement Program (CIP) for Fiscal Year 2023-2024**
12. **Consider Resolution 2023-3074 approving Change Order No. 11 to Contract with Weil Construction, Inc. for Construction of the City of Highland Village Facilities Upgrades Project and Ratifying Prior Change Orders**

#### **ACTION AGENDA**

13. **Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:  
(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
14. **Conduct a Public Hearing and Consider Resolution 2023-3075 authorizing Submission of an Application to the Texas Parks and Wildlife Department Local Park Grant Program for the Pilot Knoll Park Redevelopment Project – Phase I**

**LATE WORK SESSION**

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

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.)**
  
16. **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 23<sup>RD</sup> DAY OF JUNE 2023 NOT LATER THAN 5:00 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: 06/27/2023**

**SUBJECT: Review the Capital Improvement Program (CIP) Budget for  
Fiscal Year 2023-2024**

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

**COMMENTS**

City staff will provide a presentation on the proposed Capital Improvement Program (CIP) Budget. For reference and details, please see Agenda Item #11.

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

**AGENDA# 7**

**MEETING DATE: 06/27/2023**

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

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

**COMMENTS**

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

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

**AGENDA# 10**

**MEETING DATE: 06/27/2023**

**SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on June 13, 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 June 13, 2023.



**MEETING MINUTES OF THE REGULAR MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, JUNE 13, 2023**

**EARLY WORK SESSION**

Mayor Jaworski announced Willow Shattuck was our Mayor for the Day and called the meeting to order at 6:00 p.m.

**Roll Call**

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Rhonda Hurst	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Jason Collier	Fire Chief
	Scott Kriston	Public Works Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

**Convene Meeting in Open Session**

**1. Discuss Appointments to Fill Vacancies for Unexpired Terms for Two (2) Council Representative Positions on the Highland Village Community Development Corporation**

City Secretary Angela Miller reported the Community Development Corporation (CDC) is composed of seven (7) members, with three (3) persons who serve as Citizen Members and the remaining four (4) persons who serve as City Representatives. Former Councilmembers Mike Lombardo and Tom Heslep both served as City Representatives on the CDC and since they no longer serve on City Council, there are two (2) vacancies with unexpired terms.

Councilmember Hurst and Deputy Mayor Pro Tem Fiorenza stated they would be interested in serving. Mrs. Miller stated there is an item included on tonight's regular meeting agenda for Council to take formal action.

## **2. Discuss Options for Traffic Control on Lakeside Drive, Hillside Drive, and Lake Breeze**

Public Works Director Scott Kriston reported traffic counts were taken at various locations along Lakeside/Hillside Drive from Highland Shores Boulevard at six (6) times over the course of six (6) days. He presented traffic count information taken at Lakeside Drive/Lake Heights Court and Hillside Drive/Lake Haven Court. With a low enforcement rating shown in the presentation, Councilmember Nelson asked for clarification. Mr. Kriston reported the rating is a recommendation for enforcement response based on the data received from the traffic counts.

Mr. Kriston also presented regulatory considerations and criteria from the City's code of ordinances, which calls for the Manual on Uniform Traffic Control Devices (MUTCD) to be the standard when considering implementation/placement of signage and traffic standards. He also presented site distance design standards based on the American Association of State Highway and Transportation Officials (AASHTO), along with photos and site triangles for the Hillside/Lakeside Drive intersection at Lake Breeze.

Based on results of the traffic counts, and applying information from the MUTCD and AASHTO, Mr. Kriston provided the following five (5) traffic-calming options:

- Installation of a six (6) foot pedestrian lane along the outer lane along Lakeside Drive/Hillside Drive from Highland Shores Boulevard (estimated cost \$68,000)
- Addition of four (4) to six (6) speed limit signs – there are currently none (estimated cost \$138/each)
- Installation of speed bumps – approximately 13 speed bumps (estimated cost \$40,000)
- Installation of traffic calming islands – up to 4 islands and would also require beautification (estimated cost \$70,000)
- Installation of a small round-a-bout at Lakeside Drive / Lake Breeze – may require utility relocation (estimated cost \$365,000)

Mr. Kriston reported funds were included in the budget for the above referenced options, pending direction from Council. Pros/cons for each option were discussed. Upon review of the MUTCD criteria listed for installation of a multi-way stop sign, Mayor Pro Tem Kixmiller confirmed obscured vision or topography could warrant installing a stop sign at this location. Councilmember Hurst asked the cost for installation of a four-way stop; Mr. Kriston reported cost is approximately \$140/each sign. From a design perspective, Councilmember Hurst stated the area is designed with a curve, which is to ultimately slow drivers.

Chief Reim presented a layout showing the location for two (2) proposed stop signs at the intersection of Lakeside /Hillside Drive and Lake Breeze Drive. He reported a nearby resident has shared his concern that drivers cut the corners too sharp at this intersection. Chief Reim added there are no sidewalks in the area and there is some limited visibility at that intersection. Marketing and Communications Director Laurie Mullens reported a survey of the residents in this area was conducted asking if they were in favor or not in favor of changing the two-way stop to a four-way stop at the intersection. The targeted survey included forty-eight (48) properties in the immediate area of the intersection, resulting in 33% in favor, 27% not in favor and 40% that did not respond.

Chief Reim reported no accidents have occurred at the intersection and speed is within a normal range. Mayor Jaworski asked if stop signs would be a good solution for obscured visibility and safety concerns relating to the use of scooters in that area. Chief Reim stated stop signs are for safety purposes, and that staff is seeking a decision regarding the installation of two (2) stop signs at the Lakeside/Hillside Drive and Lake Breeze Drive intersection.

Council also discussed the concerns presented by the Bates' at a previous City Council meeting and if installing additional stop signs at this particular intersection addresses their concern(s). Gathering of more data and taking a larger holistic approach to safety throughout the city was ultimately discussed.

Procedural processes were discussed and clarification provided to Council by City Attorney Kevin Laughlin regarding tabling versus voting on the agenda item included on the regular meeting agenda for the proposed stop signs.

**3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for June 13, 2023**

Council discussed moving Agenda Items # 16 and #17 to the Consent Agenda.

Mayor Jaworski adjourned Early Work Session at 6:52 p.m.

**CLOSED SESSION**

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

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

Council did not meet in Closed Session.

**OPEN SESSION**

**5. Call Meeting to Order**

Mayor Jaworski announced Willow Shattuck was our Mayor for the Day and called the meeting to order at 7:02 p.m.

**Roll Call**

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

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Jason Collier	Fire Chief
	Scott Kriston	Public Works Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

**6. Prayer led by Councilmember Shawn Nelson**

Councilmember Nelson gave the invocation.

**7. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Shawn Nelson**

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

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

Mayor Jaworski and Mayor Pro Tem Kixmiller stated Celebrate Highland Village was a great event and thanked City staff for all of their hard work.

- **Presentation of a Proclamation celebrating the Mayor for the Day**

Mayor Jaworski presented Highland Village Elementary School student Willow Shattuck with a proclamation.

**9. Visitor Comments**

No one wished to speak.

**10. City Manager/Staff Reports**

City Manager Paul Stevens reported on the following topics:

- *HVBA Survey* – nearly 1,200 responses have been received so far; the survey closes the end of the week
- *Recent Hail Damage* – the recent hailstorm has resulted in an increased number of roofing companies soliciting residents for work; solicitors are required to register with the Police Department to receive a Solicitors Permits; political and religious organizations and their representatives are exempt from the registration and permit requirements.
- *Applications to Serve on Boards/Commissions* – applications for volunteers interested in being considered for this year’s appointments should be submitted by July 31

Chief Reim reported a list of authorized solicitors is available on the City's website. He also provided additional information regarding Solicitors Permits, along with requirements to receive a permit. He also reported there have been recent incidents involving scooters and that a group of City staff and member of Council will be meeting soon to address safety concerns and to review/update the current ordinance. Education and training opportunities will follow.

- **The Village Report**

The report provided a recap of the Celebrate Highland Village event, informed residents of summer recreation programs and activities, and welcomed four (4) new businesses to Highland Village.

### **CONSENT AGENDA**

Mayor Pro Tem Kixmiller suggested moving Agenda Items #16 and #17 up to the Consent Agenda, appointing Councilmember Representatives Hurst and Fiorenza to fill vacancies for unexpired terms on the Highland Village Community Development Corporation. Mayor Jaworski moved the items to Consent.

11. **Consider approval of Minutes of the Regular City Council Meeting held on May 23, 2023**
12. **Consider Approval of Resolution 2023-3072 authorizing an Investment Advisory Services Agreement with Valley View Consulting, LLC**
13. **Receive Budget Reports for Period ending April 30, 2023**
16. **Consider Resolution 2023-3071 authorizing an Agreement with Reynolds Asphalt for the 2022 Street Improvements Project - Phase 1**
17. **Consider Resolution 2023-3073 appointing Council Representatives to Fill Vacancies for Unexpired Terms on the Highland Village Community Development Corporation**

*Motion by Councilmember Fiester, seconded by Deputy Mayor Pro Tem Fiorenza, to approve Consent Agenda Items #11 through #13, and #16 and #17, as presented. Motion carried 7-0.*

### **ACTION AGENDA**

14. **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.

15. **Consider Ordinance 2023-1302 Amending Code of Ordinances, Chapter 20, “Transportation and Traffic” Article 20.04 “Traffic Schedules,” by amending Section 20.04.002 “Stop Intersections” by adding New Stop Locations on Lakeside Drive and Hillside Drive at their intersection with Lake Breeze (1<sup>st</sup> of two reads)**  
**FAILED (2-5)**

Since City Council received a presentation relating to this topic during Early Work Session, Mayor Pro Tem Kixmiller suggested foregoing a second presentation.

***Motion by Mayor Pro Tem Kixmiller, seconded by Councilmember Nelson, to approve the first read of Ordinance 2023-1302 amending the Code of Ordinances, as read.***

Councilmember Fiester clarified the vote was to approve the ordinance, which would be for the installation of two (2) stop signs; Mayor Jaworski confirmed that was correct.

***Motion failed with the following 2-5 vote:***  
***Ayes – Fiorenza and Cox***  
***Nays – Hurst, Fiester, Jaworski, Kixmiller, and Nelson***

16. **Consider Resolution 2023-3071 authorizing an Agreement with Reynolds Asphalt for the 2022 Street Improvements Project - Phase 1**

This item was moved to the Consent Agenda.

17. **Consider Resolution 2023-3073 appointing Council Representatives to Fill Vacancies for Unexpired Terms on the Highland Village Community Development Corporation**

This item was moved to the Consent Agenda.

### **LATE WORK SESSION**

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.)**

With Ordinance 2023-1302 not being approved, Councilmember Fiester proposed taking a more holistic view within the community regarding stops signs, traffic calming and other options to solving some of the larger problems rather than a piecemeal approach.

Councilmember Nelson thanked Chief Reim for the new auxiliary vehicle that was delivered a few weeks ago.

18. **Adjournment**

Mayor Jaworski adjourned the meeting at 7:21 p.m.

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**Daniel Jaworski, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

DRAFT

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

<b>AGENDA#</b> 11	<b>MEETING DATE:</b> 06/27/2023
<b>SUBJECT:</b>	<b>Receive Capital Improvement Program (CIP) for Fiscal Year 2023-2024</b>
<b>PREPARED BY:</b>	<b>Ken Heerman, Assistant City Manager</b>

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

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

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

As substantial build-out approaches, capital improvements are largely related to basic infrastructure. Improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for will continue to be that of controlling on-going operating costs in a context of sustainability within the anticipated revenue base. A focus on staffing has been to maintaining existing staffing levels if possible – with emphasis on efficiency and leveraging technology enhancements to not compromise the high level of service that currently exists, with new positions to be evaluated only if a demonstrated need warrants consideration.

A five-year outlook will be developed including the capital program recommendations, with the current year of the five-year outlook serving as the proposed FY 2024 Budget. The capital program recommendations were largely developed in FY 2021 in conjunction with a bond issuance, and will be continued – and refined over the next few years. The multi-year outlook is intended to provide a larger picture to serve as framework for the current year consideration. Outstanding projects at this time are related to the Capital Projects Fund, specifically the 2022 bond program. The following tables depict a summary of the capital projects in process as well

as potential projects to be considered in the subsequent five years. Debt issuances are timed to coincide with reduction in scheduled debt service to minimize impact to the tax rate. The next issuance opportunity would likely be at the end of the five-year outlook in FY 2027 or 2028.

**Current-Year Capital Projects**

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

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

There are only two remaining projects associated with this issue:

***Highland Village Road Sidewalk***

Construction of the sidewalk on Highland Village Road from the Municipal Complex to Sellmeyer Lane to increase pedestrian safety and connect residents to amenities along Highland Village Road. A large number of residents adjacent to this section have no access to the Inland Trail System to connect to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk the two-lane Highland Village Road to access these amenities. Construction on this project was anticipated for Summer 2021, however being delayed due to bankruptcy of the vendor. After securing another vendor, the project is now substantially complete.

Denton County Transportation Authority (DCTA) initiated a new program to reallocate a portion of collected sales tax back to participating cities for approved transportation projects. This project was submitted for approval of the DCTA Board, resulting in an additional funding source totaling \$288,794.

Original estimate: \$922,300 (Highland Village Road Sidewalk)

Projected Cost: Contract price is \$861,737.

***Chapel Hill Trail Connection***

An identified top priority for the trail system is to provide connection to the City Trail for a major subdivision – Chapel Hill. The initial anticipated cost for this trail segment is \$220,908. This would typically be addressed in the Highland Village Community Development Corporation (4B) budget as a trail project. However, this fund is not anticipated to have sufficient funding ability for a few years. With desire to accelerate this project, associated engineering was funded previously in the General Fund. Approval was obtained with the KCS Railroad with an at-grade crossing, and a bid secured totaling \$262,242. This project is nearing completion – anticipated in Summer 2023.

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

Projected Cost: Contract price is \$262,242.

## **Projects In Process**

### **Projected Operating Costs**

<b>Dept</b>	<b>Description</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>
Parks	Highland Village Road sidewalk	2,000	2,000	2,000	2,000	2,000
	Chapel Hill Trail connection					
	<b>Total</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>

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

### **2021 Certificate of Obligation**

Expiring debt in FY 2022 provided an opportunity to address identified capital projects that would be funded with a bond issue. Accordingly, a certificate of obligation was issued to address targeted rehab / maintenance projects for both streets and parks. Additionally, a new program is to be introduced through this issuance – constructing cabins in Pilot Knoll Park to enhance camping options, also providing an ongoing revenue source for the Corps leased parks operations.

Public Works, in consultation with the City Engineering firm, identified projects within an ongoing infrastructure assessment process that would have priority need of being addressed in the next five years.

Concurrently, a process was initiated with the Parks and Recreation Advisory Board to provide priority and recommendations to potential capital improvements identified by Parks Board and City Staff. The exercise was in context to consideration of three upcoming windows (FY 2022, FY 2024, and FY 2027) coinciding with expiring debt. A recommendation was provided to City Council – ultimately determining the project list associated with the debt issued.

The total scope of projects identified combined for Streets / Parks totaled \$25M. In turn, the Certificate of Obligation issued in 2021 totaled \$15M. The remaining \$10M will likely be considered in the next funding window (with expiring debt) in FY 2027.

<b>2021 Bond Issue</b>	<b><u>2021</u></b>	<b><u>2027</u></b> <b><u>(Projected)</u></b>
Street / Drainage Improvements	\$8,850,000	\$1,600,000
Park Improvements	6,413,400	8,541,600
<b>Total</b>	<b>\$15,263,400</b>	<b>\$10,141,600</b>



A number of streets will be improved as part of this issue. These street improvements will be accomplished in several phases in an effort to more concentrate and limit the work to different areas of the City, one area at a time. The first phase (identified as 2022 Street Improvements Project–Phase 1) will include improvements to Glenmere Drive, Camden Drive, Turpin Drive, La Mesa Drive, Medina Drive (from Brazos Boulevard to approximately 150 feet south of La Mesa Drive), Catlin Circle, Catlin Terrace, Ranney Drive, Moran Drive, and Lakeland Drive. Because of their current condition, these streets require restoration, and full depth reclamation needs to be done on these streets.

<b>Initial Streets projects Associated with Proposed Bond Issue (\$8.85M)</b>		<b>Actual Awards</b>		<b>Comments</b>
<b>Reconstruction Projects</b>	<b>Cost</b>	<b>Eng</b>	<b>Construction</b>	
Highland Shores Blvd (Briarhill to Twin Coves-engineering)	\$500,000	64,200		Partial - Mobility Plan (\$48,000). Geotech survey (\$16,200)
Highland Village Rd (Brazos to KCS RR - engineering)	250,000			
Various (28 streets meeting criteria)	3,600,000	374,000		Expected to be completed in several stages over next two - three years
Phase I			1,342,939	
<b>Overlay Projects</b>				
Sellmeyer Lane (Foggy Glen to Brazos)	250,000			Scheduled for FY 2024
Sellmeyer Lane (Brazos to Victoria)	275,000			Scheduled for FY 2024
Sellmeyer Lane (Victoria to FM 407)	275,000			Scheduled for FY 2025
Highland Shores Blvd (HV Rd to Briarhill)	600,000			Scheduled for FY 2024
<b>Traffic Control</b>				
Traffic signal Imp. Brazos / HV Rd	345,000	46,000		Anticipated in FY 2023
Pedestrian crossing HS Blvd. at Community Center Dr.	230,000			Scheduled for FY 2024
<b>Drainage Projects</b>				
Drainage pond adjacent to Wal-Mart dredge	300,000	58,000		Anticipated in FY 2023
Quail Cove pond dredge	200,000			Anticipated in FY 2023
Turpin Dr / Sellmeyer Lane drainage improvements	500,000			Scheduled for FY 2024
Silverthorne Park creek bank stabilization	400,000			Scheduled for FY 2025
Highland Shores Blvd. underdrain	600,000			Scheduled for FY 2024
Brazos Blvd. underdrain	300,000			Scheduled for FY 2026
Contingency	425,000			
<b>Total</b>	<b>\$9,050,000</b>			

## STREET / DRAINAGE CAPITAL PROJECTS

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
<b>Previous Balance</b>	<b>\$0</b>	<b>\$8,682,404</b>	<b>\$6,602,262</b>	<b>\$3,209,866</b>	<b>\$1,341,491</b>
<b>Sources of Funds</b>					
Bond Proceeds	8,850,000				
Denton County bond proceeds allocation (Highland Shores Blvd, HV Rd - portion)	Note: Construction of these projects to be funded by Denton County: anticipated to total \$4M Highland Shores Blvd, \$2.46M portion of HV Rd				
Interest Income (Projected)	62,706	158,696	138,463	56,625	18,750
<b>Total Sources</b>	<b>8,912,706</b>	<b>158,696</b>	<b>138,463</b>	<b>56,625</b>	<b>18,750</b>
<b>Streets Expenses</b>					
Streets Reconstruction (28 streets)	129,200	1,342,939	1,127,861	1,000,000	
Highland Shores Blvd. concrete reconstruct Briarhill to Twin Coves (Engineering Only)	62,760	50,000	337,240		
Highland Village Rd. Brazos to KCS RXR (Engineering Only)		250,000			
Sellmeyer Lane Overlay Foggy Glen to Brazos			250,000		
Sellmeyer Lane Overlay Brazos to Victoria				275,000	
Sellmeyer Lane Overlay Victoria to FM407					275,000
Highland Shores Blvd. Overlay HV Rd. to Briarhill			600,000		
Traffic signal Improvement. Brazos / HV Rd.	22,242	82,000	240,758		
Pedestrian crossing HS Blvd. / Community Center Dr	16,100	13,900	200,000		
<b>Drainage Expenses</b>					
Wal-Mart pond dredge		300,000			
Quail Cove pond dredge		200,000			
Turpin Dr. / Sellmeyer Lane Drainage Improvements			100,000	400,000	
Silverthorne Park creek bank stabilization			75,000	200,000	125,000
Highland Shores Blvd. underdrain			600,000		
Brazos Blvd. underdrain				50,000	250,000
<b>Total Expenses</b>	<b>230,302</b>	<b>2,238,839</b>	<b>3,530,859</b>	<b>1,925,000</b>	<b>650,000</b>
<b>REMAINING BALANCE</b>	<b>\$8,682,404</b>	<b>\$6,602,262</b>	<b>\$3,209,866</b>	<b>\$1,341,491</b>	<b>\$710,241</b>

<b>2021 Bond Issue</b>	<b><u>2021</u></b>	<b><u>2027</u> <u>(Projected)</u></b>
Street / Drainage Improvements	\$8,850,000	\$1,600,000
Park Improvements	<u>6,413,400</u>	<u>8,541,600</u>
<b>Total</b>	<b>\$15,263,400</b>	<b>\$10,141,600</b>



<b>Parks projects Associated with Proposed Bond Issue (\$6.413M)</b>	<b>Anticipated</b>	<b>Net (w/Grants)</b>	<b>Complete</b>	<b>Comments / Action Taken To Date</b>
<b>HV Tennis Center</b>	<b>\$170,000</b>	<b>\$170,000</b>		
HVTC LED lighting upgrades and Musco controls	170,000	-		
<b>Pilot Knoll Improvements</b>	<b>3,745,000</b>	<b>2,530,000</b>		
PK shelter upgrades, roofs, ADA	375,000	-		* Cabins / Park Improvements - Eligible for \$750K Grant (50/50)
PK gate house replacement	400,000	-		* Secured contracts with: Grant writer \$6,000, Landscape arch, engineering, grant procurement, and bidding services - \$341,150
PK campground restroom improvements	50,000	-		
Boat ramp/dock improve, Add ADA kayak launch	620,000	-		* Boat Ramp - Potential for \$465,000 Grant (75/25) with \$155,000 Match
Pilot Knoll Cabins (16)	2,300,000	-		
<b>Unity Park Improvements</b>	<b>1,932,000</b>	<b>1,932,000</b>		
Unity Park tennis court resurfacing	26,000		X	* Actual cost \$32,759
Unity Park gabion retainage baskets	685,000			* Secured engineering - \$48,250
Unity Park lighted basketball courts	230,000			
Dog Park - Synthetic grass	84,000		X	* Actual cost \$74,035
Unity Park baseball backstop/fence	356,000			
Unity Park field renovation/irrigation	551,000			
<b>Various Park Improvements</b>	<b>712,500</b>			
Sellmeyer tennis parking	160,000	Combined	X	* Combined these two projects: * Actual cost \$208,505
Lions Club parking lot replace	200,000		X	
Sellmeyer Playground replace	140,000			
Brazos athletic field renovations	135,000			
Sellmeyer tennis fencing /wind screen replacement	37,500		X	* Actual cost \$52,569
Village Park fishing pier renovation	40,000			* Secured engineering - \$41,600 * Updated construction estimate - \$136,400
Contingency	<u>1,068,900</u>	<u>1,068,900</u>		
<b>Total</b>	<b>\$7,628,400</b>	<b>\$6,413,400</b>		

## PARKS CAPITAL PROJECTS

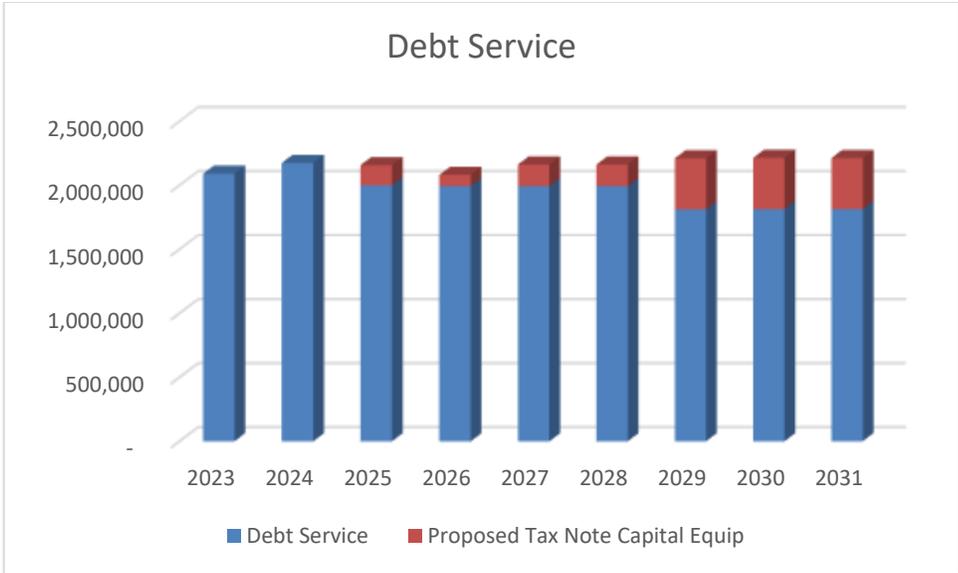
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Previous Balance</b>	<b>\$0</b>	<b>\$6,371,784</b>	<b>\$5,740,974</b>	<b>\$4,374,699</b>	<b>\$1,056,196</b>	<b>\$432,444</b>
<b>Sources of Funds</b>						
Bond Proceeds (Potential)	6,413,400					
Grants						
Interest Income (Projected)	45,728	126,304	150,325	84,897	35,248	13,623
<b>Total Sources</b>	<b>6,459,128</b>	<b>126,304</b>	<b>150,325</b>	<b>84,897</b>	<b>35,248</b>	<b>13,623</b>
<b>Parks Expenses</b>						
HVTC LED lighting upgrades and Musco controls						170,000
PK campground restroom improvements					50,000	
PK upgrades, roofs, ADA, (33 shelters 3 pavilions)		35,000	340,000			
PK gate house replacement		135,000	265,000			
Boat ramp / dock, lighting,electrical, kayak launch			25,000	595,000		
PK Cabins (16)			421,000	1,800,000	79,000	
Sellmeyer tennis parking / Lions Club Park parking lot	54,585	124,510				
Sellmeyer Playground replacement						140,000
Unity Park tennis court resurfacing	32,759					
Unity Park flex field renovation			20,000	195,000		
Unity Park gabion retainage baskets		336,000	349,000			
Unity Park lighted basketball courts				25,000	205,000	
Unity Park backstop and baseline netting			10,000	115,000		
Unity Dog Park - replace a portion of natural grass with synthetic		74,035				
Unity Park irrigation baseball and common areas			20,000	321,000	210,000	
Unity Park baseball fencing replacement			25,000	216,000	115,000	
Sellmeyer tennis fencing / wind screen replacement		52,569				
Village Park fishing pier renovation			41,600	136,400		
<b>Total Expenses</b>	<b>87,344</b>	<b>757,114</b>	<b>1,516,600</b>	<b>3,403,400</b>	<b>659,000</b>	<b>310,000</b>
<b>REMAINING BALANCE</b>	<b>\$6,371,784</b>	<b>\$5,740,974</b>	<b>\$4,374,699</b>	<b>\$1,056,196</b>	<b>\$432,444</b>	<b>\$136,067</b>

## Ongoing maintenance associated with projects

<b>Project Summary - 2021 Parks Projects</b>	<b>Ongoing increase / decrease in annual operating costs</b>	<b>5 Yr Avg Annual Cost</b>
<b>Highland Village Tennis Center Improvements</b>		
LED lighting upgrades and Musco controls	Decreased energy costs	\$ (700)
<b>Pilot Knoll Improvements</b>		
Campground / Shelters improvements		
Replace gatehouse	Reduced energy / repairs	(2,000)
Boat Ramp improvements	Reduced energy / repairs	(200)
Expand camping options with rental cabins (16) - also providing ongoing revenue stream for Corps parks	With potential annual revenues of \$400,000, net revenues projected at \$261,000 annually	(261,000)
<b>Unity Park Improvements</b>		
Tennis court resurfacing		
Lighted basketball courts	Energy cost / maintenance	1,500
Field renovations	Increased field maintenance	4,500
Replace portion of turf in Dog Park with synthetic grass	Decreased repair costs	(3,000)
Replace baseball fencing	Decreased repair costs	(500)
Add backstop netting	Ongoing netting repair	2,000
<b>Other Parks</b>		
Sellmeyer tennis fencing / windscreen replace	Decreased repair costs	(125)
Lions Club Park parking lot		
Village Park fishing pier renovation	Decreased repair costs	(150)
Brazos Park field renovation	Increased field maintenance	4,500
Sellmeyer Park playground replace		
<b>Total</b>		<b>\$ (255,175)</b>

## Anticipated Future Projects

Primary considerations of the City for debt issuance related to capital projects are identified needs / desires coupled with ability to fund within current tax rate. And this is largely accomplished by pairing debt issuance with retirement of existing debt. Targeting a ratio of 14-15% debt component of the tax rate, the next such opportunity in the immediate future is likely FY 2027 or 2028. There are \$10M of identified projects that could be considered in the next bond issuance, but the level of funding will be predicated on the ability of the City to incur the associated debt service as well as any accompanying ongoing maintenance costs.



With the City nearing buildout, the two primary capital needs will continue to be in the areas of parks, streets / drainage, and utility infrastructure. Utility debt issuance is generally supported by rates paid by residents for utility service, while parks and streets are supported by the tax rate. The Parks Department conducted a comprehensive assessment of parks and related amenities, identifying both current infrastructure in need of replacement, as well as opportunities for new development. These are to be largely addressed in the current bond program, with the exception of development of Copperas Branch Park. With uncertainty of timing for expansion of the I-35 bridge over Lewisville Lake and need for potential staging in this park, any capital improvements will be delayed until certainty is achieved.

Potential Bond Issue FY 2027	Amount	Net	Notes
<b>Copperas Park Improvements</b>	<b>3,100,000</b>	<b>2,400,000</b>	
Copperas Branch Master Plan engineering for Copperas (partial)	450,000		Boat launch - Potential for \$500K Grant (75/25) with \$175K Match
Copperas Branch Master Plan boat launch relocation	1,450,000		Park Road - Potential for \$200K Grant (80/20) with \$50K Match
Copperas Branch Master Plan park road, trails and electrical	1,200,000		
<b>Copperas Park Improvements</b>	<b>5,718,000</b>	<b>4,718,000</b>	
Copperas Branch Master Plan The Point	1,450,000		
Copperas Branch Master Plan Skate Park	750,000		Civic Extension - Potential for \$1M Grant (50/50) with \$1M Match
Copperas Branch Master Plan Civic Extension	3,500,000		
Trail markers throughout City Trail	18,000		
<b>Contingency</b>		<b>1,423,600</b>	
<b>Total</b>	<b>\$ 8,818,000</b>	<b>\$ 8,541,600</b>	

Public Works provides an ongoing assessment of streets that are at the end of their useful life and thus targeted for reconstruction with periodic bond issues.

### **Five-Year Outlook**

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

A five-year financial outlook will be developed as part of the budget process through the summer months, to properly evaluate current year expenditures in relation to an extended outlook and determine what capacity is available to consider the proposed debt issues. Property values have experienced significant increases the past few years. However, with uncertainty in the overall economy, coupled with State legislative action the past session to limit property tax revenue growth in cities, this will prompt a more conservative future outlook. This necessitates a disciplined approach to manage growth in operations cost and reduction in overall debt-service load. In the ten years prior to FY 2015, debt service represented about 20% of the tax rate. Current debt service now reflects roughly 14% of the tax rate. As revenues flatten with build-out, a continued focus on managing debt service is critical – both in terms of avoiding spikes, but also reducing to a lower, more manageable level for the future.

### **RECOMMENDATION:**

Council to receive the FY 2024 Capital Improvement Budget.

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

<b>AGENDA#</b> 12	<b>MEETING DATE:</b> 06/27/2023
<b>SUBJECT:</b>	<b>Consider Resolution 2023-3074 authorizing Change Order No. 11 to contract with Weil Construction, Inc. for construction of the City of Highland Village Facilities Security Upgrades and Ratify Prior Change Orders</b>
<b>PREPARED BY:</b>	<b>Scott Kriston, Director of Public Works</b>

**BACKGROUND:**

Previous Council action dated July 12, 2021, approved a contract with Weil Construction, Inc. to construct and install various security upgrades for the four main City buildings (Municipal Complex, Municipal Service Center, Fire Station and Police Department), which consists of updating the access control system, architectural security upgrades and mechanical upgrades.

The original construction estimate for this project was \$500,000.00. The contract awarded to Weil Construction, Inc. was in the original amount of \$454,384.00.

**IDENTIFIED NEED/S:**

Architectural, access control and mechanical modifications are identified as security gaps for the four main City buildings (Municipal Complex, Municipal Service Center, Fire Station and Police Department). Proposed Change Order #11 proposes to add ballistic glass to the storefront located in the Municipal Complex Administrative hallway for an amount of 34,120.20. The original design is a regular tempered glass storefront.

**OPTIONS & RESULTS:**

Protecting City personnel and the public from harm and preventing disruption of municipal services is the primary goal of the City's Risk Management Program. The City must balance an acceptable level of public access with the need to protect personnel, public, equipment, data and other assets from harm, damage or loss. The addition of ballistic glass at the various customer service counters within the Municipal Complex will further the goal of the City's Risk Management Program.

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

Project was awarded to Weil Construction, Inc. on July 12, 2021. Resolution 2021-2936 approved the City Manager to authorize change orders as allowed by law. Approved change orders are as follows:

Weil Const., Inc.	
<b>\$454,384.00</b>	<b>Original contract sum</b>
CO#1 - \$988.00	Add wall sleeves for louvers at HVFD
CO#2 – \$2,700.00	15 sets of roses locksets for doors
CO#3 – \$9,916.00	Change access system from HID to Farpointe
CO#4 – \$4,982.00	HVFD exhaust fan controller

CO#5 – \$11,540.70	Replace western door at City Hall
CO#6 - \$0	Wire mold in lieu of trenching floor in council chambers
CO#7 - \$3,279.67	Add 2 door card readers with key pads at HVFD
CO#8 - \$7,705.43	Integrate jails doors into new access control system in HVPD
CO#9 - \$19,567.48	Change 4 HVPD windows to level 6 ballistic glass
CO#10 - \$22,976.88	Revised counter millwork at City Hall service counter, UT Billing/Court side
CO#12 - \$2,355.58	Add motorized latch on Parks & Rec front entry
<b>\$86,011.74</b>	<b>Total Additional Costs for Prior Approved Change Orders</b>

Change Order #11, if approved, will result in the total amount of additional costs relating change orders to **\$120,135.94** for a total contract amount of **\$574,519.94**. Current funds are available in the General Fund to pay the additional contract amount to fund Change Order #11.

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

Funding through the General Fund.

**RECOMMENDATION:**

To approve Resolution 2023-3074 approving Change Order No. 11 to contract with Weil Construction, Inc. for construction of the City of Highland Village Facilities Upgrades Project and ratifying prior change orders.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2023-3074**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING CHANGE ORDER NO. 11 TO CONTRACT WITH WEIL CONSTRUCTION, INC. FOR CONSTRUCTION OF THE CITY OF HIGHLAND VILLAGE FACILITIES UPGRADES PROJECT; RATIFYING CITY MANAGER APPROVAL OF PRIOR CHANGE ORDERS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Resolution No. 2021-2936, the City entered into a contract with Weil Construction, Inc. to construct and install architectural, access control and mechanical modifications for the four main City buildings (Municipal Complex, Municipal Service Center, Fire Station and Police Department) as part of the City of Highland Village Facilities Upgrades Project (the "Project"); and

**WHEREAS**, during the course of the Project, changes to the scope of the Project resulting from conditions not known at the time of receipt of bids, along with material availability and supply chain issues relating to the COVID-19 pandemic, have resulted in changes orders to the contract for the Project being approved by the City Manager pursuant to the authority granted by Resolution No. 2023-3074; and

**WHEREAS**, City Administration recommends Change Order No. 11 to the Project contract be approved to provide for the installation of ballistic glass at store front area near the customer service counters within the Municipal Complex for an additional cost of \$34,124.20; and

**WHEREAS**, notwithstanding City administration sought and obtained bids for the original Project contract, the City Council finds the Project contract and the related procurement is exempt from the provisions of Chapter 252 of the Texas Local Government Code, as amended, as constituting a procurement necessary to preserve or protect the public health and safety of the City's residents by (i) better ensuring the City's operations, including, but not limited to, Municipal Court, Utility Billing, Community Development, Code Enforcement, and Building Inspections, Fire, Police, and Public Works, are not disrupted through the violent or disruptive acts of others, (ii) reducing the chance of unauthorized access to City's records, which often contain confidential personal information of City residents, and (iii) reducing the chance of serious injury or death of City's officers and employees at the point of contact with people at customer service and/or meeting locations; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration.

**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 Change Order No. 11 to the Project contract with Weil Construction, Inc. in the amount of \$34,120.20 to provide for the installation of ballistic glass at the storefront area near the customer service counters within the Municipal Complex.

**SECTION 2.** The City Council hereby ratifies as if originally approved by the City Council the acts of the City Manager in approving all prior change order to the Project contract with Weil Construction, Inc.

**SECTION 3.** This Resolution shall become effective immediately upon passage.

**PASSED AND APPROVED THIS 27<sup>TH</sup> DAY OF JUNE 2023.**

**APPROVED:**

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**Daniel Jaworski, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:6/22/2023:135594)

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

**AGENDA# 14**

**MEETING DATE: 06/27/2023**

**SUBJECT: Conduct a Public Hearing and Consider Resolution 2023-3075 Authorizing Application to the Texas Parks and Wildlife Department Local Park Grant Program for the Pilot Knoll Redevelopment Project - Phase 1**

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

**BACKGROUND:**

On September 28, 2021, the City Council approved the issuance of Certificates of Obligation for construction improvement projects related to Streets and Parks.

- Streets \$8.85 Million
- Parks \$6.413 Million
- Combined total of \$15.263 Million.

Of the \$6.413 Million allocated for Parks, \$2.3 Million is allocated for 16 Cabins at Pilot Knoll Park. The City is seeking grants from the Texas Parks and Wildlife Department (TPWD) to help with the funding of the cabin project.

The Texas Parks and Wildlife Department Local Park Grant Program assists local government agencies in developing public recreation areas and facilities throughout the state. The Program provides 50% Matching grants on a reimbursement base to eligible applicants. The matching maximum amount is \$750K.

Staff sought the assistance of a new professional Grant Writer to help with writing the TPWD Local Park Grant for the cabins, trail, and other recreational improvements at Pilot Knoll Park.

**IDENTIFIED NEED/S:**

Apply and submit a copy of the executed resolution and other required documents for the TPWD Local Park Grant by July 28, 2023.

**OPTIONS & RESULTS:**

The resolution will satisfy one of the documents required by TWPD to be submitted with the grant application.

**PROGRESS TO DATE:**

A resolution has been drafted for consideration, and staff is gathering the additional required documents in preparation for the grant application submission.

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

N/A

**RECOMMENDATION:**

Conduct a public hearing and approve Resolution 2023-3075 authorizing submission of an application to the Texas Parks and Wildlife Department for a local park grant for various recreation improvements at Pilot Knoll Park.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2023-3075**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING APPLICATION TO TEXAS PARKS & WILDLIFE DEPARTMENT LOCAL PARK GRANT PROGRAM FOR THE PILOT KNOLL PARK REDEVELOPMENT PROJECT - PHASE 1; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, subject to approval of the U.S. Army Corps of Engineers, the City of Highland Village, Texas ("City") desires to construct cabins, trails, and other recreational improvements related to Pilot Knoll Park (the "Pilot Knoll Park Redevelopment Project - Phase 1" or "the Project"); and

**WHEREAS**, the Project would benefit citizens of the City and Denton County; and

**WHEREAS**, the State of Texas, acting through the Texas Parks and Wildlife Department (hereinafter the "Department"), under the authority of Section 13.309 of the Parks and Wildlife Code, can provide funding for the Project through the Department's Local Park Grant Program ("the Grant Program") and

**WHEREAS**, the City is fully eligible to receive assistance under the Grant Program; and

**WHEREAS**, the City is desirous of authorizing an official to represent and act for the City in dealing with the Department concerning the Grant Program.

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to apply to the Department for a grant through the Grant Program.

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

**SECTION 1.** The City of Highland Village:

- A. certifies that the City is eligible to receive assistance from the Department through the Grant Program for the Project and that notice of the applicable for the Grant Program has been posted according to local public hearing requirements; and
- B. certifies that the City has current funds available to provide the matching funds available for the Grant Program; and
- C. authorizes and directs the City Manager to act for the City in dealing with the Department for purposes of the Grant Program, including, but limited to, accepting the Grant if awarded, and negotiating and executing on behalf of the City any and all agreements related to the acceptance and use of the Grant, and that the City Manager is hereby officially designated as the representative in this regard; and

- D. specifically authorizes the City Manager to make application to the Department concerning the site known as Pilot Knoll Park in the City of Highland Village for use as a park site that has been dedicated, and will continue to be dedicated, for public park and recreation purposes in perpetuity.

**SECTION 2.** This Resolution shall take effect immediately upon approval.

**PASSED AND APPROVED** this the 27<sup>th</sup> day of June 2023.

**APPROVED:**

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**Daniel Jaworski, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:6/19/2023:135550)

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

**AGENDA# 15**

**MEETING DATE: 06/27/2023**

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

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

**COMMENTS**

This item is on the agenda to allow a Councilmember to inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.



## **UPCOMING MEETINGS**

<b>June 27, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>July 4, 2023</b>	<b>City Offices Closed for Independence Day</b>
July 6, 2023	Zoning Board of Adjust Meeting – 7:00 pm
<b>July 11, 2023</b>	<b>Regular City Council Meeting - 7:30 pm</b>
July 17, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
July 18, 2023	Planning & Zoning Commission Meeting – 7:00 pm
July 25, 2023	Highland Village Community Development – 4:30 pm
<b>July 25, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
August 3, 2023	Zoning Board of Adjust Meeting – 7:00 pm
<b>August 8, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
August 15, 2023	Planning & Zoning Commission Meeting – 7:00 pm
August 21, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
<b>August 22, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>September 4, 2023</b>	<b>City Offices Closed for Labor Day</b>
September 7, 2023	Zoning Board of Adjust Meeting – 7:00 pm
<b>September 12, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>

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