



## A G E N D A

**REGULAR MEETING OF  
THE HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION  
CITY OF HIGHLAND VILLAGE, TEXAS  
TUESDAY, JULY 23, 2019, 5:00 P.M.  
HIGHLAND VILLAGE MUNICIPAL COMPLEX TRAINING ROOM  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

1. **Call to Order**
2. **Visitor Comments** *(Anyone wishing to address the Highland Village Community Development Corporation must complete a Speakers' Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, the Highland Village Community Development Corporation is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Board.*
3. **Consider Approval of Minutes of a Regular Meeting Held on July 24, 2018**
4. **Consider Appointment of Highland Village Community Development Corporation Officers**
5. **Consider Approval of Proposed Budget Amendments for Fiscal Year 2018 – 2019**
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 2019 – 2020 Budget Included Therein.**
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.)*
8. **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 19<sup>TH</sup> DAY OF JULY, 2019 AT 5:00 P.M.  
Marketing 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 \_\_\_\_\_, 2019 at \_\_\_\_:\_\_\_\_  
By \_\_\_\_\_

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

<b>AGENDA#</b> 3	<b>MEETING DATE:</b> July 23, 2019
<b>SUBJECT:</b>	Consider Minutes of the July 24, 2018 Highland Village Community Development Corporation Meeting
<b>PREPARED BY:</b>	Crystal Babcock – Marketing 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 24, 2018 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 24, 2018**

The Highland Village Community Development Corporation of the City of Highland Village, Texas met on the 24<sup>th</sup> day of July 2018 at 5:00 in the Training Room.

**1. CALL TO ORDER**

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

**ROLL CALL**

Present:	Fred Busche	Council Representative
	Dale Butler	Citizen Representative
	Barbara Fleming	Council Representative
	Michael Lombardo	Council Representative
	Steven Smith	Citizen Representative
	Charlotte Wilcox	Council Representative

Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Fince Espinoza	Parks & Recreation Project Superintendent
	Crystal Babcock	Marketing Admin Specialist
	Andrew Boyd	Multi-Media Specialist

Late:	Austin Adams	Citizen Representative
-------	--------------	------------------------

**2. VISITOR COMMENTS**

None.

**3. CONSIDER APPROVAL OF MINUTES OF A REGULAR MEETING HELD ON  
JULY 24, 2017**

**APPROVED**

Mr. Heerman stated that Item #6 (*Discuss Policy for Lighguard System Utilization*) in the minutes had been updated based on Mr. Smith's suggestion to include getting a recommendation from the Police Department regarding locations that the Lightguard Crosswalk System could be of use.

In addition, Mr. Adams requested that Item #7 (*Discuss Priority of Future Projects*) reflect the correct trail connector name – instead of Barton Creek it should be Barnett Boulevard.

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

Motion to approve carried 6 – 0

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

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 24, 2018**

**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.

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, DALE BUTLER AS VICE-PRESIDENT, AND TO LEAVE THE SECRETARY/TREASURER POSITION VACANT. MR. BUSCHE SECONDED THE MOTION.**

Motion to approve carried 6 – 0.

**5. CONSIDER APPROVAL OF PROPOSED BUDGET AMENDMENTS FOR FISCAL YEAR 2017 – 2018**

**APPROVED**

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

**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 2018 – 2019 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 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.

Mr. Adams arrived at 5:29 p.m.

**PUBLIC HEARING CONDUCTED**

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 24, 2018**

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 2018 Budget included therein.

Mr. Smith opened the public hearing at 5:46 and asked for anyone wishing to speak. There being no one, Mr. Smith closed the Public Hearing at 5:46.

**APPROVED**

Nature of the request is to consider adoption of the annual updates to the Facilities Development Capital Improvement Program (FDCIP) and the proposed Fiscal Year 2018 – 2019 Budget included therein.

**MR. LOMBARDO MADE THE MOTION TO ADOPT THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (FDCIP) AND THE PROPOSED FISCAL YEAR 2018 – 2019 BUDGET INCLUDED THEREIN. MRS. FLEMING SECONDED THE MOTION.**

Motion to adopt carried 7 – 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***

Mr. Leavitt informed the Corporation that the City is looking at a bond package that would go to the public for vote in November. Included in the package is improvements to Unity Park, utility funds, and street projects. Mr. Leavitt and Mr. Heerman have discussed that there is the potential to fund some additional projects such as one or two of the proposed trail segments. Mr. Heerman is presenting to Council Tuesday night the inclusion of the two Highland Village Road trail segments (as one project), then Chapel Hill would be paid for out of operations or contingency if that became available.

Mr. Anderson asked if Highland Village Road is just a two lane collector. Mr. Leavitt responded that yes, it is. In previous years, there was discussion to add turn lanes but the public voted against that.

Mr. Leavitt went on to explain that the city engineers have looked at the Highland Village Road Trail Project and have a design concept/profile that can be done. Mr. Heerman reiterated that from a safety stand point that section would be the number one priority. Mr. Leavitt clarified that the General Fund would pay for this project with the bond, however maintenance and operations would be accounted for in the 4B budget since those trails are on the Trail System Master Plan.

**8. ADJOURNMENT**

**MR. BUTLER MADE THE MOTION TO ADJURN. MRS. FLEMING SECONDED THE MOTION.**

Motion to adopt carried 7 – 0.

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING MINUTES – JULY 24, 2018**

President Smith adjourned the meeting at 5:48 p.m.

---

, President

---

Crystal Babcock, Marketing Admin Specialist

# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION

## BRIEFING

AGENDA# 4

MEETING DATE: July 23, 2019

SUBJECT: Consider Appointment of Highland Village Community Development Corporation Officers

PREPARED BY: Crystal Babcock – Marketing Admin Specialist

### BACKGROUND

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

### IDENTIFIED NEED/S:

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

Currently, the positions in effect are as follows:

President –

Vice President –

Secretary/Treasurer –

### OPTIONS & RESULTS:

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

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

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

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

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

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

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

N/A

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

None.

**RECOMMENDATION:**

Board to appoint officer positions for the HVCDC.



# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION

## BRIEFING

<b>AGENDA #</b> 5	<b>MEETING DATE:</b> July 23, 2019
<b>SUBJECT:</b> Consider Approval of Proposed Budget Amendments for Fiscal Year 2019	
<b>PREPARED BY:</b> Ken Heerman – Assistant City Manager	

### 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 \$35,000 increase

**Budget \$283,470 Revised \$318,470**

- Majority of increase (\$28,000) related to overtime at Doubletree Ranch Park. .

#### Services / Supplies \$25,000 increase

**Budget: \$200,630 Revised \$225,630**

- Park Maintenance – \$18,000 related to electrical additions to accommodate Christmas at the Ranch program

#### Transfer to Debt Service Fund \$50,000 decrease

**Budget: \$856,827 Revised \$806,827**

- Reduce transfer to Debt Service for 4B related debt service to address increased General Fund programming at Doubletree Ranch Park

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

### BUDGETARY IMPACT: (if appropriate)

Projected year-end working capital balances are projected at \$24,216 for FY 2019. .

### 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	283,470	318,470	35,000
HV Community Development Corp	Services / Supplies	200,630	225,630	25,000
Transfer to Debt Service Fund		856,827	806,827	-50,000
<b>Net Change in Working Capital</b>				<b>-10,000</b>

<p><b>Reason for Request</b></p> <ul style="list-style-type: none"> <li>• <b>Personnel</b> – Increased overtime related to Doubletree Ranch Park             <ul style="list-style-type: none"> <li>○ <b>Services / Supplies</b> – Park Maintenance related to electrical additions to accommodate Christmas at the Ranch program</li> </ul> </li> </ul>
--

# HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION

## BRIEFING

**AGENDA# 6**                      **MEETING DATE: July 23, 2019**

**SUBJECT:                      Conduct a Public Hearing and Consider Adoption of the Annual Updates to the Facilities Development Capital Improvement Program (FDCIP) and the Proposed FY 2020 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:**



sales tax on Internet sales is expected to have a positive impact. The overall projected FY 2020 increase generally follows the recent state-wide trend in sale tax receipts. Following next year, projected sales tax revenues over the next several years reflect more subdued increases – reflective of a larger trend of volatility in the retail market, as well as the effect of our major retail centers maturing. With several years of established history with our new developments, we feel more confident to have a reliable income stream, but with no expectation of an explosion of revenues. Thus, a cautious, deliberate approach to future debt issuance is warranted; with emphasis on first building sufficient working capital balances.

The \$6.7M debt issuance in 2014, coupled with the previously received remediation monies (\$2.8M) resulting from the I-35 widening project, effectively provided for substantial completion of the three remaining identified major projects: Doubletree Ranch Park, Castlewood Trail (also including tie-in to the 2499 pedestrian tunnel), and Lakeside Community Park. An additional \$281,152 funding from Operations in FY 2017 to accommodate the final cost of the last remaining project (Doubletree Ranch Park), resulting in a reduced working capital balance.

Since FY 2017, despite a desire to rebuild working capital balances, they have remained below our targets due to increased operational expenditures with the new amenities. While the next several years will focus on rebuilding working capital balances, this will continue to be challenged by the new threshold of operations expenditures. 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 no 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. An exception to this was inclusion in the FY 2018 Bond Election of a trail section adjacent to Highland Village Road from City Hall to Sellmeyer. This will provide a connection along Highland Village Road from FM 407 to Doubletree Ranch Park – and further connection to Copperas Branch Park. This was not funded through the 4B Sales Tax, rather the ad valorem tax base. This reflects a holistic view of the City park / trail system to complement the trail system with use of an alternate funding source.

A financial summary follows this narrative – depicted in two parts: Working Capital and Projects. The working capital section displays the operations budget. Revenues are primarily derived from sales tax proceeds (1/2 cent). Expenditures consist of four full-time positions (the fourth position added in FY 2018) – supplemented with outsourced mowing contracts, 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. As Doubletree Ranch Park is a mixture of 4B approved expenditures (soccer facilities and trail components) and general fund programming (splash pad), Staff recommendation is to withhold \$50,000 annually from the 4B related debt payment to the General Fund to address the general fund components. 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 2020 in the HVCDC is projected at only \$1,464. As the primary revenue source is sales tax, with associated higher degree of volatility, a reasonably healthy level of reserves is suggested. Due to the projection being considerably below desired balances, the suggested supplemental items will have delayed implementation – pending review of revenues to ensure sufficient balances are available.

# Highland Village Community Development Corporation

## Working Capital Analysis (FY 2020 Budget)

	<i>Actual 2016-17</i>	<i>Actual 2017-18</i>	<i>Budget 2018-19</i>	<i>Revised 2018-19</i>	<i>Proposed 2019-20</i>
<b>Beginning Fund Balance</b>	<b>373,513</b>	<b>106,954</b>	<b>95,532</b>	<b>30,522</b>	<b>24,216</b>
<b>REVENUES</b>					
<b>4B Sales Tax</b>	\$ 1,242,599	\$ 1,268,252	\$ 1,334,766	\$ 1,305,548	\$ 1,348,631
<b>Park Fees</b>	15,382	47,569	27,100	26,446	28,400
<b>Rental Income</b>	9,002	28	52,400	32,000	35,000
<b>Concession Fees</b>	590	-	600	-	-
<b>Linear Park Fees</b>	575	-	574	-	-
<b>Interest Income</b>	508	492	800	720	800
<b>Total</b>	<b>1,268,656</b>	<b>1,316,340</b>	<b>1,416,240</b>	<b>1,364,714</b>	<b>1,412,831</b>
<b>EXPENDITURES</b>					
<b>Personnel</b>					
Salaries	131,489	169,617	170,393	196,236	201,674
Benefits	73,531	94,178	113,077	117,983	130,556
<b>Total Personnel</b>	<b>205,020</b>	<b>263,795</b>	<b>283,470</b>	<b>314,219</b>	<b>332,231</b>
<b>Services / Supplies</b>					
Professional Services	27,208	62,341	108,116	109,500	124,500
Employee Development	1,312	505	2,788	2,350	2,635
Supplies / Equipment	78,895	125,464	42,116	56,874	88,140
Utilities	38,169	41,982	47,610	53,250	53,250
Other	-	-	-	-	-
<b>Total Services / Supplies</b>	<b>145,584</b>	<b>230,292</b>	<b>200,630</b>	<b>221,974</b>	<b>268,525</b>
<b>Reimburse GF</b> (Support Functions)	28,000		28,000	28,000	28,000
<b>Transfer from GF</b> <b>Reimburse GF</b> (Debt Service)	870,124	898,685	856,827	806,827	806,827
<b>Total Non-Capital Exp.</b>	<b>1,248,728</b>	<b>1,392,772</b>	<b>1,368,927</b>	<b>1,371,020</b>	<b>1,435,583</b>
<b>Transfer to 4B Capital Proj.</b>	281,152	-		-	
<b>Equipment</b>	5,335	-	-	-	-
<b>Net Increase / (Decrease)</b>	<b>(266,559)</b>	<b>(76,432)</b>	<b>47,313</b>	<b>(6,306)</b>	<b>(22,752)</b>
<b>Working Capital Balance</b>	<b>\$ 106,954</b>	<b>\$ 30,522</b>	<b>\$ 142,845</b>	<b>\$ 24,216</b>	<b>\$ 1,464</b>

Highland Village Community Development Corporation  
Debt Financed Projects

	<i>Actual 2016-17</i>	<i>Actual 2017-18</i>	<i>Budget 2018-19</i>	<i>Projected 2018-19</i>	<i>Proposed 2019-20</i>
<b>Funding</b>					
Debt Issuance	-				
Funding from Operations	281,152	-	-	-	-
Denton County	-	-			-
Capital Projects (HVRR Crossing)				-	
I-35 Remediation					-
Interest Earnings	-	-	-	-	-
<b>Total Available Project Funding</b>	<b>281,152</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Misc small, fill-in / connector sections</b>	<b>-</b>	<b>-</b>		-	
Doubletree Ranch Park	659,483			-	-
<b>Total Capital Projects</b>	<b>659,483</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Remaining Project Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# Highland Village Community Development Corporation

## Working Capital Analysis (Five Year Projection)

	<i>Proposed 2019-20</i>	<i>Proposed 2020-21</i>	<i>Proposed 2021-22</i>	<i>Proposed 2022-23</i>	<i>Proposed 2023-24</i>
<b>Beginning Fund Balance</b>	<b>24,216</b>	<b>1,464</b>	<b>\$ 5,497</b>	<b>\$ 61,780</b>	<b>\$ 156,414</b>
<b>REVENUES</b>					
<b>4B Sales Tax</b>	\$ 1,348,631	1,386,160	1,425,607	1,458,307	1,491,981
<b>Park Fees</b>	28,400	28,900	30,100	30,100	30,100
<b>Rental Income</b>	35,000	40,000	44,000	48,000	55,000
<b>Concession Fees</b>	-	0	0	0	0
<b>Linear Park Fees</b>	-	0	0	0	0
<b>Interest Income</b>	800	1,000	2,000	2,000	2,200
<b>Total</b>	<b>1,412,831</b>	<b>1,456,060</b>	<b>1,501,707</b>	<b>1,538,407</b>	<b>1,579,281</b>
<b>EXPENDITURES</b>					
<b>Personnel</b>					
Salaries	201,674	207,724	213,956	220,375	226,986
Benefits	130,556	136,431	142,571	148,987	155,691
<b>Total Personnel</b>	<b>332,231</b>	<b>344,156</b>	<b>356,527</b>	<b>369,361</b>	<b>382,677</b>
<b>Services / Supplies</b>					
Professional Services	124,500	112,000	123,500	112,100	124,000
Employee Development	2,635	2,635	2,635	2,685	2,685
Supplies / Equipment	88,140	102,700	76,030	67,020	97,086
Utilities	53,250	54,250	54,250	54,250	54,250
Other	-	-	-	-	-
<b>Total Services / Supplies</b>	<b>268,525</b>	<b>271,585</b>	<b>256,415</b>	<b>236,055</b>	<b>278,021</b>
<b>Reimburse GF</b> (Support Functions)	28,000	28,000	28,000	28,000	28,000
<b>Transfer from GF</b> <b>Reimburse GF (Debt Service)</b>	806,827	808,286	804,482	810,357	805,442
<b>Total Non-Capital Exp.</b>	<b>1,435,583</b>	<b>1,452,027</b>	<b>1,445,424</b>	<b>1,443,773</b>	<b>1,494,140</b>
<b>Transfer to 4B Capital Proj.</b>		-	-		
<b>Equipment</b>	-	-	-	-	-
<b>Net Increase / (Decrease)</b>	(22,752)	4,033	56,283	94,634	85,141
<b>Working Capital Balance</b>	<b>\$ 1,464</b>	<b>\$ 5,497</b>	<b>\$ 61,780</b>	<b>\$ 156,414</b>	<b>\$ 241,554</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) **In process (Included in 2018 Parks Bond Issue)**
- Highland Village Road (City Hall to Service Center) Estimated cost: \$361,100 (Eng. \$47,100, Construction \$314,000) **In process (Included in 2018 Parks Bond Issue)**
- Chapel Hill City Trail / FM 2499 Pedestrian Tunnel Connector Estimated cost: \$220,908 (Eng. \$26,650, Construction \$194,258) Engineering funded with redirected savings from favorable street overlay bid, and this is in progress. Funding for construction not yet determined.
- 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

- Briarhill Blvd. Across from the Jr. HS West side between the District Trail and Shannon Lane 5' sidewalk connector Estimate \$80,000 **To be submitted as supplemental request for consideration in FY 2020 Street Budget.**

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

**There are no proposed updates to the Facilities Development Capital Improvement Program (FDCIP) for FY 2020.**

..

**RECOMMENDATION:**

Approve submitted FY 2020 Budget and annual updates to the HVCCDC FDCIP.

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

**AGENDA# 7**

**MEETING DATE: July 23, 2019**

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

**PREPARED BY: Crystal Babcock – Marketing 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.