



Town of Highland Park, Texas
TOWN COUNCIL STUDY SESSION
A G E N D A

8:00 AM
September 19, 2017

4700 Drexel Drive
Executive Conference Room

UPCOMING AGENDA DISCUSSION

Action

- No items assigned to this category.

Consent

- Review and discuss an ordinance amending Section 3.03.037 of the Town's Code of Ordinances to change the title, "Permit Fees" to "Electrical Building Permit Fees."
- Review and discuss bids received for the Flippen Park Fountain Improvements Project.
- Review and discuss an ordinance amending the FY 2016-17 Adopted Budget.
- Review and discuss a resolution adopting the Town's five-year Capital Improvement Plan for Fiscal Years 2018-2022.

FUTURE AGENDAS DISCUSSION

- No items assigned to this category.

REPORTS

- Review and discuss the status of the Tennis Courts Renovation Project.
- Review and discuss the outreach strategy for and progress of the Library Master Plan project.
- Review and discuss the Financial Report for the period ending July 31, 2017.

ADJOURNMENT

SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS

Let us know if you need special assistance of any kind.

Please contact the Town of Highland Park Administrative staff at (214) 521-4161

7:30 a.m. to 4:30 p.m., Monday through Friday.



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: September 19, 2017

Department: Building Inspection

Director: Ronnie Brown

TITLE

Review and discuss an ordinance amending Section 3.03.037 of the Town's Code of Ordinances to change the title, "Permit Fees" to "Electrical Building Permit Fees."

BACKGROUND

The State of Texas recently passed House Bill 3329 which prohibits a municipality from charging a registration fee to an electrician who holds a license issued by the Texas Department of Licensing and Regulation. Assuming there may be a financial impact to municipality, the statute does provide the right to collect a "building permit" fee for the electrical work.

Because the Town is no longer allowed to charge a fee for administratively verifying the proper license and credentials of electricians working within the Town, staff proposes to increase the base permit fee by amending the Master Fee Schedule. However, the current electrical regulations of the Town listed in Chapter 3, Building Regulations, Article 3.03, Electricity, Section 3.03.037(a), Permit fees, of the Code of Ordinances of the Town of Highland Park states, "Fees covering the installation, alteration and repair of electrical wiring, electrical apparatus, and electrical equipment shall be established by Town Council resolution." To comply with the recently approved statute established in House Bill 3329 (see attached), the Town's electrical regulations should be modified to reflect "Electrical Building Permit Fees" in lieu of "Permit fees." The proposed ordinance is attached.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name	Description
HB_3329.pdf	HB 3329
HB_3329_and_TML_legal_opinion.pdf	TML Legal Opinion
Amending_Section_3.03.037_Title_to_Electrical_Building_Permit_Fees-Draft.docx	Proposed Ordinance

AN ACT

relating to regulation of electricians by local governments.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 1305.201, Occupations Code, is amended by amending Subsection (a) and adding Subsection (f) to read as follows:

(a) This chapter does not prohibit a municipality or region from regulating electricians or residential appliance installers by:

- (1) enacting an ordinance requiring inspections;
- (2) offering examinations;
- (3) issuing municipal or regional licenses; or
- (4) collecting permit fees for municipal or regional licenses and examinations from ~~[electricians and]~~ appliance installers for work performed in the municipality or region.

(f) A municipality or region may not collect a permit fee, registration fee, administrative fee, or any other fee from an electrician who holds a license issued under this chapter for work performed in the municipality or region. This subsection does not prohibit a municipality or region from collecting a building permit fee.

SECTION 2. This Act takes effect September 1, 2017.

President of the Senate

Speaker of the House

I certify that H.B. No. 3329 was passed by the House on May 2, 2017, by the following vote: Yeas 145, Nays 0, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 3329 was passed by the Senate on May 19, 2017, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

APPROVED:

Date

Governor

Texas Legislature Online History

Bill: HB 3329**Legislative Session:** 85(R)**Council Document:** 85R 10572 JCG-F**Last Action:** 05/29/2017 E Effective on 9/1/17**Caption Version:** Enrolled**Caption Text:** Relating to regulation of electricians by local governments.**Author:** Paddie**Sponsor:** Campbell**Cosponsor:**

Subjects: City Government--General (I0060)
 Fees & Other Nontax Revenue--Local (I0361)
 Occupational Regulation--Other Trades & Professions (I0541)
 ELECTRICIANS & ELECTRICAL CONTRACTORS (S0288)
 PERMITS (S0011)

House Committee: Licensing & Administrative Procedures

Status: Out of committee**Vote:** Ayes=7 Nays=0 Present Not Voting=0 Absent=2

Senate Committee: Business & Commerce

Status: Out of committee**Vote:** Ayes=9 Nays=0 Present Not Voting=0 Absent=0**Actions:** (descending date order)

Viewing Votes: Most Recent House Vote | Most Recent Senate Vote

	Description	Comment	Date ▼	Time	Journal Page
E	Effective on 9/1/17		05/29/2017		
E	Signed by the Governor		05/29/2017		6059
E	Sent to the Governor		05/25/2017		5569
S	Signed in the Senate		05/24/2017		2961
H	Signed in the House		05/23/2017		4560
H	Reported enrolled		05/22/2017	10:51 PM	4570
H	Senate passage reported		05/20/2017		4000
S	Record vote		05/19/2017		2240
S	Passed		05/19/2017		2240
S	Read 3rd time		05/19/2017		2240
S	Record vote		05/19/2017		2240
S	Three day rule suspended		05/19/2017		2240
S	Vote recorded in Journal		05/19/2017		2240
S	Read 2nd time & passed to 3rd reading		05/19/2017		2240

S Laid before the Senate	05/19/2017	2240
S Placed on local & uncontested calendar	05/19/2017	
S Committee report printed and distributed	05/11/2017 02:43 PM	
S Recommended for local & uncontested calendar	05/11/2017	
S Reported favorably w/o amendments	05/11/2017	1903
S Considered in public hearing	05/09/2017	
S Referred to Business & Commerce	05/04/2017	1662
S Read first time	05/04/2017	1662
S Received from the House	05/03/2017	1575
H Reported engrossed	05/02/2017 02:33 PM	2460
H Statement(s) of vote recorded in Journal	05/02/2017	2212
H Record vote	RV#600 05/02/2017	2212
H Passed	05/02/2017	2212
H Read 3rd time	05/02/2017	2212
H Passed to engrossment	05/01/2017	2155
H Read 2nd time	05/01/2017	2155
H Placed on General State Calendar	05/01/2017	
H Considered in Calendars	04/28/2017	
H Committee report sent to Calendars	04/26/2017	
H Committee report distributed	04/25/2017 05:10 PM	
H Comte report filed with Committee Coordinator	04/25/2017	1982
H Reported favorably as substituted	04/20/2017	
H Committee substitute considered in committee	04/20/2017	
H Considered in formal meeting	04/20/2017	
H Left pending in committee	04/13/2017	
H Committee substitute considered in committee	04/13/2017	
H Considered in formal meeting	04/13/2017	
H Left pending in committee	04/10/2017	
H Testimony taken/registration(s) recorded in committee	04/10/2017	
H Committee substitute considered in committee	04/10/2017	
H Considered in public hearing	04/10/2017	
H Scheduled for public hearing on . . .	04/10/2017	
H Referred to Licensing & Administrative Procedures	04/04/2017 12:13 PM	1078
H Read first time	04/04/2017	1078
H Filed	03/08/2017	

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Clarification of 85th Legislative Session Codes Update.

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Clarification to the 85th Legislative Session Codes Update

Regional Codes Coordinating Committee, Advisory Boards, and Interested Parties:

We would like to clarify the 85th Legislative Session Codes Update that was sent last week, specifically with regards to HB 3329. Please [view this memo](#) from the Texas Municipal League (TML) that offers insight from Scott Houston, Deputy Executive Director and General Counsel for TML, into the impacts and implications of this piece of legislation.

If you have any questions, please contact Cassidy Campbell at ccampbell@nctcog.org.

Sincerely,

Cassidy Campbell, AWB, LEED® Green Associate

Senior Environment and Development Planner

North Central Texas Council of Governments

Department of Environment and Development

direct: (817) 608-2368 | main: (817) 695-9210

email: ccampbell@nctcog.org

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New law impacting a jurisdiction's ability to register electricians.

House Bill 3329 was signed by Governor Abbott and will go into effect on September 1st, 2017.

HB3329 does two things, first, the amendment to 1305.201 (a) (4) will prohibit a municipality or region that has its own electrical licensing program from charging a fee for an electrical license. Prior to the electrical licensing law each municipality or region issued their own license to electricians. They would administer a test, charge a fee and issue a license. This allowed an electrician to work within that localized area. Then in 2003 when the electrical license law was passed the law allowed for a municipality or a region to keep their electrical license program for those tradesmen that didn't want to get the State license and desired to working just in that localized area. Currently, some larger cities or remote regions may maintain a local license program to accommodate those electricians. HB3329 will now prohibit those local license programs from collecting a fee for testing or for issuing an electrical license. This will not impact fees for appliance installers as part of a local licensing program.

The second thing HB3329 does, by adding subsection (f) to 1305.201 is to prohibit a municipality or region from collecting a registration or administrative fee to allow an electrician to perform work in the municipality or region. The Bill does initially include "permit fee" or "any other fee" with the prohibition of registration fees or administration fees, but the last sentence in the subsection states that the "subsection does not prohibit a municipality or region from collecting a building permit fee."

Scott Houston, Deputy Executive Director and General Counsel for the Texas Municipal League has offered up this opinion on subsection (f).

ISSUE

Does House Bill 3329 prohibit a city from requiring an electrician to pay for a building permit before doing electrical work in the city?

SHORT ANSWER

No. House Bill 3329 does not prohibit a city from requiring an electrician to pay for a building permit before doing electrical work in the city.

ANALYSIS

To address the issue, one must look to the rules of statutory construction. In construing a statute, a court's primary objective is to give effect to the legislature's intent as gleaned from the text. The Texas Supreme Court recently explained that in divining that intent:

[W]e further "presume the Legislature chose statutory language deliberately and purposefully." We endeavor to interpret each word, phrase, and clause in a manner that gives meaning to them all. We accordingly read statutes as a whole so as to render no part inconsistent, superfluous, or devoid of meaning.

Levinson Alcoser Assoc., L.P. v. El Pistolero II, Ltd., 513 S.W.3d 487, 493 (Tex. 2017) (citations omitted).

Moreover, the rules of statutory construction demand that when general words follow specific and particularized enumerations of powers, the general words are treated as limited and applied only to the same kind or class of powers as those expressly mentioned. *See City of San Antonio v. City of Boerne*, 111 S.W.3d 22, 29 (Tex. 2003). This rule ensures that terms are not construed more broadly than the legislature intended. *Id.* In addition, the meaning of particular words in a statute may be ascertained by reference to other words associated with them in the same statute. *Id.*

Using these canons of construction here, we construe the general prohibition in 1305.201(f) (“A municipality or region may not collect a permit fee, registration fee, administrative fee, or any other fee from an electrician who holds a license issued under this chapter for work performed in the municipality or region”) in light of the specific fee authorization that remains in Section 1305.201: Subsection (f) *expressly authorizes* a city to continue to collect a building permit fee.

In conclusion, whatever fees the general prohibition may encompass, it does not include a building permit fee. How each city defines and charges for a building permit for electrical or other work should be decided by that individual city based on the advice of local legal counsel.

To the general public all permits issued by the building inspection department are building permits, whether they are for a new high-rise building or to replace the electrical service. City building inspection departments have historically viewed the words “building permit” differently than how the general public perceives them and/or how our State Legislature views these words. To a building inspection department a “building permit” is permission to construct or modify a building, whereas an electrical permit or plumbing permit is permission to perform electrical work or plumbing work on a building or property. This idea that all permits are building permits is actually somewhat supported by the International Building Code Section 105.1 which states:

Section 105 Permits

105.1 Required. Any owner or owner’s authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or cause any such work to be performed, shall first make application to the building official and obtain the required permit.

If we look at this as it was presented during deliberation in the legislative session we discover that the intent was to prohibit a city or region from charging a license registration fee on top of what an electrician has to pay to obtain a license from the State. It was not intended to prohibit a jurisdiction from charging permit fees to authorize work and perform inspections. Additional testimony was even made that cities could make up the lost registration revenue by rolling the registration and license fees in the overall “building permit” fee.

As a true public safety measure it is extremely important for a municipality to authorize and inspect work performed within the jurisdictional boundaries. It is equally important to verifying that the people

performing the work have the knowledge and skill to safely accomplish the work. One part of this process is verifying that tradesmen have the appropriate State issued license and that the license is valid. Because these are State maintained databases they are not accessible where a municipality could automate this process by having a tracking system check a State license status as part of the permitting process. A person must look up a tradesman or license on the appropriate website to insure that it is valid adding additional costs to the permit process and it seems that each legislative session this is becoming more of an unfunded State mandate. But as stated, overall the practice of issuing permits, conducting inspections and validating licenses has a direct impact on the health, safety and welfare of the people that live, work or visit your community.

There seems to be several ways to approach this new legislation regarding registration or license fees.

- A municipality could register an electrical license free of charge the same way a city registers plumbing licenses. This should not cause significant process issues since a municipality has been prohibited from charging plumbers for license registration since 2013. In turn the building permit fee for electrical work could be adjusted to offset all or a portion of the costs of enforcing the State license law.
- Since HB3329 prohibits a municipality from collecting a registration fee from an *electrician*, and since TDLR does not define an *electrical contractor* as an *electrician*, potentially the municipality could require the electrical contracting company to register and pay a fee. This may seem counterproductive if the intent of the legislation was to prohibit a municipality from charging a fee to someone to register a license that was already issued by the State. It would be strongly suggested that a municipality seek local legal counsel before adopting this stance since TDLR does issue a license to an *electrical contractor*.

There are also several ways to approach this regarding permit fees.

- A municipality could provide an electrical permit and associated inspections free of charge to an *electrician*. This choice would put the cost burden associated with permitting, inspections and license verification directly on the general fund or enterprise fund.
- A jurisdiction could change all the construction permit types to “building permits”. To keep track of them for budgetary reasons they could be similar to; “building permit (new single family residential) or (SFR)”; “building permit (electrical) or (E)”; “building permit (plumbing) or (P)”; etc. By changing the permit title a city would be in conformance subsection (f) because the municipality would be issuing a building permit and it is not prohibited from collecting a building permit fee from an *electrician* or anyone else.
- If a jurisdiction believed that the legislative intent was specifically pointed at collecting fees from an *electrician*. A jurisdiction could choose to only issue a building permit for electrical work to a licensed *electrical contractor* (which is not an *electrician* by TDLR definitions) but there may be an issue when the licensed *electrical contractor* is also the *master electrician*.

As stated several times in this article, a jurisdiction is encouraged to seek local legal counsel regarding this issue as amendments may need to be made to adopted construction codes, fee tables and business license regulations to bring the local ordinances in line with State law.

ORDINANCE NO.

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS AMENDING CHAPTER 3 BUILDING REGULATIONS, ARTICLE 3.03 ELECTRICAL CODE, OF THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, TO AMEND THE TITLE IN SECTION 3.03.037 FROM “PERMIT FEES” TO “ELECTRICAL BUILDING PERMIT FEES;” PROVIDING A SEVERABILITY CLAUSE; PROVIDING PENALTIES FOR VIOLATION OF THIS ORDINANCE; PROVIDING FOR INCORPORATION INTO THE CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Park, Texas (the “Town”), is a Home Rule municipality having full powers of self-government and may enact ordinances relative to its citizens’ health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

WHEREAS, the Town has adopted the National Electric Code, 2014 edition; and

WHEREAS, HB 3329 was passed during the 85th Legislative Session of the State of Texas prohibiting a municipality from charging an electrical license fee, but allows for a municipality to charge a building permit fee for the electrical work conducted by a state licensed electrician; and

WHEREAS, the regulations previously adopted prescribed the collection of a “permit fee” from a licensed electrician for related electrical work within the Town of Highland Park; and

WHEREAS, the Town has determined that it is a necessary to modify the terms within Section 3.03.037 to be consistent with the terms in HB 3329; and

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION 1. That, the statements contained in the preamble to this ordinance are hereby adopted as findings of fact and as a part of the operative provisions hereof.

SECTION 2. That, **CHAPTER 3 BUILDING REGULATIONS, ARTICLE 3.03 ELECTRICAL CODE, SECTION 3.03.037** of the Code of Ordinances of the Town of Highland Park is hereby amended by replacing the title “Permit Fee” with “Electrical Building Permit Fee.”

SECTION 3. That, should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid and the same shall not affect the validity of the Code of Ordinances of the Town of Highland Park as a whole.

SECTION 4. That, the penalty provision of Section 1.01.009 of the Code of Ordinances is hereby adopted for this ordinance.

SECTION 5. That, this ordinance shall become effective October 1, 2017. Permits obtained from this date forward shall adhere to the established requirements.

PASSED AND APPROVED by the Town Council of the Town of Highland Park, Texas, on this the 25h day of September, 2017.

APPROVED AS TO FORM:

APPROVED:

Matthew C.G. Boyle
Town Attorney

Joel T. Williams, III
Mayor

ATTEST:

Gayle Kirby
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: September 19, 2017

Department: Town Services

Director: Ronnie Brown

TITLE

Review and discuss bids received for the Flippen Park Fountain Improvements Project.

BACKGROUND

On May 18, 2017, the Town opened sealed bids for the Flippen Park Fountain Improvements Project.

John Armstrong was engaged to develop the plans and specifications for this project. The scope of the project included reducing the pool depth, replacing the existing fountain, resurfacing the pool, and replacing the plumbing and the filtration system.

Twelve prospective bidders were invited to bid this project. Two bids were received, both of which were higher than the Town's estimate of \$150,000. Lambert's submitted a bid in the amount of \$222,909, and LandCare submitted a bid in the amount of \$436,925.

Allocation of funding for other park projects denoted in the Capital Improvement Fund will provide the additional funding necessary to proceed with this project. A resident adjacent to Flippen Park discussed with staff an interest in changing the proposed metal fountain to a carved stone fountain. Staff advised the resident that any design change requires approval by the Town Council.

Lambert's agreed to hold its bid price of \$222,909 until October 1, 2017, pending the Town Council's direction regarding the selection of a fountain. Staff seeks to resolve the fountain selection and move forward with this project as soon as possible. An alternate carved stone fountain is similar in height and scale to the existing fountain at Flippen Park. If the Council selects a carved stone fountain, any additional cost would be provided by private funding.

RECOMMENDATION

Staff recommends that Lambert's be awarded the bid for the Flippen Park Fountain Improvements Project in an amount not to exceed \$222,909.

FINANCIAL IMPACT

Funding in the amount of \$222,909 is available in the Capital Improvements Plan.

ATTACHMENTS:

File Name	Description
0439_001.pdf	Lambert's Proposal



PROPOSAL

Town Of Highland Park
Office of the Purchasing Agent
4700 Drexel Drive
Highland Park, Texas 75205

May 17, 2017

PROJECT SCOPE: Installation and Rehabilitation of Flippen Park Fountain RE: 2017-045-4325-08

Kathleen Stewart:

We are pleased to present the following proposal for your consideration.

We propose to furnish all labor, material, equipment, and supervision required to complete the following services as outlined on plans and specifications for the Flippen Park Fountain Renovation.

BID RECAPITULATION

A. Shell Preparation / Demolition	\$45,892.00
B. Shell Renovation	\$72,628.00
C. Iron Fountain Replacement	\$54,826.00
D. New Equipment and Plumbing	\$24,585.00
E. Plaster Finish	<u>\$24,978.00</u>

TOTAL BASE PROPOSAL \$222,909.00

Alternate One:

Furnish and install (7) LPN-20-MLX 20 watt MR16 underwater / submersible freestanding lights for the Robinson Iron fountain feature lighting enhancement.

ADD \$ 7,850.00

TERMS OF PAYMENT

Upon acceptance of this contract, a mobilization fee/deposit of 1/3 of the total proposal shall be due and payable prior to commencement of Lambert's work. This fee shall cover the cost of material procurement, permit fees, and staging of the project. A 3% convenience fee will be added to all payments made by credit card.

Town of Highland Park

Page 2 of 5 (Mockingbird Lane R.O.W. Landscape Improvements)

May 15, 2017

Owner agrees to make bi-monthly draw payments based on estimates of actual work completed the previous week. The balance of the contract (value of labor, equipment and subcontracted services) shall be paid upon completion of the job. If Owner foresees being unavailable during all or part of the installation process, Owner will prepay a value equaling 80% of the work scheduled to be completed during that period of time.

Unless other arrangements have been made invoices that are not paid within the week of presentation shall be considered past due and require that we suspend field operations until payment is received. Delinquent accounts shall also cause us to revoke all warranties and be subject to a finance charge of 1½% per month.

All payments shall be made in Dallas, Texas.

This agreement is the sole agreement of the parties for landscape installation and construction services and supersedes any prior written or oral agreements for these services. This agreement does not in any way supersede or replace any design related service agreements.

This agreement cannot be amended except by written instrument signed by both parties.

Notice to Buyer

Do not sign this agreement before you read it or if it contains any blank space. You are entitled to a completed filled in copy of this agreement. Keep this agreement to protect your legal rights.

Lambert's is a trade name for Environmental Investments, L.P., a Texas limited partnership. The general partner of Environmental Investments, L.P. is Landscape Industries, LLC, a Texas limited liability company. The person signing this agreement is signing on behalf of the general partner of Environmental Investments, L.P. as an officer.

Thank you for the opportunity to provide you with professional services. We feel confident that you will be pleased with the results.

Regards,



Paul Fields, ASLA
President/Director of Design

PF/dwp

(Please sign and return one copy of the Proposal by Lambert's Garden Design)

AGREED and ACCEPTED this _____ day of _____, 2017

By: _____



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: September 19, 2017

Department: Fiscal & Human Resources

Director: Steven J. Alexander

TITLE

Review and discuss an ordinance amending the FY 2016-17 Adopted Budget.

BACKGROUND

This agenda item provides an opportunity for the Town Council (the "Council") to review and discuss proposed amendments to the Fiscal Year 2016-17 Adopted Budget ("FY 2017 Budget"). Within the General Fund, the proposed amendments include a transfer between departments to account for changes in Personnel Services and Third-Party Inspection Services related to inspections of the HP Village construction project. Unfilled vacancies in the Street Department allowed for the transfer of favorable cost savings to other departments.

General Fund Amendments:

Increase Public Safety - Personnel Services	\$ 125,000
Increase Town Services Town Services - Personnel Services	14,050
Increase Swimming Pool - Personnel Services	8,750
Increase Building Inspection - Personnel Services and Services & Charges	21,285
Decrease Street Department - Personnel Services	(44,085)
Decrease Non-Departmental - Retirement Contingency	<u>(125,000)</u>
Net Increase to General Fund Appropriations:	\$ _____ -

The cost for Personnel Services in the Department of Public Safety ("DPS") is the largest single group in the General Fund requiring a budget amendment. During FY 2017, payments totaling \$155,912 were made for retirements in DPS. Each year, \$125,000 is budgeted in Non-Departmental Retirement Contingency to account for large payouts due to multiple retirements in the Town.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name	Description
Amending_FY_2017_Adopted_Budget-General_Fund.docx	Proposed Ordinance

ORDINANCE NO.

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE TOWN'S ADOPTED FISCAL YEAR 2016-17 COMBINED BUDGET.

WHEREAS, the Town Council of the Town of Highland Park, Texas (the "Town") adopted the Fiscal Year 2016-17 Combined Budget on September 12, 2016; and

WHEREAS, amendments are needed to the Adopted Budget within the General Fund to transfer existing appropriations; and

WHEREAS, the transfer of the proposed appropriations is related to Personnel Services and Third-Party Inspection Services in the General Fund; and

WHEREAS, the proposed amendment does not increase or decrease the overall appropriations within the General Fund; and

WHEREAS, changes in appropriated funds require the approval of the Town Council, in accordance with Chapter 9, Financial Administration, Section 9.07, Appropriations, of the Charter of the Town of Highland Park, Texas;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Highland Park, Texas, that the Town's Fiscal Year 2017 Combined Budget is hereby amended as follows:

General Fund Amendments:

Increase Public Safety - Personnel Services	\$ 125,000
Increase Town Services Town Services - Personnel Services	14,050
Increase Swimming Pool - Personnel Services	8,750
Increase Building Inspection - Personnel Services and Services & Charges	21,285
Decrease Street Department - Personnel Services	(44,085)
Decrease Non-Departmental - Retirement Contingency	(125,000)
Net Increase to General Fund Appropriations:	<u>\$ -</u>

PASSED AND APPROVED this 25th day of September, 2017.

APPROVED AS TO FORM:

APPROVED:

Matthew C.G. Boyle
Town Attorney

Joel T. Williams, III
Mayor

ATTEST:

Gayle Kirby
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: September 19, 2017

Department: Finance & Human Resources

Director: Steven J. Alexander

TITLE

Review and discuss a resolution adopting the Town's five-year Capital Improvement Plan for Fiscal Years 2018-2022.

BACKGROUND

Over the past several months, the Town Council, the Finance and Audit Advisory Committee, and staff have developed an update to the Town's five-year Capital Improvement Program ("CIP") for Fiscal Years 2018-2022.

As a result of the process to develop and update the Town's CIP, the projects included in the plan are categorized as follows:

Public Safety	\$ 1,336,592	3.81%
Town Services/Parks	2,597,125	7.41%
Streets & Traffic Infrastructure	12,313,002	35.12%
Water & Sewer	14,790,958	42.18%
Storm Water	<u>4,025,000</u>	11.48%
Total	<u>\$ 35,062,677</u>	

This breakdown includes annual lease payments for the Department of Public Safety's radio system that has a total estimated cost of \$3,341,480; \$986,125 for a park renovation and rehabilitation program; and \$5,202,042 to be used for street resurfacing and concrete work. Over the next five years, \$16,246,719 is planned to be used for funding capital in the Capital Projects Fund.

As proposed, and with the exception of the radio system, the CIP is funded using current resources allocated through the budget process in each fiscal year. Based on an update to the 10-Year financial model, staff anticipates that by the end of the five-year plan, the Capital Projects Fund will maintain the \$2,000,000 fund balance requirement that has been established by policy. A positive balance of \$2,802,711 is expected to be maintained, which includes the \$2,000,000 reserve. This estimate is subject to change, based on the receipt and use of resources in each fiscal year.

The Finance and Audit Advisory Committee reviewed the updated CIP and related financial model that was included with the Proposed Budget for Fiscal Year 2017-18 during the budget development process.

RECOMMENDATION

The staff recommends approval.

FINANCIAL IMPACT

The first year of the proposed CIP was incorporated into the Fiscal Year 2017-18 Proposed Budget. The estimated expenses allocated within the five-year plan total \$35,062,677. A year-by-year financial impact is presented with the attached CIP.

ATTACHMENTS:

File Name	Description
Adopting_a_5_Year_CIP_2018-Final.docx	Proposed Resolution
Revised_5_Year_Capital_Improvement_Plan_FY_2018-22.pdf	Five Year Capital Improvement Plan 9-15-20177

RESOLUTION NO.

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022.

WHEREAS, the Town of Highland Park ("Town") wishes to implement a formal Capital Improvement Plan ("CIP"); and

WHEREAS, the Town has developed a CIP for a five-year period beginning with fiscal year 2018 and ending with fiscal year 2022; and

WHEREAS, the CIP includes expenditure estimates on selected facility and infrastructure capital projects that have been prioritized based upon criteria that address: 1) the correction of an identified deficiency; 2) the improvement of productivity or efficiency; 3) improvement in the use of resources; and/or 4) enhancement of the quality of life in Highland Park; and

WHEREAS, the CIP also includes the recognition of resources available and establishes a funding plan for the facility and infrastructure projects included in the CIP;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Highland Park, Texas that a Capital Improvement Plan for the five-year period beginning with fiscal year 2018 and ending in fiscal year 2022 be approved in the form attached hereto.

PASSED AND APPROVED this 25th day of September, 2017.

APPROVED AS TO FORM:

APPROVED:

Matthew C.G. Boyle
Town Attorney

Joel T. Williams, III
Mayor

ATTEST:

Gayle Kirby
Town Secretary



Capital Improvement Plan Fiscal Years 2018-2022

TOWN OF HIGHLAND PARK, TEXAS
CAPITAL PROJECTS FUND - PRELIMINARY DRAFT
FISCAL YEARS 2018-2027

Project/Funding Source	2016-17	2017-18	2018-19	2019-20
Beginning Balance	\$ 5,094,916	\$ 4,569,183	\$ 2,930,554	\$ 2,907,781
Annual Project Funding				
General Fund CIP Transfer	\$ 1,096,320	\$ 1,119,220	\$ 1,142,724	\$ 1,166,721
General Fund 5% Solid Waste Transfer	61,700	71,700	72,417	73,141
Utility Fund 5% W&S Transfer	499,255	493,200	498,132	503,113
Supplemental General Fund Transfer	171,290	129,728	231,731	179,459
Increased CIP Revenue from Growth in Property Values - 2014	342,651	342,651	342,651	342,651
Increased CIP Revenue from Growth in Property Values - 2015	705,188	705,188	705,188	705,188
Increased CIP Revenue from Growth in Property Values - 2016	360,441	360,441	360,441	360,441
Contributions	-	-	-	-
Contributions - DART	402,065			
Intergovernmental Revenue	-	759,760	337,000	-
Transfer from DPS Technology Fund	76,915	79,222	81,599	84,047
Interest Revenue	45,700	54,400	27,547	27,333
Total Annual Project Funding	\$ 3,761,525	\$ 4,115,510	\$ 3,799,430	\$ 3,442,094
Expenditures				
Project 25 Public Safety Radio System	\$ 200,000	\$ -	\$ 334,148	\$ 334,148
Fiber Connectivity to HPISD	100,000	-	-	-
Flippen Park Improvements	150,000	-	-	-
Tennis Court Reconstruction	300,000	200,000	200,000	-
Street Light Painting	25,500	25,000	25,000	25,000
Mockingbird Screening Wall	150,000	-	-	-
Toll Road Parkway Renovation	150,000	136,000	-	-
Preston Road Parkway Improvements	50,000	150,000	150,000	150,000
Heating of Swimming Pool	-	100,000	-	-
Armstrong Parkway - Landscape, Lighting, and Irrigation Impr.	-	-	-	250,000
Park Renovation/Rehabilitation Program	-	185,000	190,920	197,029
Service Center Study	-	-	-	-
Street Resurfacing & Miscellaneous Concrete	945,658	975,919	1,007,148	1,039,377
Livingston Avenue Rehabilitation	-	410,000	-	-
Preston Road Rehabilitation	-	1,319,520	474,000	-
Exall Lake Pedestrian Bridge	550,000	-	-	-
Armstrong Parkway Reconstruction/Rehabilitation	-	850,000	780,720	-
Hillcrest Avenue Rehabilitation	-	-	-	600,000
Douglas Avenue Rehabilitation	-	-	-	-
Wycliffe/Oak Lawn Signal Improvements	-	-	-	-
Herschel/Oak Lawn Signal Improvements	-	-	-	-
Westside Drive Reconstruction	-	-	-	-
Abbott Avenue Rehabilitation / Reconstruction	-	-	-	-
Mockingbird Lane Resurfacing	-	-	-	-
Lomo Alto Drive Rehabilitation	-	-	-	-
Total Expenditures	\$ 2,621,158	\$ 4,351,439	\$ 3,161,936	\$ 2,595,554
Transfers-Out				
Storm Water Fund	\$ 1,350,000	\$ 1,100,000	\$ 350,000	\$ 350,000
Project Personnel Costs	316,100	302,700	310,268	318,025
Total Transfers-Out	\$ 1,666,100	\$ 1,402,700	\$ 660,268	\$ 668,025
Total Expenditures & Transfers Out	\$ 4,287,258	\$ 5,754,139	\$ 3,822,204	\$ 3,263,579
Ending Balance*	\$ 4,569,183	\$ 2,930,554	\$ 2,907,781	\$ 3,086,295
Construction Contingency	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Over(Under) Contingency	\$ 2,569,183	\$ 930,554	\$ 907,781	\$ 1,086,295

* Includes DPS Technology Fund Balance

**Excludes FY 2016-17.

2020-21	2021-22	Total**	FY 2023-27	Total 10 Years**
\$ 3,086,295	\$ 3,286,434	\$ 4,569,183	\$ 2,802,711	\$ 4,569,183
\$ 1,191,222	\$ 1,216,238	\$ 5,836,125	\$ 6,475,201	\$ 12,311,326
73,872	74,611	365,741	384,398	750,139
508,144	513,225	2,515,814	2,644,143	5,159,957
189,417	195,380	925,715	889,778	1,815,493
342,651	342,651	1,713,255	1,713,255	3,426,510
705,188	705,188	3,525,940	3,525,940	7,051,880
360,441	360,441	1,802,205	1,802,205	3,604,410
-	-	-	-	-
-	-	-	-	-
100,000	100,000	1,296,760	-	1,296,760
86,569	89,166	420,603	487,594	908,197
29,011	30,892	169,183	131,993	301,176
\$ 3,586,515	\$ 3,627,792	\$ 18,571,341	\$ 18,054,507	\$ 36,625,848
\$ 334,148	\$ 334,148	\$ 1,336,592	\$ 1,670,740	\$ 3,007,332
-	-	-	-	-
-	-	-	-	-
-	-	400,000	-	400,000
25,000	25,000	125,000	125,000	250,000
-	-	-	-	-
-	-	136,000	-	136,000
-	-	450,000	-	450,000
-	-	100,000	-	100,000
-	-	250,000	-	250,000
203,334	209,841	986,125	1,154,331	2,140,456
150,000	-	150,000	-	150,000
1,072,637	1,106,961	5,202,042	6,089,367	11,291,409
-	-	410,000	-	410,000
-	-	1,793,520	-	1,793,520
-	-	-	-	-
-	-	1,630,720	-	1,630,720
-	-	600,000	-	600,000
500,280	601,440	1,101,720	-	1,101,720
250,000	-	250,000	-	250,000
175,000	-	175,000	-	175,000
-	1,150,000	1,150,000	-	1,150,000
-	-	-	1,862,744	1,862,744
-	-	-	580,000	580,000
-	-	-	1,990,773	1,990,773
\$ 2,710,399	\$ 3,427,390	\$ 16,246,719	\$ 13,472,955	\$ 29,719,674
\$ 350,000	\$ 350,000	\$ 2,500,000	\$ 1,750,000	\$ 4,250,000
325,976	334,125	1,591,094	1,800,176	3,391,270
\$ 675,976	\$ 684,125	\$ 4,091,094	\$ 3,550,176	\$ 7,641,270
\$ 3,386,375	\$ 4,111,515	\$ 20,337,813	\$ 17,023,131	\$ 37,360,944
\$ 3,286,434	\$ 2,802,711	\$ 2,802,711	\$ 3,834,087	\$ 3,834,087
\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
\$ 1,286,434	\$ 802,711	\$ 802,711	\$ 1,834,087	\$ 1,834,087

TOWN OF HIGHLAND PARK, TEXAS
STORM WATER FUND - PRELIMINARY DRAFT
FISCAL YEARS 2018-2027

Project/Funding Source	2016-17	2017-18	2018-19	2019-20
Beginning Balance	\$ 897,138	\$ 1,081,538	\$ 550,531	\$ 547,850
Revenues				
Storm Water Charges	\$ 390,180	\$ 398,920	\$ 414,994	\$ 423,709
Interest Earnings	8,400	11,100	3,105	3,123
Total Revenues	\$ 398,580	\$ 410,020	\$ 418,099	\$ 426,832
Transfers - In	1,350,000	1,100,000	350,000	350,000
Total Revenues & Transfers - In	\$ 1,748,580	\$ 1,510,020	\$ 768,099	\$ 776,832
Expenditures				
Supplies & Equipment	\$ 7,100	\$ 7,256	\$ 7,416	\$ 7,579
Services & Charges	90,580	95,271	97,367	99,509
Total Operating Expenditures	\$ 97,680	\$ 102,527	\$ 104,783	\$ 107,088
Capital Outlay:				
Lexington Tunnel Internal Resurfacing	\$ 35,000	\$ -	\$ -	\$ -
Douglas Park Drainage Improvement	-	-	-	-
Exall Lake Dredging & Silt Removal	-	-	-	-
Connor Park Shoreline Stabilization & Silt Removal	858,000	-	-	-
Southern & Livingston Drainage Improvements	80,000	-	-	-
Master Plan & Improvements for Hackberry Creek	375,000	1,640,000	550,000	550,000
Drainage Study & Impr. - Watershed in Northeast Area of Town	-	-	-	-
Armstrong Bridges (2) Rehabilitation	-	185,000	-	-
Potential Projects	-	-	-	-
Total Capital Outlay	\$ 1,348,000	\$ 1,825,000	\$ 550,000	\$ 550,000
Total Expenditures	\$ 1,445,680	\$ 1,927,527	\$ 654,783	\$ 657,088
Transfers-Out	118,500	113,500	115,997	118,549
Total Expenditures & Transfers-Out	\$ 1,564,180	\$ 2,041,027	\$ 770,780	\$ 775,637
Ending Balance	\$ 1,081,538	\$ 550,531	\$ 547,850	\$ 549,045

* *Excludes FY 2016-17.

2020-21	2021-22	Total**	FY 2023-27	Total 10 Years**
\$ 549,045	\$ 554,210	\$ 1,081,538	\$ 563,444	\$ 1,081,538
\$ 432,607	\$ 441,692	\$ 2,111,922	\$ 2,351,551	\$ 4,463,473
3,159	3,215	23,702	17,970	41,672
\$ 435,766	\$ 444,907	\$ 2,135,624	\$ 2,369,521	\$ 4,505,145
350,000	350,000	\$ 2,500,000	\$ 1,750,000	\$ 4,250,000
\$ 785,766	\$ 794,907	\$ 4,635,624	\$ 4,119,521	\$ 8,755,145
\$ 7,746	\$ 7,916	\$ 37,913	\$ 42,270	\$ 80,183
101,698	103,935	497,780	554,999	1,052,779
\$ 109,444	\$ 111,851	\$ 535,693	\$ 597,269	\$ 1,132,962
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
550,000	550,000	3,840,000	1,600,000	5,440,000
-	-	-	1,075,000	1,075,000
-	-	185,000	-	185,000
-	-	-	-	-
\$ 550,000	\$ 550,000	\$ 4,025,000	\$ 2,675,000	\$ 6,700,000
\$ 659,444	\$ 661,851	\$ 4,560,693	\$ 3,272,269	\$ 7,832,962
121,157	123,822	593,025	661,189	1,254,214
\$ 780,601	\$ 785,673	\$ 5,153,718	\$ 3,933,458	\$ 9,087,176
\$ 554,210	\$ 563,444	\$ 563,444	\$ 749,507	\$ 749,507

TOWN OF HIGHLAND PARK, TEXAS
UTILITY FUND - PRELIMINARY DRAFT

FISCAL YEARS 2018-2027

Project/Funding Source	*			
	2016-17	2017-18	2018-19	2019-20
Beginning Balance	\$ 3,106,440	\$ 4,181,096	\$ 4,880,382	\$ 3,083,055
Revenues				
Water Sales	\$ 6,933,194	\$ 6,985,822	\$ 7,317,649	\$ 7,317,649
Sanitary Sewer Charges	2,937,393	2,964,169	3,104,967	3,104,967
Permit Revenue	54,300	64,000	64,000	64,000
Interest Earnings	28,220	37,356	45,876	28,981
Intergovernmental Revenue	352,000	352,000	-	-
Other Revenues	247,719	260,200	107,000	107,000
Total Revenues	\$ 10,552,826	\$ 10,663,547	\$ 10,639,491	\$ 10,622,596
Transfers-In	469,300	458,800	468,894	479,210
Total Revenues & Transfers-In	\$ 11,022,126	\$ 11,122,347	\$ 11,108,385	\$ 11,101,806
Expenditures				
Personnel Services	\$ 1,618,288	\$ 1,790,555	\$ 1,938,498	\$ 2,025,730
Supplies & Equipment	2,783,199	2,924,446	3,026,802	3,132,740
Services & Charges	1,235,050	1,418,496	1,468,143	1,519,528
Operating Capital	31,000	-	-	-
Total Operating Expenditures	\$ 5,667,537	\$ 6,133,497	\$ 6,433,443	\$ 6,677,998
Capital Outlay:				
Smart Water Meter Program	\$ 535,000	\$ 169,000	\$ -	\$ -
Water & Sanitary Sewer Infrastructure Replace./Rehab.	2,000,000	2,064,000	2,130,048	2,198,210
Turtle Creek 30-Inch Sanitary Sewer Interceptor Design	-	100,000	-	-
Lakeside Drive Rehabilitation	-	200,000	2,500,000	-
Elevated Water Tank	-	-	-	800,000
In-line Booster Pump Study	-	-	20,000	-
New Pump Station & Discharge Line at Gillon Pump Station	-	-	-	-
Potential Projects	-	-	-	-
Turtle Creek 30-Inch Sanitary Sewer Interceptor Impr. (\$1,100,000)	-	-	-	-
Total Capital Expenditures	\$ 2,535,000	\$ 2,533,000	\$ 4,650,048	\$ 2,998,210
Total Expenditures	\$ 8,202,537	\$ 8,666,497	\$ 11,083,491	\$ 9,676,208
Transfers-Out	1,744,933	1,756,564	1,822,222	1,850,846
Total Expenditures & Transfer-Out	\$ 9,947,470	\$ 10,423,061	\$ 12,905,713	\$ 11,527,054
Operating Reserve	\$ 1,729,735	\$ 1,848,140	\$ 1,933,634	\$ 2,001,929
Rate Stabilization Reserve	2,451,361	3,032,242	1,149,421	655,878
Ending Balance	4,181,096	4,880,382	3,083,055	2,657,807
Ideal Fund Balance (25% of Operating Expenses)	\$ 1,729,735	\$ 1,848,140	\$ 1,933,634	\$ 2,001,929
Over(Under) Ideal Fund Balance	\$ 2,451,361	\$ 3,032,242	\$ 1,149,421	\$ 655,878

* Includes 4.75% rate adjustment for Water Sales and Sanitary Sewer Sales

* *Excludes FY 2016-17.

*		Total**	FY 2023-27	Total 10 Years**
2020-21	2021-22			
\$ 2,657,807	\$ 3,155,843	\$ 4,181,096	\$ 3,303,054	\$ 4,181,096
\$ 7,665,237	\$ 7,665,237	\$ 36,951,593	\$ 41,690,368	\$ 78,641,961
3,252,453	3,252,453	15,679,009	17,689,729	33,368,738
64,000	64,000	320,000	320,000	640,000
24,983	29,665	166,861	159,007	325,868
-	-	352,000	-	352,000
107,000	107,000	688,200	535,000	1,223,200
\$ 11,113,673	\$ 11,118,355	\$ 54,157,662	\$ 60,394,104	\$ 114,551,766
489,753	500,528	2,397,185	2,672,740	5,069,925
\$ 11,603,426	\$ 11,618,883	\$ 56,554,847	\$ 63,066,844	\$ 119,621,691
\$ 2,116,888	\$ 2,212,148	\$ 10,083,819	\$ 12,646,609	\$ 22,730,428
3,242,386	3,355,870	15,682,244	18,625,585	34,307,829
1,572,711	1,627,756	7,606,634	9,034,288	16,640,922
-	-	-	-	-
\$ 6,931,985	\$ 7,195,774	\$ 33,372,697	\$ 40,306,482	\$ 73,679,179
\$ -	\$ -	\$ 169,000	\$ -	\$ 169,000
2,268,553	2,341,147	11,001,958	12,873,287	23,875,245
-	-	100,000	-	100,000
-	-	2,700,000	-	2,700,000
-	-	800,000	-	800,000
-	-	20,000	-	20,000
-	-	-	-	-
-	-	-	-	-
\$ 2,268,553	\$ 2,341,147	\$ 14,790,958	\$ 12,873,287	\$ 27,664,245
\$ 9,200,538	\$ 9,536,921	\$ 48,163,655	\$ 53,179,769	\$ 101,343,424
1,904,853	1,934,750	9,269,234	10,385,327	19,654,562
\$ 11,105,391	\$ 11,471,671	\$ 57,432,889	\$ 63,565,097	\$ 120,997,986
\$ 2,072,738	\$ 2,146,161	\$ 2,146,161	\$ 2,556,058	\$ 2,556,058
1,083,105	1,156,893	1,156,893	248,743	248,743
3,155,843	3,303,054	3,303,054	2,804,801	2,804,801
\$ 2,072,738	\$ 2,146,161	\$ 2,146,161	\$ 2,556,058	\$ 2,556,058
\$ 1,083,105	\$ 1,156,893	\$ 1,156,893	\$ 248,743	\$ 248,743



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: September 19, 2017

Department: Town Services

Director: Ronnie Brown

TITLE

Review and discuss the status of the Tennis Courts Renovation Project.

BACKGROUND

The Town engaged the David McCaskill Design Group to develop plans and specifications for the proposed renovations to the Town's Tennis Court Numbers 7 and 8. Earlier this year, the Town advertised for bids for this project and received only one response, a bid amount of \$698,053.05, which was rejected.

Several tennis court contractors indicated that re-bidding this project in the fall may provide more competitive responses. In an effort to encourage more competitive responses, the staff added an alternative bid for an asphalt overlay of the tennis courts.

Four residents contacted the staff and requested that the Town consider re-striping Tennis Court No. 8 to accommodate both tennis and pickleball. Pickleball is a racket sport that combines elements of badminton, tennis, and table tennis. The USA Pickleball Association has seen a large growth in the number of people joining the association, from 4,000 members in 2013 to 20,000 members in 2017. An alternate bid for striping two pickleball courts was added to the proposed tennis court specifications in conjunction with the renovation of Tennis Court No. 8.

Staff proposed to re-bid the Tennis Court Renovation Project in September and bring bid results to the Council for consideration in October.

RECOMMENDATION

This report is provided as an opportunity for the staff to update the Town Council on the progress of the Tennis Courts Renovation Project and seek input on the proposed alternate bid options.

FINANCIAL IMPACT

The Town's 2016-17 Capital Projects Fund has \$300,000 allocated for tennis court reconstruction.

ATTACHMENTS:

File Name	Description
HPTC_-_Bid_Form.pdf	Bid Form

SECTION 00 30 00
BID FORM

To Whom It May Concern:

The pursuant to the foregoing notice to bidders, the undersigned bidder hereby proposes to do all the work and furnish all necessary superintendence, labor, materials, and equipment to complete all the work upon which they bid, as provided by the attached specifications and shown on the plans and binds themselves on acceptance of this proposal to execute a contract and bond, according to the accompanying forms, for performing and completing the said work within the time stated, and maintaining same as required by the detailed specifications for the following prices, to-wit:

The undersigned shall fill out all the blanks on the bid form and shall acknowledge any addendums received.

Item No.	Description of Items with Bid Prices Written in Words	Unit Price	Total
----------	---	------------	-------

(Furnish and install, including all appurtenant work, complete in place, the following items)

COURT 7

- | | | | |
|---|---|----------|----------|
| 1 | paving, tennis net and posts and backboard for the sum of:
____ Dollars
and _____ Cents
Per Lump Sum | \$ _____ | \$ _____ |
| 2 | Tree Protection Fencing, for sum of:
____ Dollars
and _____ Cents
Per Linear Foot | \$ _____ | \$ _____ |
| 3 | 5" Concrete paving, including grading, for the sum of :
____ Dollars
and _____ Cents
Per Square Foot | \$ _____ | \$ _____ |
| 4 | 6" Concrete paving including grading, for the sum of:
____ Dollars
and _____ Cents
Per Square Foot | \$ _____ | \$ _____ |
| 5 | Parking striping and signage, for the lump sum of:
____ Dollars
and _____ Cents
Per Lump Sum | \$ _____ | \$ _____ |

- 6 Chain link fencing and gates, for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Linear Foot
- 7 Post tensioned concrete overlay, for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Square Foot
- 8 Tennis Court Surfacing, for sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Square Foot
- 9 Tennis net and posts, for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Each

TOTAL COURT SEVEN BID \$_____

ALTERNATE BIDS

- Alt. No. 1 Tennis windscreens, for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Linear Foot
- Alt No. 2 Tennis Backboards, for sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Each

COURT 8

- 1 Demolition including the removal of trees, shrubs,
 concrete paving, fencing, tennis nets, backboard, bench
 and drinking fountain, for the sum of :
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Lump Sum
- 2 5" Concrete paving including grading , for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Square Foot
- 3 Chain link fencing and gates, for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Linear Foot

- 4 Post tensioned concrete overlay, for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Square Foot
- 5 Tennis court surfacing, for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Square Foot
- 6 Tennis net and posts, for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Each
- 9 Reinstall drinking fountain, for the sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Each
- 10 Court lighting including demolition of the existing
 lighting, for the sum of:
 _____ Dollars \$_____ \$_____
 and _____ Cents
 Per Lump Sum

TOTAL COURT EIGHT BID \$_____

ALTERNATE BIDS

- Alt No. 1 Tennis Windscreens, for sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Linear Foot
- Alt No. 2 Tennis Backboards, for sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Each
- Alt No. 3 Asphalt Overlay Court 7, for sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Square Foot
- Alt No. 4 Asphalt Overlay Court 8, for sum of:
 _____ Dollars
 and _____ Cents \$_____ \$_____
 Per Square Foot

Alt No. 5 Pickleball Striping Court 8, for sum of:

_____ Dollars

and _____ Cents

\$_____

\$_____

Per Lump Sum

The undersigned bidder agrees to commence work within ten (10) days after the date of written notice to commence work, and to substantially complete the work on which they have bid within 60 calendar days as provided in the general conditions of agreement.

The undersigned hereby declares that they have visited the site and have carefully examined the contract documents relative to the work covered by the above bid.

Receipt is acknowledged of the following addenda:

Addendum No. 1 _____

Addendum No. 2 _____

Addendum No. 3 _____

Name Printed

Signature and Title:

Address:

Phone:

SEAL - IF BIDDER IS A CORPORATION



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: September 19, 2017

Department: Library

Director: Kortney Nelson

TITLE

Review and discuss the outreach strategy for and progress of the Library Master Plan project.

BACKGROUND

On June 6, 2017, the Town Council approved a contract with The Ivy Group, Ltd. for consulting services for the Library Master Plan ("Plan") project. The scope of the project includes services by The Ivy Group, Ltd. to facilitate the development and construction of a multi-year Plan, consisting of a community engagement and input component, a needs assessment, and a trend analysis. The Plan will help guide the future of the Town's Library services.

The Ivy Group, Ltd. has completed the project kick-off and secondary data review, the initial site-visit and the market segmentation study for the project. The benchmarking study, which will compare performance measures for the Library with those of five other libraries, is underway with the Library in the process of finalizing benchmarking candidates. Selection of benchmarking candidates is based on demographic indicators of service areas as well as library statistics including annual budget.

The Ivy Group, Ltd. and the Library have begun the scheduling for the community engagement portions of the project, which will include executive interviews, targeted community conversation groups, a Town Hall meeting, and an online survey. The executive interviews will be conducted throughout the months of September and October. The invitation-only targeted community conversations are tentatively scheduled for October and November. The Town Hall open forum is tentatively scheduled for November. The online survey will be available through a link on the Library website for one month starting in mid-October. Paper copies of the survey will be available in the Library as well as other areas within Town Hall.

To communicate the avenues for community engagement, the Library will use numerous methods including news releases, postings on the Library's and the Town's websites and social media accounts, postcard mailers to Town residents, in-Library displays, utility bill announcements, and email newsletters.

RECOMMENDATION

This item is provided as an update for the Town Council in regards to the Library Master Plan project.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name

No Attachments Available

Description



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: September 19, 2017

Department: Fiscal and Human Resources

Director: Steven J. Alexander

TITLE

Review and discuss the Financial Report for the period ending July 31, 2017.

BACKGROUND

The report presented is for the period ending July 31, 2017. July marks the completion of the tenth month of the 2016-17 fiscal year. Therefore, the Year-to-Date percentage for budgetary comparison purposes is 83.3%.

General and Utility Fund combined revenues amount to \$29,041,409, which is 87.6% of the annual projection.

Year-to-date General and Utility Fund combined expenditures and encumbrances amount to \$25,301,406 or 78.2% of the Fiscal Year 2016-17 Combined Budget. Discussion about specific revenue and expenditure categories is included in the accompanying reports.

The July 2017 Investment Report is also provided for your review. The total market value of the Town's cash and investment portfolio is \$25,989,161 and is yielding an average weighted return of 1.163%, with an average maturity of 59 days.

This report was provided to the Finance & Audit Advisory Committee on September 15, 2017.

RECOMMENDATION

None.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name	Description
Combined_Monthly_Financial_Report-_072017.pdf	Combined Monthly Financial Report Ending July 31, 2017

MONTHLY FINANCIAL REPORT FOR PERIOD ENDING JULY 31, 2017



OVERVIEW

As of July 31, 2017, General and Utility Fund combined revenues are \$29,041,409. This is 87.6% of the annual projected amounts.

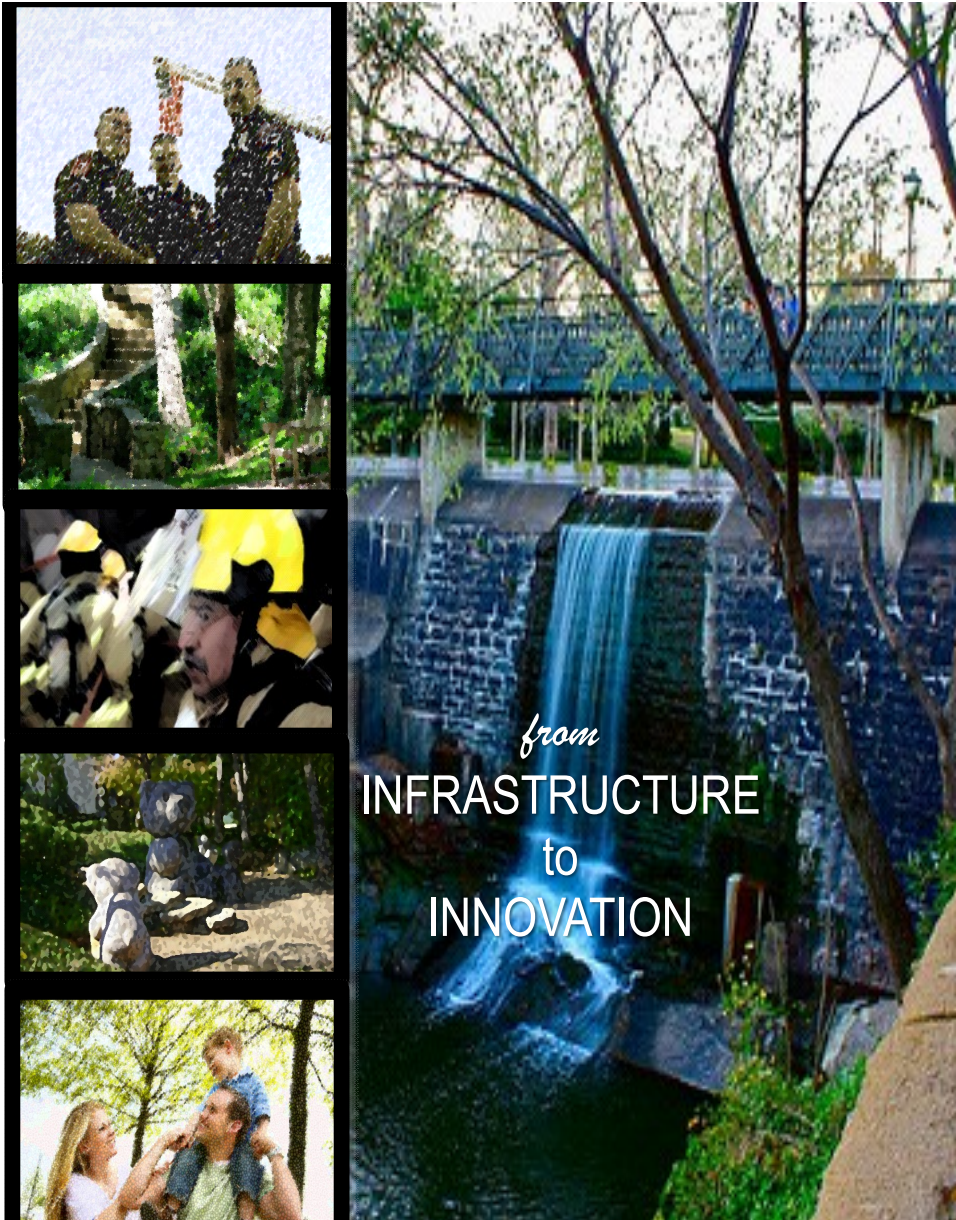
Combined expenses and encumbrances of \$25,301,406 are 78.2% of the annual budget. July 31st marks the tenth month of the FY 2017 Budget Year. Therefore, the year-to-date budget percentage for budgetary comparison is 83.3%.

YEAR-TO-DATE (YTD) ACTIVITY

- ▲ **Property Taxes** are 100.1% of the YTD projection
- ▼ **Sales Taxes** are 93.3% of the YTD projection
- ▲ **Building Permits** are 128.3% of the YTD projection
- ▲ **Water Sales** are 101.2% of the YTD projection

COMPARISON TO LAST YEAR

- ▲ **Property Taxes** are 108.9% of prior year
- **Sales Taxes** are 97.1% of prior year
- ▲ **Building Permits** are 134.2% of prior year
- ▲ **Water Sales** are 101.6% of prior year



GENERAL FUND REVENUES

Revenue Signal Key	
●	> 100% of Projected
●	95-100% of Projected
●	< 95% of Projected

	July 2017					Year-To Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Property Taxes	●	\$ 41,048	\$ 56,755	72.3%		●	\$ 12,569,541	\$ 12,551,068	100.1%		\$ 12,569,541	\$ 12,592,311	99.8%		\$ 11,538,356	\$ 11,639,262	99.1%
Sales Taxes	●	225,237	318,466	70.7%		●	2,982,285	3,195,748	93.3%		2,982,285	3,779,265	78.9%		3,070,633	3,693,000	83.1%
Other Taxes	●	57,543	49,988	115.1%		●	210,349	192,000	109.6%		210,349	192,000	109.6%		187,359	189,100	99.1%
Franchise Fees	-	42,038	-	-		●	891,535	851,810	104.7%		891,535	1,040,000	85.7%		879,357	1,085,470	81.0%
Licenses and Permits	●	224,025	57,685	388.4%		●	1,129,583	918,538	123.0%		1,129,583	1,106,705	102.1%		866,011	1,283,910	67.5%
Charges for Services	●	109,054	116,317	93.8%		●	1,203,392	1,180,616	101.9%		1,203,392	1,403,620	85.7%		1,053,885	1,211,022	87.0%
Fines and Forfeitures	●	33,260	47,232	70.4%		●	382,704	444,121	86.2%		382,704	539,900	70.9%		385,278	584,758	65.9%
Earnings on Investments	●	10,173	5,214	195.1%		●	61,918	39,825	155.5%		61,918	48,225	128.4%		36,890	33,200	111.1%
Miscellaneous	●	48,385	29,744	162.7%		●	352,386	280,389	125.7%		352,386	335,045	105.2%		292,028	357,798	81.6%
Transfers	-	241,075	-	-		●	794,525	861,675	92.2%		794,525	1,148,900	69.2%		819,520	1,131,100	72.5%
Total Revenues	●	\$ 1,031,838	\$ 681,401	151.4%		●	\$ 20,578,218	\$ 20,515,790	100.3%		\$ 20,578,218	\$ 22,185,971	92.8%		\$ 19,129,317	\$ 21,208,620	90.2%

YEAR-TO-DATE OVERVIEW

Through July 31st, General Fund non-property tax revenues of \$8,008,677 are \$43,955 more than originally projected. Total revenues (including Property Taxes) are \$62,428 more than projected and are up 7.6% over the same period in the prior fiscal year.

PROPERTY TAXES

Tax collections of \$12,569,541 year-to-date have been received. As of July 31st, 99.8% of the annual budget had been collected.

SALES TAXES

Total revenues of \$2,982,285 are (\$213,463) less than projected year-to-date. Current year revenue is (\$88,348) less than this time last year.

OTHER TAXES

Mixed Beverage Tax receipts of \$210,349 are \$18,349 more than projected for this time of the year and \$22,990 more than this time last year. Mixed Beverage Taxes are received quarterly.

FRANCHISE FEES

Year-to-date Franchise Fees total \$891,535, which is \$39,725 more than projected and is up \$12,178 when compared to the amount received during the same period in the prior fiscal year. Franchise Fees are received quarterly with the exception of the Natural Gas

franchise fee, which is one-time payment received each year.

SANITATION COLLECTION CHARGES

Sanitation collection and recycling charges are being accounted for in a separate enterprise fund beginning in FY 2017.

LICENSES AND PERMITS

Revenues of \$1,129,583 are \$211,045 more than projected year-to-date, and are \$263,572 more than the amount received prior year-to-date.

CHARGES FOR SERVICES

Revenues of \$1,203,392 are \$22,776 more than projected at the end of July and are more than the previous fiscal year by \$149,507. Revenues are up compared to the prior fiscal year due to revenues associated with municipal court fees.

FINES AND FORFEITURES

Total revenues of \$382,704 are (\$61,417) or 13.8% less than projected through the end of July and (\$2,574) less than the same period in the prior fiscal year. This decrease reflects a shift from Fines and Forfeitures to Charges for Services that includes Deferred Adjudication in Municipal Court.

EARNINGS ON INVESTMENTS

Interest earnings of \$61,918 for the year are \$22,093 more than projected.

MISCELLANEOUS REVENUES

Total revenues of \$352,386 are up \$71,997 from the amount projected through July. Miscellaneous revenues include penalties on delinquent property taxes, tower lease rental charges, donations, contributions, and other non-major revenues.

TRANSFERS

Quarterly transfers consist of a reimbursement from the Utility Fund for the fund's share of G&A expenses and a transfer from the Court Security Fund to reimburse the General Fund for payroll related costs associated with the court bailiff.

GENERAL FUND EXPENDITURES

YEAR-TO-DATE OVERVIEW

July 31, 2017, marks the tenth month of the FY 2017 budget year. The year-to-date budget percentage for budgetary comparison is therefore 83.3%. Total General Fund expenditures and encumbrances of \$17,402,289 are 78.4% of the annual budget.

ADMINISTRATION

Administration has expended and encumbered year-to-date 73.5% of the departmental budget or \$553,763. An encumbrance for the Town Attorney's contract is included in this amount.

PUBLIC SAFETY

Public Safety expended and encumbered year-to-date represent 82.5% of the departmental budget or \$9,184,559.

TOWN SERVICES

The Town Services Department has expended and encumbered \$460,609 or 87.8% of the departmental budget. An encumbrance for the Director's contract is included in this amount.

MUNICIPAL COURTS

Municipal Courts has expended and encumbered year-to-date \$311,127 or 81.8% of the departmental budget and includes encumbrances for the Court Prosecutor's contract.

BUILDING INSPECTION

The total expended and encumbered year-to-date relating to Building Inspection is \$523,552 or 86.7% of the department budget. Included in this amount are encumbrances for contract services related to commercial plan review and inspections.

INFORMATION TECHNOLOGY

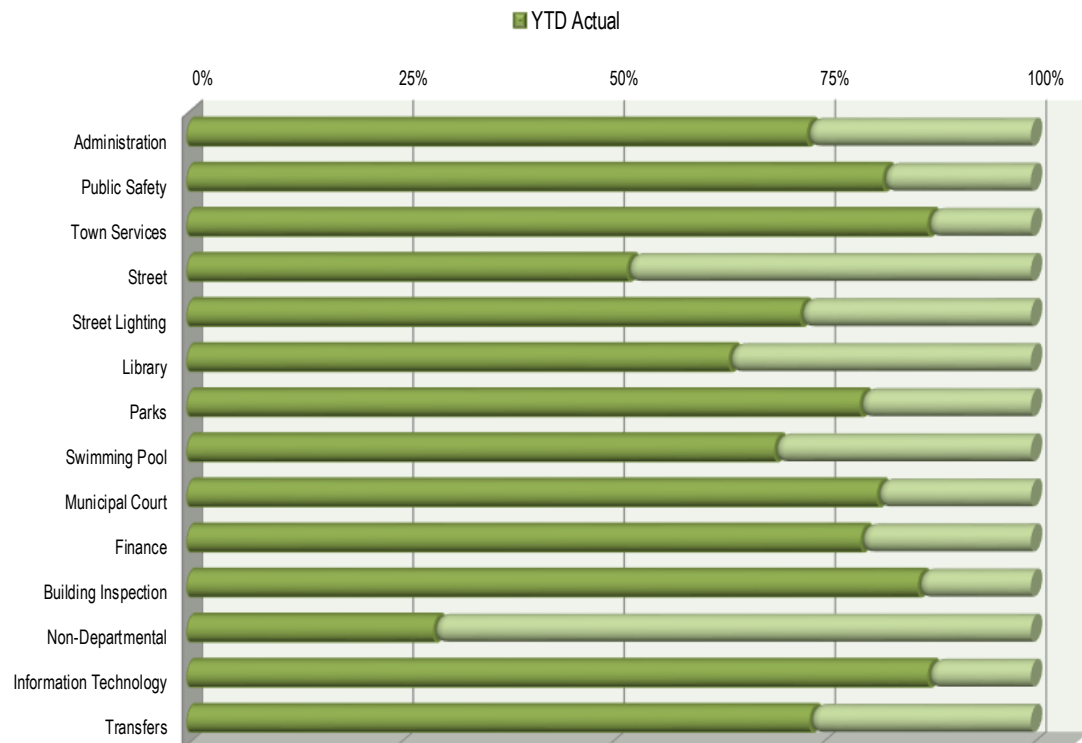
Information Technology expenditures and encumbrances year-to-date represent 87.9% of the departmental budget or \$486,200. Annual contracts for support and maintenance are included in this amount.

TRANSFERS

Quarterly transfers include a transfer to the CIP Fund for infrastructure maintenance and rehabilitation. Additional transfers include a transfer to the Utility Fund for sanitation billing and collection services, transfers to the equipment and technology replacement funds to accumulate resources for future equipment and technology purchases and upgrades, and a transfer to the Building Maintenance Fund to fund the operational and maintenance budgets of the Town's Service Center and Town Hall building.

	July 2017			Prior Year		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
Administration	\$ 553,763	\$ 753,194	73.5%	\$ 555,677	\$ 748,561	74.2%
Public Safety	9,184,559	11,131,434	82.5%	8,766,663	10,677,018	82.1%
Town Services	460,609	524,540	87.8%	440,041	487,546	90.3%
Street	211,053	404,138	52.2%	287,749	374,238	76.9%
Street Lighting	135,032	185,661	72.7%	133,183	172,427	77.2%
Library	495,995	771,626	64.3%	618,876	740,960	83.5%
Parks	1,194,415	1,496,923	79.8%	1,174,926	1,393,738	84.3%
Swimming Pool	132,169	189,712	69.7%	122,835	184,259	66.7%
Municipal Court	311,127	380,175	81.8%	300,608	367,751	81.7%
Finance	659,209	824,983	79.9%	604,759	796,427	75.9%
Building Inspection	523,552	603,990	86.7%	426,052	592,804	71.9%
Non-Departmental	122,012	416,690	29.3%	138,154	374,570	36.9%
Information Technology	486,200	553,412	87.9%	462,430	523,551	88.3%
Transfers	2,932,594	3,970,982	73.9%	2,887,261	3,903,520	74.0%
Total Expenditures	\$ 17,402,289	\$ 22,207,460	78.4%	\$ 16,919,214	\$ 21,337,370	79.3%

YTD Expenditures & Encumbrances Compared to Annual Budget



UTILITY FUND REVENUES

Revenue Signal Key	
●	> 100% of Projected
●	95-100% of Projected
●	< 95% of Projected

	July 2017				Year-To-Date				Annual			Prior Year		
	Signal	Actual	Projected	%	Signal	Actual	Projected	%	Actual	Projected	%	Actual	Projected	%
Water Sales	●	\$ 627,119	\$ 731,459	85.7%	●	\$ 5,181,100	\$ 5,120,068	101.2%	\$ 5,181,100	\$ 6,985,822	74.2%	\$ 5,097,385	\$ 6,139,164	83.0%
Sanitary Sewer Charges	●	234,364	274,726	85.3%	●	2,278,713	2,390,581	95.3%	2,278,713	2,999,275	76.0%	2,259,756	2,654,168	85.1%
Other Charges for Service	●	1,160	638	181.8%	●	26,885	6,375	421.7%	26,885	7,650	351.4%	44,595	47,000	94.9%
Licenses and Permits	●	4,205	4,833	87.0%	●	42,190	48,333	87.3%	42,190	58,000	72.7%	49,075	64,000	76.7%
Fines and Forfeitures	●	11,758	6,967	168.8%	●	62,068	56,205	110.4%	62,068	72,400	85.7%	60,029	60,000	100.0%
Earnings on Investments	●	3,849	1,406	273.8%	●	28,572	11,524	247.9%	28,572	14,400	198.4%	11,524	9,750	118.2%
Miscellaneous	●	42	229	18.3%	●	491,914	354,292	138.8%	491,914	354,750	138.7%	458,281	900,000	50.9%
Transfers	-	137,418	-	-	●	351,749	351,975	99.9%	351,749	469,300	75.0%	343,964	480,100	71.6%
Total Revenues	●	\$ 1,019,915	\$ 1,020,258	100.0%	●	\$ 8,463,191	\$ 8,339,353	101.5%	\$ 8,463,191	\$ 10,961,597	77.2%	\$ 8,324,609	\$ 10,354,182	80.4%

YEAR-TO-DATE OVERVIEW

Total Utility Fund operational revenue (excluding transfers) of \$8,111,442 are \$124,064 more than projected through July and are up about 1.6% when compared to the amount received through the same period in the prior year.

WATER SALES

Revenues totaling \$5,181,100 are \$61,032 higher than projected through July. Water sales are up about 1.6% when compared to the amount of revenue generated during the same period last year. While water revenue is up due to prior rate increases, July water consumption is the fourth lowest July in 34 years and 24.6% below the average for months of July. The five lowest years for July water consumption in 34 years include 2015, 2016, and 2017.

For the month of July the Town billed out 91,017,000 gallons, which is about 4.6% less than the same month in the prior fiscal year. Year-to-date, consumption is 19,532,000 gallons or 2.7% more compared to the previous fiscal year.

SEWER CHARGES

Revenues of \$2,278,713 are (\$111,868) less than projected through the end of July. Revenues for sanitary sewer are up 0.8% or \$18,957 when compared to this same period for the previous fiscal year. Sanitary sewer billings are driven by water consumption.

OTHER CHARGES FOR SERVICES

Year-to-date revenues of \$26,885 are \$20,510 more than projected through July. This revenue source is primarily driven by charges for meter installations.

LICENSES AND PERMITS

Licenses and permits revenue (i.e. Plumbing Permits) of \$42,190 are 12.7% less than projected, and 14.0% or (\$6,885) less than the amount received through July of the prior fiscal Year.

FINES AND FORFEITURES

Revenues (penalties assessed on past due utility bills) of \$62,068 are 10.4% above projection through July. Late payment penalty revenue is driven by payment timing and the size of the past due balance.

EARNINGS ON INVESTMENTS

Interest earnings through July are \$28,572 and \$17,048 above projection.

MISCELLANEOUS REVENUE

Miscellaneous Revenue accounts for contributions, cost sharing related to repairs, maintenance, and capital projects from outside organizations.

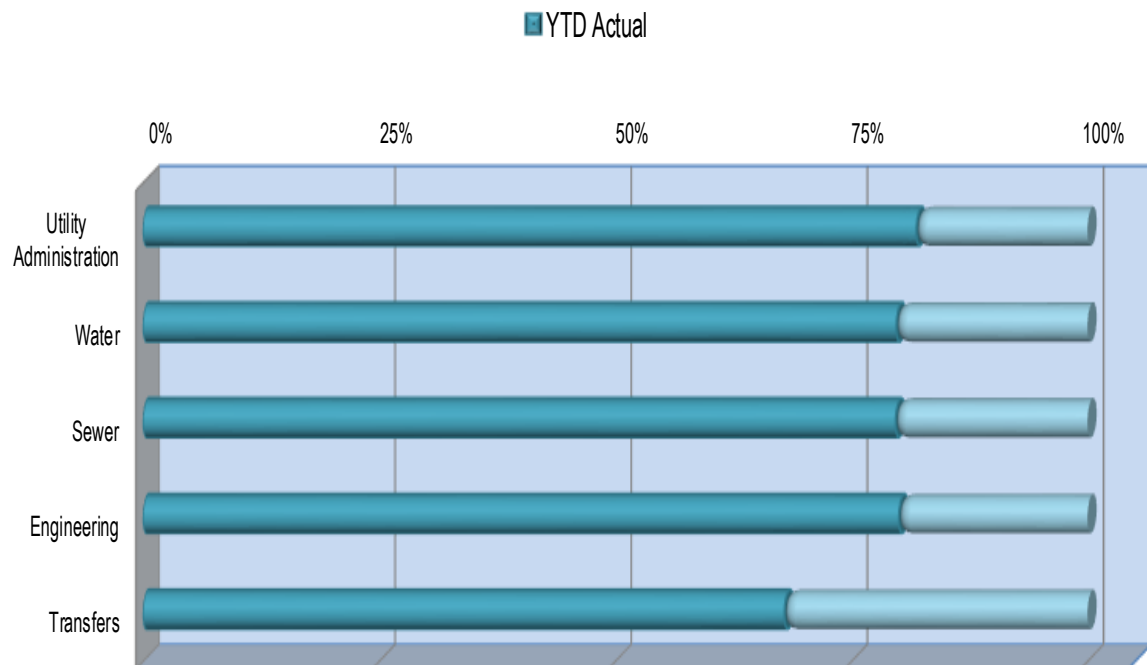
TRANSFERS

Quarterly transfers consist of a transfer from the General Fund for reimbursement of the General Fund's share of Utility Fund admin costs. Additionally, transfers from the Capital Project and Storm Water Drainage Funds offset related Engineering services.

UTILITY FUND EXPENDITURES

	July 2017			Prior Year		
	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Utility Administration	\$ 256,793	\$ 313,622	81.9%	\$ 250,659	\$ 312,729	80.2%
Water	3,953,115	4,956,001	79.8%	3,146,656	3,949,402	79.7%
Sewer	1,867,713	2,344,009	79.7%	985,671	2,857,579	34.5%
Engineering	636,461	795,315	80.0%	622,228	855,373	72.7%
Transfers	1,185,035	1,744,933	67.9%	1,198,764	1,659,480	72.2%
Total Expenses	\$ 7,899,117	\$ 10,153,880	77.8%	\$ 6,203,978	\$ 9,634,563	64.4%

YTD Expenditures & Encumbrances Compared to Annual Budget



OVERVIEW

July 31, 2017, marks the tenth month of FY 2017 budget year. The year-to-date budget percentage for budgetary comparison is therefore 83.3%. Year-to-date expenditures, plus encumbrances and less non-cash expenditures of depreciation and bad debts, total \$7,899,117 or 77.8% of annual budget.

UTILITY ADMINISTRATION

The Utility Administration budget expended and encumbered through July of the current fiscal year is \$256,793 which represents 81.9% of the departmental operating budget.

WATER

At \$3,953,115, the Water Department has expended and encumbered 79.8% of the annual budget amount and includes \$1,444,560 in expenses and encumbrances for capital improvements.

SEWER

At \$1,867,713, the Sewer Department has expended and encumbered 79.7% of the annual budget amount. \$798,908 in capital improvements have been expended and encumbered through July.

ENGINEERING

The Engineering budget expended and encumbered through July of this fiscal year is \$636,461 which represents 80.0% of the departmental operating budget.

TRANSFERS

Quarterly transfers to other funds include a transfer to the General Fund for the Utility Fund's share of General Fund G&A expenses, a transfer to the CIP Fund based on 5% of water and sanitary sewer revenues, a transfer to the Building Maintenance Fund for the Utility Fund's share of building maintenance expenditures, and transfers to the equipment and technology replacement funds to fund future equipment and technology purchases.

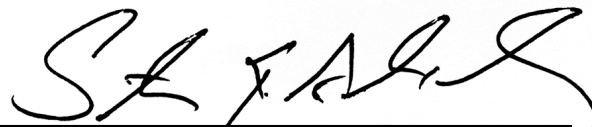
WORKING CAPITAL SUMMARY

Fund	Working Capital (1)	Dedicated Funds (2)	Available Working Capital (3)	Outstanding Encumbrances
General Fund	\$ 7,310,903	\$ 3,320,367	\$ 3,990,536	\$ 532,090
Utility Fund	4,666,109	1,772,156	2,893,953	822,165
Solid Waste Fund	53,499	53,499	-	8,216
Capital Projects Fund	6,717,650	6,717,650	-	960,859
Equipment Replacement Fund	3,107,706	3,107,706	-	403,152
Technology Replacement Fund	1,654,040	1,654,040	-	3,848
Storm Water Drainage Utility Fund	1,670,108	1,670,108	-	46,394
Building Maintenance Fund	551,503	551,503	-	17,521
Municipal Court Technology Fund	82,659	82,659	-	173
Municipal Court Security Fund	8,231	8,231	-	-
DPS Technology Fund	245,206	245,206	-	-
Other Funds	266,206	266,206	-	41,451
	<u>\$ 26,333,820</u>	<u>\$ 19,449,331</u>	<u>\$ 6,884,489</u>	<u>\$ 2,835,869</u>

- (1) Working Capital is defined as current assets less current liabilities. The Working Capital totals have not been reduced by outstanding encumbrances because expenditures are recognized in the period the liability is incurred. As of July 31, 2017, the Town had a total of \$2,835,869 in outstanding encumbrances.
- (2) Dedicated funds represent the amount of Working Capital that has been reserved to comply with financial management policies, special purpose, or lawful requirements.
- (3) Available Working Capital is the amount of Working Capital in excess of dedicated funds.

CASH AND INVESTMENTS

The market value of the Town's investment portfolio at July 31, 2017 was \$25,989,161. This amount is 100.00% of the recorded book value of \$25,989,161. The Town's investment practice is to invest funds for specific maturity or call dates (passive investment management), rather than buy and sell based upon market conditions (active investment management). The total portfolio yield is 1.163%.



Steven J. Alexander
Chief Financial Officer

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
01 -GENERAL FUND						
REVENUE SUMMARY						
31-TAXES	16,563,576	323,828	15,762,175	95.16	-	801,401
32-FRANCHISE FEES	1,040,000	42,038	891,535	85.72	-	148,465
33-LICENSES & PERMITS	1,106,705	224,025	1,129,583	102.07	-	(22,878)
34-CHARGES FOR SERVICE	1,403,620	109,054	1,203,392	85.73	-	200,228
35-FINES & FORFEITS	539,900	33,260	382,704	70.88	-	157,196
36-EARNINGS ON INVESTMENT	48,225	10,173	61,918	128.39	-	(13,693)
37-SALE OF ASSETS	1,500	-	-	-	-	1,500
38-MISCELLANEOUS	333,545	48,385	352,386	105.65	-	(18,841)
39-TRANSFERS	1,148,900	241,075	794,525	69.16	-	354,375
*** TOTAL REVENUES ***	<u>22,185,971</u>	<u>1,031,838</u>	<u>20,578,218</u>	<u>92.75</u>	<u>-</u>	<u>1,607,753</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATION	753,194	52,297	513,743	73.52	40,020	199,431
02-PUBLIC SAFETY	11,131,434	808,537	9,170,104	82.51	14,455	1,946,875
04-TOWN SERVICES	524,540	40,387	421,971	87.81	38,638	63,931
05-STREET	404,138	17,639	210,854	52.22	199	193,085
06-STREET LIGHTING	185,661	11,607	134,299	72.73	733	50,629
07-LIBRARY	771,626	45,788	487,734	64.28	8,261	275,631
08-PARKS & RECREATION	1,496,923	141,069	1,152,520	79.79	41,895	302,508
09-SWIMMING POOL	189,712	47,786	122,922	69.67	9,247	57,543
10-MUNICIPAL COURT	380,175	26,117	311,127	81.84	-	69,048
11-FINANCE	824,983	59,507	668,889	79.91	(9,680)	165,774
12-BUILDING INSPECTION	603,990	37,171	450,695	86.68	72,857	80,438
15-NON-DEPARTMENTAL	416,690	6,524	185,308	29.28	(63,296)	294,678
17-INFORMATION TECHNOLOG	553,412	33,686	457,602	87.85	28,598	67,212
50-INTERFUND TRANSFERS	3,970,982	956,469	2,932,594	73.85	-	1,038,388
*** TOTAL EXPENDITURES ***	<u>22,207,460</u>	<u>2,284,584</u>	<u>17,220,362</u>	<u>78.36</u>	<u>181,927</u>	<u>4,805,171</u>

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)

		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
01 -GENERAL FUND - DETAIL							
REVENUES							
31-TAXES							
3110	PROPERTY TAXES-CURRENT YEAR	12,557,311	38,730	12,543,321	99.89	-	13,990
3111	PROPERTY TAXES-PRIOR YEARS	35,000	2,318	26,220	74.91	-	8,780
3113	SALES TAX REVENUE	3,779,265	225,237	2,982,285	78.91	-	796,980
3114	MIXED BEVERAGE	192,000	57,543	210,349	109.56	-	(18,349)
*** REVENUE CATEGORY TOTALS ***		16,563,576	323,828	15,762,175	95.16	-	801,401
32-FRANCHISE FEES							
3261	FRANCHISE FEE - ONCOR ELECTRIC	530,000	-	407,706	76.93	-	122,294
3262	FRANCHISE FEE - ATMOS ENERGY	190,000	-	174,235	91.70	-	15,765
3263	FRANCHISE FEE - TELECOM	90,000	537	59,697	66.33	-	30,303
3264	FRANCHISE FEE - CABLE TV	195,000	39,569	195,631	100.32	-	(631)
3265	SOLID WASTE CONTAINER FEES	15,000	1,932	26,322	175.48	-	(11,322)
3270	FRANCHISE FEE - CARRIAGES	20,000	-	27,944	139.72	-	(7,944)
*** REVENUE CATEGORY TOTALS ***		1,040,000	42,038	891,535	85.72	-	148,465
33-LICENSES & PERMITS							
3301	BEVERAGE LICENSES	11,990	900	6,310	52.63	-	5,680
3302	HEALTH PERMITS	4,525	200	5,935	131.16	-	(1,410)
3303	ALARM PERMITS	66,610	2,190	42,765	64.20	-	23,845
3306	ELECTRICAL LICENSES	18,750	1,125	15,750	84.00	-	3,000
3310	BUILDING PERMITS	960,000	216,190	1,020,984	106.35	-	(60,984)
3312	ELECTRICAL PERMITS	33,900	3,180	27,183	80.19	-	6,717
3313	EXCAVATION PERMITS	510	60	225	44.12	-	285
3350	CARRIAGE SERVICES	4,500	-	4,750	105.56	-	(250)
3370	ANIMAL LICENSES	5,920	180	5,681	95.96	-	239
*** REVENUE CATEGORY TOTALS ***		1,106,705	224,025	1,129,583	102.07	-	(22,878)

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
34-CHARGES FOR SERVICE						
3407 E911 MONTHLY FEES	138,100	9,915	104,437	75.62	-	33,663
3408 ALARM MONITORING FEES	281,350	21,603	220,715	78.45	-	60,635
3425 EMERGENCY MEDICAL FEES	182,500	14,260	169,176	92.70	-	13,324
3470 BOARD/COMMISSION/REPLAT FEES	3,260	-	1,400	42.94	-	1,860
3471 SWIMMING POOL DAILY FEES	17,800	7,632	16,314	91.65	-	1,486
3472 SWIMMING POOL SEASON FEES	82,700	3,810	76,450	92.44	-	6,250
3473 TENNIS COURT FEES	12,000	520	10,883	90.69	-	1,117
3474 ANIMAL POUND FEES	1,000	-	990	99.00	-	10
3476 LIBRARY FEES	4,200	201	3,408	81.14	-	792
3477 COURT ADMINISTRATION FEES	30,360	3,090	28,726	94.62	-	1,634
3478 COURT WARRANT FEES	65,700	2,869	47,974	73.02	-	17,726
3479 COURT FEES	174,300	13,121	151,859	87.13	-	22,441
3480 BUILDING REGISTRATION FEES	44,500	3,000	34,625	77.81	-	9,875
3481 PLAN REVIEW FEES	5,850	600	5,000	85.47	-	850
3485 SPECIAL EXPENSE FEE	360,000	28,433	331,435	92.07	-	28,565
*** REVENUE CATEGORY TOTALS ***	1,403,620	109,054	1,203,392	85.73	-	200,228
35-FINES & FORFEITS						
3511 MUNICIPAL COURT FINES	530,000	32,089	367,046	69.25	-	162,954
3513 LIBRARY FINES	4,000	298	3,090	77.25	-	910
3515 LOST BOOK CHARGES	900	23	518	57.56	-	382
3516 INVALID ALARM FINE	5,000	850	12,050	241.00	-	(7,050)
*** REVENUE CATEGORY TOTALS ***	539,900	33,260	382,704	70.88	-	157,196
36-EARNINGS ON INVESTMENTS						
3610 INTEREST EARNED	48,000	10,173	61,725	128.59	-	(13,725)
3650 INTEREST EARNED-DALLAS COUNTY	225	-	193	85.78	-	32
*** REVENUE CATEGORY TOTALS ***	48,225	10,173	61,918	128.39	-	(13,693)

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
37-SALE OF ASSETS						
3746 SALE OF CAPITAL ASSETS	1,500	-	-	-	-	1,500
3747 SALE OF IMPOUNDED PROPERTY	-	-	-	-	-	-
*** REVENUE CATEGORY TOTALS ***	1,500	-	-	-	-	1,500
38-MISCELLANEOUS						
3810 PENALTY & INTEREST, PROP TAXES	50,120	5,513	50,599	100.96	-	(479)
3820 RENTAL OF TOWN PROPERTY	225,025	33,237	248,568	110.46	-	(23,543)
3850 DONATIONS TO LIBRARY	2,300	25	1,954	84.96	-	346
3860 CONTRIBUTIONS	6,000	5,000	17,275	287.92	-	(11,275)
3870 INTERGOVERNMENTAL REVENUE	4,000	-	-	-	-	4,000
3880 DAMAGE TO TOWN PROPERTY	6,000	4,236	7,107	118.45	-	(1,107)
3890 MISCELLANEOUS	40,100	374	26,883	67.04	-	13,217
*** REVENUE CATEGORY TOTALS ***	333,545	48,385	352,386	105.65	-	(18,841)
39-TRANSFERS						
3920 INTER FUND TRANSFER -UF	1,125,000	235,100	776,600	69.03	-	348,400
3933 INTER-FUND TRANSFER -CSF	23,900	5,975	17,925	75.00	-	5,975
*** REVENUE CATEGORY TOTALS ***	1,148,900	241,075	794,525	69.16	-	354,375
*** TOTAL REVENUES ***	22,185,971	1,031,838	20,578,218	92.75	-	1,607,753

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
10 -CAPITAL PROJECTS FUND						
REVENUE SUMMARY						
36-EARNINGS ON INVESTMENT	17,600	6,999	43,269	245.85	-	(25,669)
38-MISCELLANEOUS	659,760	-	402,065	60.94	-	257,695
39-TRANSFERS	<u>3,236,845</u>	<u>798,261</u>	<u>2,379,424</u>	<u>73.51</u>	<u>-</u>	<u>857,421</u>
*** TOTAL REVENUES ***	<u>3,914,205</u>	<u>805,260</u>	<u>2,824,758</u>	<u>72.17</u>	<u>-</u>	<u>1,089,447</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATION	1,050,000	45,888	77,517	36.06	301,165	671,318
05-STREET	3,300,678	141,128	428,749	25.92	426,707	2,445,222
50-INTERFUND TRANSFERS	<u>1,666,100</u>	<u>680,900</u>	<u>996,900</u>	<u>59.83</u>	<u>-</u>	<u>669,200</u>
*** TOTAL EXPENDITURES ***	<u>6,016,778</u>	<u>867,916</u>	<u>1,503,166</u>	<u>37.08</u>	<u>727,872</u>	<u>3,785,740</u>

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
19 -SOLID WASTE PROJECTS FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	1,234,320	103,134	1,030,439	83.48	-	203,881
36-EARNINGS ON INVESTMENT	-	125	676	-	-	(676)
38-MISCELLANEOUS	-	-	6	-	-	(6)
*** TOTAL REVENUES ***	<u>1,234,320</u>	<u>103,259</u>	<u>1,031,121</u>	<u>83.54</u>	<u>-</u>	<u>203,199</u>
EXPENDITURE SUMMARY						
16-SANITATION	1,133,792	85,669	901,807	80.26	8,216	223,769
50-INTERFUND TRANSFERS	<u>96,400</u>	<u>24,482</u>	<u>75,814</u>	<u>78.65</u>	<u>-</u>	<u>20,586</u>
*** TOTAL EXPENDITURES ***	<u>1,230,192</u>	<u>110,151</u>	<u>977,621</u>	<u>80.14</u>	<u>8,216</u>	<u>244,355</u>

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
20 -UTILITY FUND						
REVENUE SUMMARY						
33-LICENSES & PERMITS	58,000	4,205	42,190	72.74	-	15,810
34-CHARGES FOR SERVICE	9,992,747	862,643	7,486,698	74.92	-	2,506,049
35-FINES & FORFEITS	72,400	11,758	62,068	85.73	-	10,332
36-EARNINGS ON INVESTMENT	14,400	3,849	28,572	198.42	-	(14,172)
37-SALE OF ASSETS	-	-	-	-	-	-
38-MISCELLANEOUS	354,750	42	491,914	138.66	-	(137,164)
39-TRANSFERS	469,300	137,418	351,749	74.95	-	117,551
*** TOTAL REVENUES ***	<u>10,961,597</u>	<u>1,019,915</u>	<u>8,463,191</u>	<u>77.21</u>	<u>-</u>	<u>2,498,406</u>
EXPENDITURE SUMMARY						
21-ADMINISTRATION	313,622	23,321	248,282	81.88	8,511	56,829
22-WATER	4,956,001	444,285	4,394,410	79.76	(441,295)	1,002,886
23-SEWER	2,344,009	198,001	2,331,992	79.68	(464,279)	476,296
25-ENGINEERING	795,315	43,198	629,172	80.03	7,289	158,854
50-INTERFUND TRANSFERS	1,744,933	375,675	1,185,035	67.91	-	559,898
*** TOTAL EXPENDITURES ***	<u>10,153,880</u>	<u>1,084,480</u>	<u>8,788,891</u>	<u>77.79</u>	<u>(889,774)</u>	<u>2,254,763</u>

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
20 -UTILITY FUND - DETAIL						
REVENUES						
33-LICENSES & PERMITS						
3315 PLUMBING PERMITS	58,000	4,205	42,190	72.74	-	15,810
*** REVENUE CATEGORY TOTALS ***	58,000	4,205	42,190	72.74	-	15,810
34-CHARGES FOR SERVICE						
3401 WATER SALES	6,900,266	608,743	5,087,187	73.72	-	1,813,079
3402 WATER SALES - TOWN	85,556	18,376	93,913	109.77	-	(8,357)
3403 SANITARY SEWER CHARGES	2,999,275	234,364	2,278,713	75.98	-	720,562
3460 METER INSTALLATION	4,450	850	23,300	523.60	-	(18,850)
3465 OTHER UTILITY CHARGES	3,200	310	3,585	112.03	-	(385)
*** REVENUE CATEGORY TOTALS ***	9,992,747	862,643	7,486,698	74.92	-	2,506,049
35-FINES & FORFEITS						
3520 PENALTY CHARGES FOR LATE PMT	72,400	11,758	62,068	85.73	-	10,332
*** REVENUE CATEGORY TOTALS ***	72,400	11,758	62,068	85.73	-	10,332
36-EARNINGS ON INVESTMENTS						
3610 INTEREST EARNED	14,400	3,849	28,572	198.42	-	(14,172)
*** REVENUE CATEGORY TOTALS ***	14,400	3,849	28,572	198.42	-	(14,172)
37-SALE OF ASSETS						
3746 SALE OF CAPITAL ASSETS	-	-	-	-	-	-
*** REVENUE CATEGORY TOTALS ***	-	-	-	-	-	-

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
38-MISCELLANEOUS						
3866 CONTRIBUTIONS- OTHER GOV'T	-	-	-	-	-	-
3867 CONTRIBS - OTHER ENTITIES	352,000	-	485,105	137.81	-	(133,105)
3880 DAMAGE TO TOWN PROPERTY	-	-	70	-	-	(70)
3890 MISCELLANEOUS	<u>2,750</u>	<u>42</u>	<u>6,739</u>	<u>245.05</u>	<u>-</u>	<u>(3,989)</u>
*** REVENUE CATEGORY TOTALS ***	<u>354,750</u>	<u>42</u>	<u>491,914</u>	<u>138.66</u>	<u>-</u>	<u>(137,164)</u>
39-TRANSFERS						
3901 INTER FUND TRANSFER -GENERAL	34,700	9,018	9,018	25.99	-	25,682
3910 INTER-FUND TRANSFER CPF	316,100	93,400	234,400	74.15	-	81,700
3919 INTER-FUND TRANSFER SOLID WASTE	-	-	20,431	-	-	(20,431)
3923 TRANSFER FROM SWDUF	<u>118,500</u>	<u>35,000</u>	<u>87,900</u>	<u>74.18</u>	<u>-</u>	<u>30,600</u>
*** REVENUE CATEGORY TOTALS ***	<u>469,300</u>	<u>137,418</u>	<u>351,749</u>	<u>74.95</u>	<u>-</u>	<u>117,551</u>
*** TOTAL REVENUES ***	<u>10,961,597</u>	<u>1,019,915</u>	<u>8,463,191</u>	<u>77.21</u>	<u>-</u>	<u>2,498,406</u>

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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21 -EQUIPMENT REPLACEMENT FND

REVENUE SUMMARY

36-EARNINGS ON INVESTMENT	13,100	2,729	25,497	194.63	-	(12,397)
37-SALE OF ASSETS	30,000	-	-	-	-	30,000
38-MISCELLANEOUS	-	-	-	-	-	-
39-TRANSFERS	396,052	99,012	297,036	75.00	-	99,016
*** TOTAL REVENUES ***	439,152	101,741	322,533	73.44	-	116,619

EXPENDITURE SUMMARY

01-ADMINISTRATION	1,393,352	-	797,720	77.42	281,079	314,553
*** TOTAL EXPENDITURES ***	1,393,352	-	797,720	77.42	281,079	314,553

22 -TECHNOLOGY REPL. FUND

REVENUE SUMMARY

36-EARNINGS ON INVESTMENT	6,800	1,571	13,056	192.00	-	(6,256)
37-SALE OF ASSETS	5,000	-	-	-	-	5,000
39-TRANSFERS	477,818	119,454	358,362	75.00	-	119,456
*** TOTAL REVENUES ***	489,618	121,025	371,418	75.86	-	118,200

EXPENDITURE SUMMARY

01-ADMINISTRATION	432,703	49,785	491,437	100.71	(55,670)	(3,064)
*** TOTAL EXPENDITURES ***	432,703	49,785	491,437	100.71	(55,670)	(3,064)

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
23 -STORMWATER DRAINAGE FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	390,450	32,478	325,153	83.28	-	65,297
36-EARNINGS ON INVESTMENT	3,820	1,132	8,744	228.90	-	(4,924)
39-TRANSFERS	<u>1,350,000</u>	<u>587,500</u>	<u>762,500</u>	<u>56.48</u>	<u>-</u>	<u>587,500</u>
*** TOTAL REVENUES ***	<u>1,744,270</u>	<u>621,110</u>	<u>1,096,397</u>	<u>62.86</u>	<u>-</u>	<u>647,873</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATION	1,630,680	8,727	529,882	18.20	(233,099)	1,333,897
50-INTERFUND TRANSFERS	<u>118,500</u>	<u>35,000</u>	<u>87,900</u>	<u>74.18</u>	<u>-</u>	<u>30,600</u>
*** TOTAL EXPENDITURES ***	<u>1,749,180</u>	<u>43,727</u>	<u>617,782</u>	<u>21.99</u>	<u>(233,099)</u>	<u>1,364,497</u>
24 -BUILDING MAINTENANCE FUND						
REVENUE SUMMARY						
36-EARNINGS ON INVESTMENT	1,600	500	4,023	251.44	-	(2,423)
38-MISCELLANEOUS	16,000	1,333	13,774	86.09	-	2,226
39-TRANSFERS	<u>541,900</u>	<u>95,781</u>	<u>352,572</u>	<u>65.06</u>	<u>-</u>	<u>189,328</u>
*** TOTAL REVENUES ***	<u>559,500</u>	<u>97,614</u>	<u>370,369</u>	<u>66.20</u>	<u>-</u>	<u>189,131</u>
EXPENDITURE SUMMARY						
13-SERVICE CENTER	55,353	1,837	40,250	72.72	-	15,103
14-MUNICIPAL BUILDING	<u>401,595</u>	<u>36,299</u>	<u>312,958</u>	<u>78.48</u>	<u>2,218</u>	<u>86,419</u>
*** TOTAL EXPENDITURES ***	<u>456,948</u>	<u>38,136</u>	<u>353,208</u>	<u>77.78</u>	<u>2,218</u>	<u>101,522</u>

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
30 -EMPLOYEE'S CHRISTMAS FUND						
REVENUE SUMMARY						
36-EARNINGS ON INVESTMENT	-	8	48	-	-	(48)
38-MISCELLANEOUS	-	-	3,520	-	-	(3,520)
*** TOTAL REVENUES ***	-	8	3,568	-	-	(3,568)
EXPENDITURE SUMMARY						
01-ADMINISTRATION	-	-	-	-	-	-
*** TOTAL EXPENDITURES ***	-	-	-	-	-	-
31 -FORFEITED PROPERTY FUND						
REVENUE SUMMARY						
36-EARNINGS ON INVESTMENT	42	8	49	116.67	-	(7)
37-SALE OF ASSETS	3,000	-	(440)	(14.67)	-	3,440
*** TOTAL REVENUES ***	3,042	8	(391)	(12.85)	-	3,433
EXPENDITURE SUMMARY						
01-ADMINISTRATION	2,500	-	983	39.32	-	1,517
*** TOTAL EXPENDITURES ***	2,500	-	983	39.32	-	1,517

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
32 -COURT TECHNOLOGY FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	34,860	2,815	28,908	82.93	-	5,952
36-EARNINGS ON INVESTMENT	<u>220</u>	<u>75</u>	<u>578</u>	<u>262.73</u>	<u>-</u>	<u>(358)</u>
*** TOTAL REVENUES ***	<u>35,080</u>	<u>2,890</u>	<u>29,486</u>	<u>84.05</u>	<u>-</u>	<u>5,594</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATION	<u>22,950</u>	<u>1,060</u>	<u>17,868</u>	<u>60.10</u>	<u>(4,075)</u>	<u>9,157</u>
*** TOTAL EXPENDITURES ***	<u>22,950</u>	<u>1,060</u>	<u>17,868</u>	<u>60.10</u>	<u>(4,075)</u>	<u>9,157</u>
33 -COURT SECURITY FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	27,890	2,111	21,681	77.74	-	6,209
36-EARNINGS ON INVESTMENT	<u>25</u>	<u>10</u>	<u>48</u>	<u>192.00</u>	<u>-</u>	<u>(23)</u>
*** TOTAL REVENUES ***	<u>27,915</u>	<u>2,121</u>	<u>21,729</u>	<u>77.84</u>	<u>-</u>	<u>6,186</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATION	<u>23,900</u>	<u>5,975</u>	<u>17,925</u>	<u>75.00</u>	<u>-</u>	<u>5,975</u>
*** TOTAL EXPENDITURES ***	<u>23,900</u>	<u>5,975</u>	<u>17,925</u>	<u>75.00</u>	<u>-</u>	<u>5,975</u>

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: JULY 31, 2017 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
35 -LIBRARY FUND						
REVENUE SUMMARY						
36-EARNINGS ON INVESTMENT	1,120	224	1,942	173.39	-	(822)
38-MISCELLANEOUS	<u>12,000</u>	<u>1,741</u>	<u>10,399</u>	<u>86.66</u>	<u>-</u>	<u>1,601</u>
*** TOTAL REVENUES ***	<u>13,120</u>	<u>1,965</u>	<u>12,341</u>	<u>94.06</u>	<u>-</u>	<u>779</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATIVE	<u>42,645</u>	<u>4,250</u>	<u>7,271</u>	<u>114.25</u>	<u>41,451</u>	<u>(6,077)</u>
*** TOTAL EXPENDITURES ***	<u>42,645</u>	<u>4,250</u>	<u>7,271</u>	<u>114.25</u>	<u>41,451</u>	<u>(6,077)</u>
36 -DPS TECHNOLOGY FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	230,000	15,012	153,404	66.70	-	76,596
36-EARNINGS ON INVESTMENT	615	229	1,740	282.93	-	(1,125)
38-TPI LEASE RECEIPTS	<u>76,300</u>	<u>6,807</u>	<u>67,040</u>	<u>87.86</u>	<u>-</u>	<u>9,260</u>
*** TOTAL REVENUES ***	<u>306,915</u>	<u>22,048</u>	<u>222,184</u>	<u>72.39</u>	<u>-</u>	<u>84,731</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATIVE	<u>230,000</u>	<u>15,888</u>	<u>160,315</u>	<u>69.70</u>	<u>-</u>	<u>69,685</u>
*** TOTAL EXPENDITURES ***	<u>230,000</u>	<u>15,888</u>	<u>160,315</u>	<u>69.70</u>	<u>-</u>	<u>69,685</u>

Town of Highland Park, Texas
Summary of Cash and Investment Activity
For the Month Ending: July 31, 2017

	Par Value	Book Value	Market Value	Ratio Market-to-Book Value
Beginning Balances				
Cash	\$ 11,341,952	\$ 11,341,952	\$ 11,341,952	100.000%
Investments	\$ 15,591,953	\$ 15,591,953	\$ 15,591,953	100.000%
Total	\$ 26,933,905	\$ 26,933,905	\$ 26,933,905	100.000%
Activity				
Cash	\$ (444,704)	\$ (444,704)	\$ (444,704)	
Investments				
Net Accretion and Amortization		\$ -		
Purchases	\$ 8,244	\$ 8,244	\$ 8,244	
Maturities/Calls	\$ (508,284)	\$ (508,284)	\$ (508,284)	
Changes to Market Value			\$ -	
Net Monthly Activity	\$ (944,744)	\$ (944,744)	\$ (944,744)	
Ending Balances				
Cash	\$ 10,897,248	\$ 10,897,248	\$ 10,897,248	100.000%
Investments	\$ 15,091,913	\$ 15,091,913	\$ 15,091,913	100.000%
Total	\$ 25,989,161	\$ 25,989,161	\$ 25,989,161	100.000%



Town of Highland Park, Texas

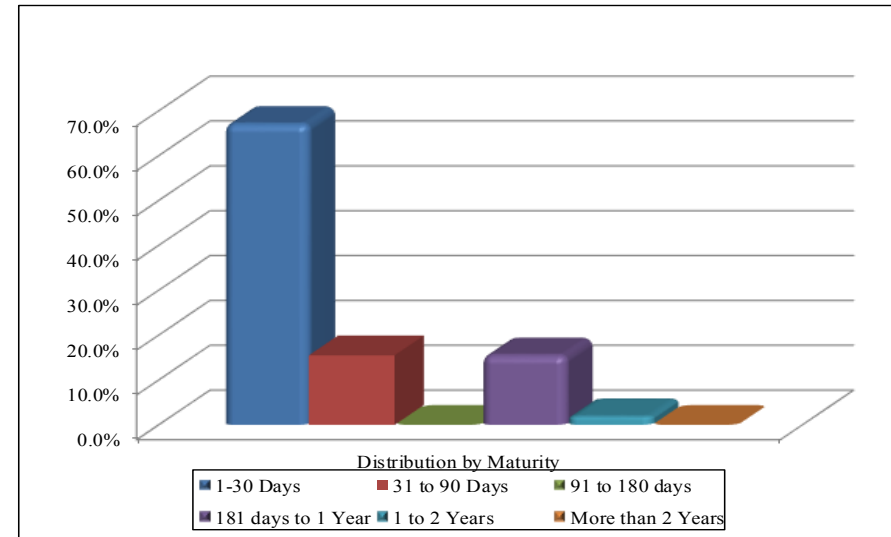
Summary of Cash and Investment Activity For the Month Ending: July 31, 2017

Transaction Information				Beginning			Ending		
Dates		CUSIP	Security	Par	Book	Market	Par	Book	Market
Purchase	Maturity	Number	Type	Value	Value	Value	Value	Value	Value
		LOGIC	INVESTMENT POOL	\$ 14,148	\$ 14,148	\$ 14,148	\$ 14,163	\$ 14,163	\$ 14,163
		SSB	MONEY MARKET ACCOUNT	522,229	522,229	522,229	522,722	522,722	522,722
		NexBank	MONEY MARKET ACCOUNT	5,006,848	5,006,848	5,006,848	5,013,057	5,013,057	5,013,057
11-Jan-16	11-Jul-17	9400947	PLAINS CAPITAL CCD	506,757	506,757	506,757	0	0	0
02-Nov-16	01-Aug-17	8184927300	PLAINS CAPITAL CD	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
09-Dec-16	01-Sep-17	8816989800	PLAINS CAPITAL CD	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
17-May-16	17-Oct-17	9400984	PLAINS CAPITAL CCD	1,514,150	1,514,150	1,514,150	1,514,150	1,514,150	1,514,150
20-Jul-16	20-Oct-17	6005000113	LEGACY TEXAS CCD	504,145	504,145	504,145	504,145	504,145	504,145
19-Dec-16	01-Mar-18	8513758800	PLAINS CAPITAL CCD	1,006,493	1,006,493	1,006,493	1,006,493	1,006,493	1,006,493
02-Mar-17	02-Apr-18	200028899	LUBBOCK NATIONAL BANK CCD	1,003,951	1,003,951	1,003,951	1,003,951	1,003,951	1,003,951
02-Mar-17	01-May-18	200028902	LUBBOCK NATIONAL BANK CCD	502,008	502,008	502,008	502,008	502,008	502,008
02-Mar-17	01-Jun-18	200028910	LUBBOCK NATIONAL BANK CCD	502,058	502,058	502,058	502,058	502,058	502,058
02-Mar-17	02-Jul-18	200028929	LUBBOCK NATIONAL BANK CCD	502,108	502,108	502,108	502,108	502,108	502,108
20-Jul-16	20-Jul-18	6005000115	LEGACY TEXAS CCD	504,885	504,885	504,885	504,885	504,885	504,885
02-Mar-17	01-Aug-18	200028937	LUBBOCK NATIONAL BANK CCD	502,173	502,173	502,173	502,173	502,173	502,173
Total of Investments				\$ 15,591,953	\$ 15,591,953	\$ 15,591,953	\$ 15,091,913	\$ 15,091,913	\$ 15,091,913
Cash					\$ 11,341,952	\$ 11,341,952		\$ 10,897,248	\$ 10,897,248
Total Investments & Cash					\$ 26,933,905	\$ 26,933,905		\$ 25,989,161	\$ 25,989,161

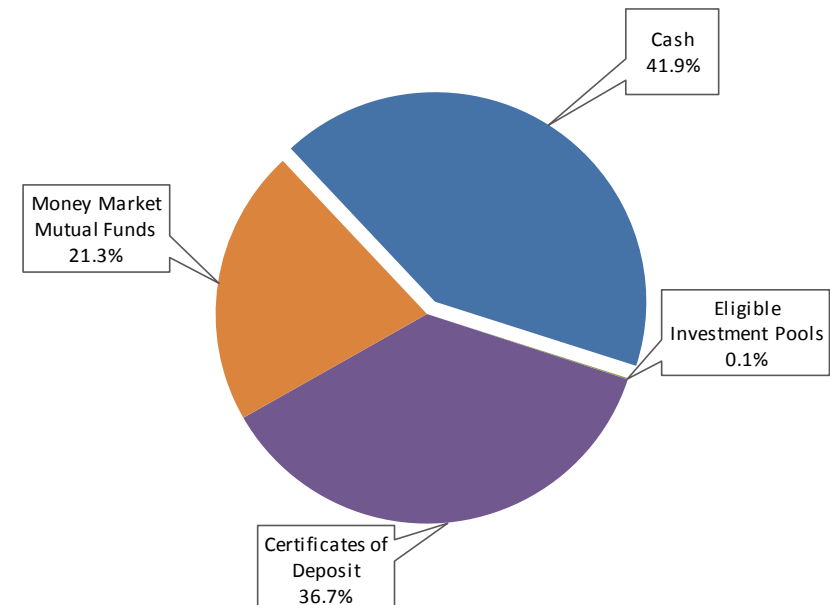
Town of Highland Park, Texas

Summary of Cash and Investment Activity For the Month Ending: July 31, 2017

Distribution by Maturity		
	Par Value	Percent
1-30 Days	\$ 17,447,190	67.1%
31 to 90 Days	\$ 4,018,295	15.5%
91 to 180 days	\$ -	0.0%
181 days to 1 Year	\$ 4,021,503	15.5%
1 to 2 Years	\$ 502,173	1.9%
More than 2 Years	\$ -	0.0%
	<u>\$ 25,989,161</u>	<u>100.0%</u>



Distribution by Investment Type			
	Book Value	Percent	Maximum Percentages
Cash	\$ 10,897,248	41.9%	N/A
U. S. Agencies & Instrumentalities	\$ -	0.0%	80%
Eligible Investment Pools	\$ 14,163	0.1%	75%
Certificates of Deposit	\$ 9,541,971	36.7%	50%
U. S. Treasury Bills / Notes / Bonds	\$ -	0.0%	100%
Money Market Mutual Funds	\$ 5,535,779	21.3%	25%
Repurchase Agreements	\$ -	0.0%	0%
	<u>\$ 25,989,161</u>	<u>100.0%</u>	
Pledged Collateral on Deposits	\$ 39,624,671		



Town of Highland Park, Texas

Summary of Cash and Investment Activity For the Month Ending: July 31, 2017

Purchase Date	Maturity Date	CUSIP Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Gain / (loss)	Days to Maturity
						Price	Yield	Principal				
NA	NA	NA	Cash in Bank	\$ 10,897,248		\$ 100.000	1070%	\$ 10,897,248	\$ 10,897,248	\$ 10,897,248	\$ -	1
NA	NA	NA	LOGIC	\$ 14,163		\$ 100.000	1241%	\$ 14,163	\$ 14,163	\$ 14,163	-	1
NA	NA	NA	SOUTHSIDE BANK	\$ 522,722		\$ 100.000	1120%	\$ 522,722	\$ 522,722	\$ 522,722	-	1
NA	NA	NA	NEXBANK	\$ 5,013,057		\$ 100.000	1470%	\$ 5,013,057	\$ 5,013,057	\$ 5,013,057	-	1
02-Nov-16	01-Aug-17	8184927300	PLAINS CAPITAL CD	\$ 1,000,000		\$ 100.000	0.830%	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	-	1
09-Dec-16	01-Sep-17	8816989800	PLAINS CAPITAL CD	\$ 2,000,000		\$ 100.000	1.130%	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	-	32
17-May-16	17-Oct-17	9400984	PLAINS CAPITAL CCD	\$ 1514,150		\$ 100.000	0.940%	\$ 1,514,150	\$ 1,514,150	\$ 1,514,150	-	78
20-Jul-16	20-Oct-17	6005000113	LEGACY TEXAS CCD	\$ 504,145		\$ 100.000	0.900%	\$ 504,145	\$ 504,145	\$ 504,145	-	81
19-Dec-16	01-Mar-18	8513758800	PLAINS CAPITAL CCD	\$ 1,006,493		\$ 100.000	1.300%	\$ 1,006,493	\$ 1,006,493	\$ 1,006,493	-	213
02-Mar-17	02-Apr-18	200028899	LUBBOCK NATIONAL BANK CCD	\$ 1,003,951		\$ 100.000	1210%	\$ 1,003,951	\$ 1,003,951	\$ 1,003,951	-	245
02-Mar-17	01-May-18	200028902	LUBBOCK NATIONAL BANK CCD	\$ 502,008		\$ 100.000	1230%	\$ 502,008	\$ 502,008	\$ 502,008	-	274
02-Mar-17	01-Jun-18	200028910	LUBBOCK NATIONAL BANK CCD	\$ 502,058		\$ 100.000	1260%	\$ 502,058	\$ 502,058	\$ 502,058	-	305
02-Mar-17	02-Jul-18	200028929	LUBBOCK NATIONAL BANK CCD	\$ 502,108		\$ 100.000	1290%	\$ 502,108	\$ 502,108	\$ 502,108	-	336
20-Jul-16	20-Jul-18	6005000115	LEGACY TEXAS CCD	\$ 504,885		\$ 100.000	1060%	\$ 504,885	\$ 504,885	\$ 504,885	-	354
02-Mar-17	01-Aug-18	200028937	LUBBOCK NATIONAL BANK CCD	\$ 502,173		\$ 100.000	1330%	\$ 502,173	\$ 502,173	\$ 502,173	-	366
Totals/Weighted Average				\$ 25,989,161			1.163%	\$ 25,989,161	\$ 25,989,161	\$ 25,989,161	\$ -	59
Benchmark - TEXPOOL							0.971%					

Town of Highland Park, Texas

Cash and Investment Distribution By Fund For the Month Ending: July 31, 2017

Transaction Information				General	CPF	Solid Waste	Utility	Equip.	Tech.	SWDF	BM & I	Empl.	Forf.	M / C	M / C	Library	DPS
Dates		CUSIP	Security					Repl.	Repl.			C / F	Prop.	Tech	Security		Tech.
Purchase	Maturity	Number	Type	01	10	19	20	21	22	23	24	30	31	32	33	35	36
		LOGIC	INVESTMENT POOL	\$ 1,751	\$ 8,620	\$ -	\$ 676	\$ 1,953	\$ -	\$ 510	\$ 339	\$ 3	\$ 2	\$ 68	\$ 14	\$ 227	\$ -
		SSB	MONEY MARKET ACCOUNT	1,111	1,961	-	368,258	-	-	-	151,392	-	-	-	-	-	-
		NexBank	MONEY MARKET ACCOUNT	1,503,917	2,506,528	-	501,306	-	501,306	-	-	-	-	-	-	-	-
11-Jan-16	11-Jul-17	9400947	PLAINS CAPITAL CCD	-	-	-	-	-	-	-	-	-	-	-	-	-	-
02-Nov-16	01-Aug-17	8184927300	PLAINS CAPITAL CD	-	500,000	-	-	500,000	-	-	-	-	-	-	-	-	-
09-Dec-16	01-Sep-17	8816989800	PLAINS CAPITAL CD	-	-	-	-	1,000,000	500,000	-	250,000	-	-	50,000	-	100,000	100,000
17-May-16	17-Oct-17	9400984	PLAINS CAPITAL CCD	151,415	-	-	-	757,075	504,717	-	-	-	-	-	-	100,943	-
20-Jul-16	20-Oct-17	60050001113	LEGACY TEXAS CCD	415,920	-	-	25,207	-	-	37,811	-	-	-	-	-	-	25,207
19-Dec-16	01-Mar-18	8513758800	PLAINS CAPITAL CCD	1,006,493	-	-	-	-	-	-	-	-	-	-	-	-	-
02-Mar-17	02-Apr-18	200028899	LUBBOCK NATIONAL BANK CCD	-	1,003,951	-	-	-	-	-	-	-	-	-	-	-	-
02-Mar-17	01-May-18	200028902	LUBBOCK NATIONAL BANK CCD	-	-	-	251,004	251,004	-	-	-	-	-	-	-	-	-
02-Mar-17	01-Jun-18	200028910	LUBBOCK NATIONAL BANK CCD	-	-	-	251,029	-	-	251,029	-	-	-	-	-	-	-
02-Mar-17	02-Jul-18	200028929	LUBBOCK NATIONAL BANK CCD	-	-	-	251,054	-	-	251,054	-	-	-	-	-	-	-
20-Jul-16	20-Jul-18	60050001115	LEGACY TEXAS CCD	416,531	-	-	25,244	-	-	37,866	-	-	-	-	-	-	25,244
02-Mar-17	01-Aug-18	200028937	LUBBOCK NATIONAL BANK CCD	502,173	-	-	-	-	-	-	-	-	-	-	-	-	-
Total of Investments				3,999,311	4,021,060	0	1,673,778	2,510,032	1,506,023	578,270	401,731	3	2	50,068	14	201,170	150,451
Cash				3,322,009	2,789,236	137,975	2,355,775	585,620	198,835	1,110,145	183,806	8,794	7,180	32,466	8,019	47,524	109,864
Total Investments & Cash				7,321,320	6,810,296	137,975	4,029,553	3,095,652	1,704,858	1,688,415	585,537	8,797	7,182	82,534	8,033	248,694	260,315

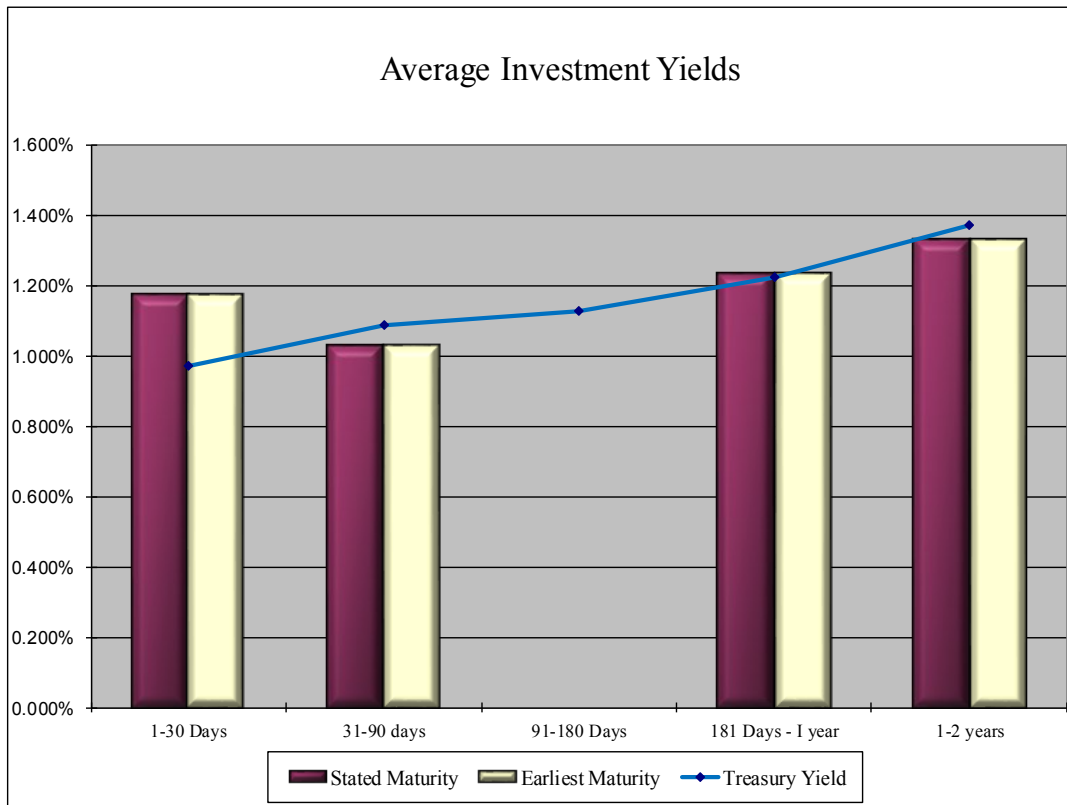
Summary of Cash and Investment Activity For the Month Ending: July 31, 2017

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Town of Highland Park, Texas

Summary of Cash and Investment Activity For the Month Ending: July 31, 2017

Summary of Investment Earnings															
Security Type	General 01	Capital Projects 10	Solid Waste 19	Utility 20	Equipment Replacement 21	Technology Replacement 22	Stormwater Drainage 23	Bldg Maint & Inv Fund 24	Employee C/Fund 30	Forfeited Property 31	M/C Technology 32	M/C Security 33	Library 35	DPS Tech Fund 36	Total
Bank Interest	\$ 4,303.07	\$ 2,531.49	\$ 124.66	\$ 2,044.27	\$ 581.45	\$ 72.32	\$ 533.97	\$ 117.39	\$ 7.97	\$ 7.61	\$ 27.00	\$ 9.98	\$ 47.75	\$ 91.51	\$ 10,500.44
LOGIC	1.84	9.08	-	0.71	2.06	-	0.54	0.36	-	-	0.07	0.01	0.24	-	14.91
TexPool	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Treasuries/Agencies/Other	5,862.02	4,458.61	-	1,804.11	2,145.42	1,498.78	597.55	382.19	-	-	47.88	-	175.59	137.39	17,109.54
Total	\$ 10,166.93	\$ 6,999.18	\$ 124.66	\$ 3,849.09	\$ 2,728.93	\$ 1,571.10	\$ 1,132.06	\$ 499.94	\$ 7.97	\$ 7.61	\$ 74.95	\$ 9.99	\$ 223.58	\$ 228.90	\$ 27,624.89



This monthly report is in full compliance with the investment strategies as established in the Town's Investment Policies and the Public Funds Investment Act, Chapter 2256, Texas Government Code.

Steven J. Alexander
Dir. of Admin. Services & CFO