



## MINUTES

**PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING and WORK SESSION  
CITY OF HIGHLAND VILLAGE, TEXAS  
MONDAY, MARCH 15, 2021, at 4:00 p.m.  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

### **NOTICE OF POSSIBLE QUORUM**

**This notice is given to advise the public of a possible quorum of the Parks and Recreation Advisory Board on Monday, March 15, 2021. A possible quorum of the Parks and Recreation Advisory Board may attend a Work Session scheduled to begin at 4:00 p.m. Items discussed will be as follows:**

### **WORK SESSION TO CONVENE AT 4:00 P.M.**

***Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the public will not be allowed to attend the Parks and Recreation Advisory Board meeting in person. Members of the public may view the Parks and Recreation Advisory Board meeting live at no cost via the following Internet link: <https://www.highlandvillage.org/922/Highland-Village-Television>***

***Any person wishing to provide comments on any matter to be considered on this agenda should email such comments to the Parks and Recreation Administrative Assistant [tgolden@highlandvillage.org](mailto:tgolden@highlandvillage.org) by 1:00 p.m. on Monday, March 15, 2021***

#### **1. Discuss Capital Improvement Programming, Forecasting and Deferred Maintenance.**

Assistant City Manager Ken Heerman gave an overview of the extended financial outlook, including:

- Senate Bill 2 Ramifications
- Structural Balance / Imbalance
- Debt Issuance Opportunities
- Review Identified CIP projects for consideration

Mr. Heerman showed that Potential Debt Issuance opportunities exist in FY2023, FY2025, and FY2028 approximately \$8 M will be available in these years for Streets Reconstruction, Parks and Economic Development.

Mr. Heerman stated the plan moving forward is to develop target thresholds for fund balance reduction to reach target levels, restructure revenue / expenditure balance to facilitate sustainability. Consider general policy strategy for managing property tax rate and develop a capital improvement strategy. Director Lozano stated that the Board will be tasked over the next several meetings in prioritizing Capital Improvement Projects.

#### **2. Discuss Updates to the Comprehensive Trail System Master Plan and the City of Highland Village Parks, Recreation and Open Space Master Plan**

City Manager Paul Stevens addressed the Board and gave them his vision for the future. Mr. Stevens stated a Request for Proposals has been initiated for developing a Comprehensive Plan Update which will include Parks, Recreation and Open Space Master Plan, Trail System Master Plan and a FM407 Trail Corridor and Amenity Plan.

Parks and Recreation Director Phil Lozano provided the board with information regarding moving forward with updating the Master Plans. The Board will be asked to participate in work sessions over the next several months in preparation of updating the master plans.

### **REGULAR MEETING TO CONVENE AT 6:00 P.M.**

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***Any person wishing to provide comments on any matter to be considered on this agenda should email such comments to the Parks and Recreation Administrative Assistant [tgolden@highlandvillage.org](mailto:tgolden@highlandvillage.org) by 1:00 p.m. on Monday, February 15, 2021***

- 1. Call to Order & Roll Call for Parks and Recreation Advisory Board.** Parks and Recreation Advisory Board meeting was called to order at 6:00 p.m.

#### **Roll Call**

Present:	Gary Patz	Place 4
	Janet Gershenfeld	Place 2
	Kenneth Koonsman	Place 5
	Bill Irwin	Place 1
	Mitch O'Brey	Place 3
	Kevan Fenderson	Alternate, Place 1
	Vanessa Boyd	Alternate, Place 2
Staff Members:	Phil Lozano	Parks and Recreation Director
	Terry Golden	Administrative Assistant

- 2. Approve Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held November 16, 2020**

Mr. Irwin motioned to approve the Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held on November 16, 2020.

Mr. O'Brey seconded the motion.

Approved 5-0

- 3. Receive an update on Security Camera plan for Doubletree Ranch Park.**

Parks and Recreation Director Phil Lozano informed the Board that the Police Department has portable cameras that they use when suspicious activity has been reported. The Police Department has not received any complaints near the Aaron M. Hudson Memorial Bridge. The cameras that are deployed are motion activated and send information in real time, this provides for a quicker response time.

**4. Receive Parks and Recreation overview presentation.**

Director Lozano, presented the board with a power point presentation that included the vision and mission statements and the organizational structure of the Parks and Recreation Department. The presentation included staff certifications and licenses. He stated the department strives to achieve the 3 pillars adopted by the NRPA they are Health and Wellness, Equity and Conservation. The Presentation included facility rentals and recreation programs pre and programming during a pandemic. Parks completed projects at DRP including PFC Aaron M. Hudson Memorial Bridge, a new shade structure over the chess board area, installation of river rock around the landscape beds and replaced plant material in the beds. Pilot Knoll projects included: electrical service for paddle board vendor, firewood vending machine, seal coated asphalt roads and new traffic striping, completed annual compliance inspections. Completed at Unity Park included pond dredging, Kids Kastle, Plaza improvements, switchgear and panel upgrades. Other completed projects include Sunset Point Park, Tennis Court resurfacing and facility assessments. Director Lozano gave an update on revenue generated in the last 2 fiscal years, bond updates, and anticipated projects. Goals for 2021 include preparing for reopening – events, senior programming, community education. Director Lozano stated the Department will be applying for CAPRA accreditation in late 2024 or early 2025.

**5. Receive an update on Special Events planned for the City.**

Director Lozano stated that Celebrate Highland Village is being planned for June 5<sup>th</sup> at Copperas Branch Park. A Grand Opening for Kids Kastle will be planned once we are on the other side of the pandemic. Mr. Lozano gave an update on Kids Kastle Fence Picket order that should be complete by the grand opening but is dependent on the vendor's ability to fulfill the order by that time. Easter Event is being held at Copperas Branch Park and is a drive thru event. Paper Shredding, Art Festival, Movies in the Park and CHV will take place as scheduled.

**6. Adjourn Regular Meeting**

**6:26 p.m.**