



Town of Highland Park, Texas
TOWN COUNCIL STUDY SESSION
AGENDA

8:00 AM
March 5, 2024

4700 Drexel Drive, Highland
Park TX 75205
Executive Conference Room,
2nd floor

FUTURE AGENDA DISCUSSION

- Review, discuss, and consider a request to extend the construction timeframe for a new single-family home currently under construction at 5451 Cambridge Avenue.
- Review, discuss, and re-consider a request to extend the construction timeframe for a single-family home currently being renovated at 3906 Shenandoah Avenue.
- Review, discuss, and consider a request to extend the construction timeframe for a new single-family home currently under construction at 3700 Stratford Avenue.
- Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council Meeting Agenda.

REPORTS

- Review and discuss the 2024 Swim Season Schedule and provide an update on the Pool Facility Improvements.
- Review and discuss the monthly Financial and Investment Report and Quarterly Investment Report for the period ending December 31, 2023.

CLOSED SESSION

1. In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.071 - CONSULTATION WITH ATTORNEY - the Town Council will convene into closed session for consultation with and legal advice from the Town Attorney regarding pending or contemplated litigation (Highland Park Department of Public Safety).
2. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

OPEN SESSION

1. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 1. above, shall be made, if any.
2. Pursuant to Section 551.102 of the Texas Government Code, the final action,

decision, or vote regarding Closed Session Item 2. above, shall be made, if any.

ADJOURNMENT

Any item on this posted agenda could be discussed in closed session as long as it is within one of the permitted categories under Sections 551.071 through 551.076 and 551.087 of the Texas Government Code

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

SPECIALACCOMMODATIONS 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: March 5, 2024

Department: Development Services

Presenter: Hugh Pender

TITLE

Review, discuss, and consider a request to extend the construction timeframe for a new single-family home currently under construction at 5451 Cambridge Avenue.

BACKGROUND

The owners of 5451 Cambridge Avenue, are requesting an extension of time on a construction permit issued for a new home.

The Town's Code of Ordinances provide that, to the extent a major renovation project cannot be completed within two years, the owner can seek a permit timeframe extension from the Town Council if the request is for more than 90 days, or from Town staff if the request is 90 days or less.

Consistent with Town Council policy direction, this item is provided for Town Council to review and discuss extending the allowed timeframe beyond the three-month extension previously granted by staff.

The initial building permit was issued on March 31, 2022. Progress inspections were completed throughout the project as required by Town ordinance. At the 18-month progress inspection in September 2023, the contractor provided an updated construction schedule indicating the project would be delayed by 90 days. The contractor was notified an extension would be necessary, and after review of the reasons for delay an administrative extension was issued extending the time frame until June 30, 2024. At the 21-month progress inspection in December 2023, it was noted the project was severely behind, leading staff to be concerned with project completion by the revised date of June 2024.

Following up on with the contractor in January 2024, it was confirmed the project would not be completed by June 30, 2024. The contractor was notified on February 19, 2024 that both she and the owners would need to appear in front of the Town Council for consideration of a permit extension.

The General Contractor, Ms. Amber Gracia of RGD+B, has identified that the cumulative additional time-period is necessitated due to incorrect property survey, construction of a swimming pool beam at an incorrect elevation, delays with overseas materials, and design changes.

The Town has received property maintenance complaints from the neighbors, however the contractor and owners have been responsive in addressing the complaints. To date, no responses have been received following the Town's letter mailed to neighbors surrounding the property advising of a request to extend the construction timeframe to December 31, 2024.

RECOMMENDATION

The contractor is requesting an additional six months to complete the project extending the project

expiration to December 31, 2024. Staff recommends, if the Town Council decides to grant an extension, the permit extension fee be conditioned on calculating the extension as follows:

6-month (180 days) extension @ 50% of original permit fee = \$11,277

FINANCIAL IMPACT

The fee for extending the construction timeframe in excess of 90 days that was in place at the time this permit was issued was 50% of the original permit fee. Based on that methodology, the extension fees would be \$11,277.

ATTACHMENTS:

File Name

CAMBRIDGE-BLACKWELL_-
_Construction_Schedule_02292024.pdf

Letter_-_5451_Cambridge_Ave_02292024.pdf

Jill_Blackwell_Letter_to_City_Council_02.22.2024.pdf

Description

Construction Schedule

Contractor extension request

Homeowner extension explanation

Timeline to Completion

Project: 5451 Cambridge, Highland Park, Texas 75205
 Client: Len and Jill Blackwell
 Date: 29-Feb-24

ID #	Title	Percent Complete	Phase	Start	End
1	Framing Revisions and Punch	85	STAGE 3: Frame/Mechanical	10-4-2023 12:00:00 AM	4-26-2024 12:00:00 AM
2	Plumbing: Owners' Bathtub Delivery/Install	30	STAGE 3: Frame/Mechanical	2-9-2024 12:00:00 AM	3-8-2024 12:00:00 AM
3	Roof: Final 5%	98	STAGE 3: Frame/Mechanical	2-22-2024 12:00:00 AM	2-29-2024 12:00:00 AM
4	Doors: Install Steel Sliders (Imported)	65	STAGE 3: Frame/Mechanical	2-26-2024 12:00:00 AM	3-1-2024 12:00:00 AM
5	Electrical: Electrical Rough	0	STAGE 3: Frame/Mechanical	2-26-2024 12:00:00 AM	4-12-2024 12:00:00 AM
6	Waterproofing	0	STAGE 4A: Bldg Exterior	2-27-2024 12:00:00 AM	3-11-2024 12:00:00 AM
7	Masonry: Brick Material Delivery (Imported)	0	STAGE 4A: Bldg Exterior	3-1-2024 12:00:00 AM	3-1-2024 12:00:00 AM
8	MILESTONE: Building Framing / Plate Ht	0	STAGE 3: Frame/Mechanical	3-1-2024 12:00:00 AM	3-1-2024 12:00:00 AM
9	Plumbing: Final 40% Top Out	0	STAGE 3: Frame/Mechanical	3-4-2024 12:00:00 AM	3-19-2024 12:00:00 AM
10	Plumbing: Roof Drains	0	STAGE 3: Frame/Mechanical	3-6-2024 12:00:00 AM	3-12-2024 12:00:00 AM
11	HVAC: Final 10% Rough	0	STAGE 3: Frame/Mechanical	3-13-2024 12:00:00 AM	3-19-2024 12:00:00 AM
12	Rough Clean / Install Temp HVAC Units	0	STAGE 3: Frame/Mechanical	3-13-2024 12:00:00 AM	3-14-2024 12:00:00 AM
13	Fireplace: Set Inserts	0	STAGE 3: Frame/Mechanical	3-18-2024 12:00:00 AM	3-22-2024 12:00:00 AM
14	Windows: Install Skylight	0	STAGE 3: Frame/Mechanical	3-18-2024 12:00:00 AM	3-22-2024 12:00:00 AM
15	Windows: Install Steel Windows (Set B)	0	STAGE 3: Frame/Mechanical	3-18-2024 12:00:00 AM	3-29-2024 12:00:00 AM
16	MILESTONE: Mechanical Inspection	0	STAGE 3: Frame/Mechanical	3-19-2024 12:00:00 AM	3-19-2024 12:00:00 AM
17	MILESTONE: Plumbing Top Out Inspection	0	STAGE 3: Frame/Mechanical	3-19-2024 12:00:00 AM	3-19-2024 12:00:00 AM
18	Doors: Interior Install	0	STAGE 4B: Bldg Interiors	3-21-2024 12:00:00 AM	3-27-2024 12:00:00 AM
19	Doors: Pocket Door Install	0	STAGE 3: Frame/Mechanical	3-21-2024 12:00:00 AM	3-27-2024 12:00:00 AM
20	AV/Sec: Pre-Wire / Rough	0	STAGE 3: Frame/Mechanical	4-1-2024 12:00:00 AM	4-16-2024 12:00:00 AM
21	Doors: Front Door Install	0	STAGE 3: Frame/Mechanical	4-1-2024 12:00:00 AM	4-2-2024 12:00:00 AM
22	MILESTONE: Sheathing Inspection	0	STAGE 3: Frame/Mechanical	4-8-2024 12:00:00 AM	4-8-2024 12:00:00 AM
23	MILESTONE: Electrical Inspection	0	STAGE 3: Frame/Mechanical	4-12-2024 12:00:00 AM	4-12-2024 12:00:00 AM
24	MILESTONE: Security Inspection	0	STAGE 3: Frame/Mechanical	4-16-2024 12:00:00 AM	4-16-2024 12:00:00 AM
25	Electrical: Set Pole	0	STAGE 4B: Bldg Interiors	4-17-2024 12:00:00 AM	4-17-2024 12:00:00 AM
26	Fire: Sprinkler Install	0	STAGE 3: Frame/Mechanical	4-17-2024 12:00:00 AM	4-23-2024 12:00:00 AM
27	MILESTONE: Engineering Framing Inspection	0	STAGE 3: Frame/Mechanical	4-23-2024 12:00:00 AM	4-23-2024 12:00:00 AM
28	MILESTONE: Fire Inspection	0	STAGE 3: Frame/Mechanical	4-23-2024 12:00:00 AM	4-23-2024 12:00:00 AM
29	Polyséal	0	STAGE 3: Frame/Mechanical	4-24-2024 12:00:00 AM	4-26-2024 12:00:00 AM
30	Flooring: Wood Floor Material	0	STAGE 4B: Bldg Interiors	4-29-2024 12:00:00 AM	4-29-2024 12:00:00 AM
31	Insulation	0	STAGE 4B: Bldg Interiors	4-29-2024 12:00:00 AM	5-3-2024 12:00:00 AM
32	MILESTONE: Framing and Building Envelope Inspection	0	STAGE 3: Frame/Mechanical	4-29-2024 12:00:00 AM	4-29-2024 12:00:00 AM
33	Electrical: Establish Service	0	STAGE 4B: Bldg Interiors	5-1-2024 12:00:00 AM	5-1-2024 12:00:00 AM
34	Drywall: Sheetrock Hang	0	STAGE 4B: Bldg Interiors	5-6-2024 12:00:00 AM	5-17-2024 12:00:00 AM
35	Masonry: Install Exterior Brick	0	STAGE 4A: Bldg Exterior	5-7-2024 12:00:00 AM	6-24-2024 12:00:00 AM
36	Drywall: Tape + Bed / Level 3	0	STAGE 4B: Bldg Interiors	5-20-2024 12:00:00 AM	6-7-2024 12:00:00 AM
37	Flooring: Install Wood Floors	0	STAGE 4B: Bldg Interiors	6-10-2024 12:00:00 AM	6-21-2024 12:00:00 AM
38	Tile: Floors	0	STAGE 4B: Bldg Interiors	6-10-2024 12:00:00 AM	6-28-2024 12:00:00 AM
39	Baseboards	0	STAGE 4B: Bldg Interiors	6-24-2024 12:00:00 AM	7-8-2024 12:00:00 AM
40	Masonry: Brick Fireplace	0	STAGE 4B: Bldg Interiors	6-24-2024 12:00:00 AM	7-2-2024 12:00:00 AM
41	Metal: Install Exterior Steel Panels	0	STAGE 4A: Bldg Exterior	6-25-2024 12:00:00 AM	7-23-2024 12:00:00 AM
42	Tile: Walls and Ceilings	0	STAGE 4B: Bldg Interiors	7-1-2024 12:00:00 AM	8-5-2024 12:00:00 AM
43	Drywall: Fry Reglet	0	STAGE 4B: Bldg Interiors	7-9-2024 12:00:00 AM	7-29-2024 12:00:00 AM
44	Trim: Install Stair Treads	0	STAGE 4B: Bldg Interiors	7-23-2024 12:00:00 AM	7-29-2024 12:00:00 AM
45	Stucco	0	STAGE 4A: Bldg Exterior	7-24-2024 12:00:00 AM	9-17-2024 12:00:00 AM
46	Drywall: Level 4-5/Prime	0	STAGE 4B: Bldg Interiors	7-25-2024 12:00:00 AM	8-14-2024 12:00:00 AM
47	Millwork: Install Wall Panels / Owners' Closets	0	STAGE 4B: Bldg Interiors	8-15-2024 12:00:00 AM	8-28-2024 12:00:00 AM
48	Millwork: Install Wood Cabinets	0	STAGE 4B: Bldg Interiors	8-15-2024 12:00:00 AM	9-11-2024 12:00:00 AM
49	Millwork: Install Wood Ceilings	0	STAGE 4B: Bldg Interiors	8-15-2024 12:00:00 AM	8-23-2024 12:00:00 AM
50	Steel: Living Room Fireplace Surround	0	STAGE 4B: Bldg Interiors	8-15-2024 12:00:00 AM	8-21-2024 12:00:00 AM
51	Trim: Secondary Closet Trim	0	STAGE 4B: Bldg Interiors	8-15-2024 12:00:00 AM	8-21-2024 12:00:00 AM
52	Millwork: Install Specialty Items	0	STAGE 4B: Bldg Interiors	8-29-2024 12:00:00 AM	9-4-2024 12:00:00 AM
53	Countertops/SS: Template	0	STAGE 4B: Bldg Interiors	9-5-2024 12:00:00 AM	9-11-2024 12:00:00 AM
54	Metal: Install Metal Cabinets	0	STAGE 4B: Bldg Interiors	9-5-2024 12:00:00 AM	9-11-2024 12:00:00 AM
55	Paint	0	STAGE 4B: Bldg Interiors	9-12-2024 12:00:00 AM	10-23-2024 12:00:00 AM
56	Metal: Fascia	0	STAGE 4A: Bldg Exterior	9-18-2024 12:00:00 AM	10-8-2024 12:00:00 AM
57	Metal: Overhang/Awning	0	STAGE 4A: Bldg Exterior	9-18-2024 12:00:00 AM	9-24-2024 12:00:00 AM
58	Wood: Soffits and Patio Ceilings	0	STAGE 4A: Bldg Exterior	10-9-2024 12:00:00 AM	10-17-2024 12:00:00 AM
59	Countertops/SS: Install	0	STAGE 4B: Bldg Interiors	10-17-2024 12:00:00 AM	10-28-2024 12:00:00 AM
60	Sauna: Installation	0	STAGE 4B: Bldg Interiors	10-17-2024 12:00:00 AM	10-25-2024 12:00:00 AM
61	Metal: Gutters	0	STAGE 4A: Bldg Exterior	10-21-2024 12:00:00 AM	10-25-2024 12:00:00 AM
62	Metal: Parapet Cap	0	STAGE 4A: Bldg Exterior	10-21-2024 12:00:00 AM	10-25-2024 12:00:00 AM
63	Metal: Install Steel Railings	0	STAGE 4B: Bldg Interiors	10-24-2024 12:00:00 AM	10-25-2024 12:00:00 AM
64	Doors: Install Garage OH Doors	0	STAGE 4A: Bldg Exterior	10-29-2024 12:00:00 AM	10-30-2024 12:00:00 AM
65	Glass: Takeoffs Railings, Mirrors and Glass	0	STAGE 4B: Bldg Interiors	10-29-2024 12:00:00 AM	10-29-2024 12:00:00 AM
66	Hardware: Door, Bath and Cabinet Install	0	STAGE 4B: Bldg Interiors	10-29-2024 12:00:00 AM	11-11-2024 12:00:00 AM
67	Tile: Backsplash	0	STAGE 4B: Bldg Interiors	10-29-2024 12:00:00 AM	11-4-2024 12:00:00 AM
68	HVAC: Testing and Trim	0	STAGE 4B: Bldg Interiors	11-5-2024 12:00:00 AM	11-11-2024 12:00:00 AM
69	Plumbing: Trim and Testing	0	STAGE 4B: Bldg Interiors	11-5-2024 12:00:00 AM	11-18-2024 12:00:00 AM
70	Metal: Downspouts	0	STAGE 4A: Bldg Exterior	11-11-2024 12:00:00 AM	11-19-2024 12:00:00 AM
71	Electrical: Trim and Testing	0	STAGE 4B: Bldg Interiors	11-19-2024 12:00:00 AM	12-9-2024 12:00:00 AM
72	Glass: Install Railings	0	STAGE 4B: Bldg Interiors	11-19-2024 12:00:00 AM	11-25-2024 12:00:00 AM
73	Glass: Shower Glass and Mirrors	0	STAGE 4B: Bldg Interiors	11-19-2024 12:00:00 AM	11-25-2024 12:00:00 AM
74	MILESTONE: Final Plumbing Inspection	0	STAGE 5: Final Punch	11-19-2024 12:00:00 AM	11-19-2024 12:00:00 AM
75	AV / Security: Trim, Programming and Testing	0	STAGE 4B: Bldg Interiors	11-26-2024 12:00:00 AM	12-9-2024 12:00:00 AM
76	Electrical: Install Exterior Lighting	0	STAGE 4A: Bldg Exterior	12-3-2024 12:00:00 AM	12-3-2024 12:00:00 AM
77	Install Owner-Supplied Equipment	0	STAGE 4B: Bldg Interiors	12-3-2024 12:00:00 AM	12-9-2024 12:00:00 AM
78	Final Coat Wood Floors	0	STAGE 4B: Bldg Interiors	12-10-2024 12:00:00 AM	12-23-2024 12:00:00 AM
79	MILESTONE: Final Electrical Inspection	0	STAGE 5: Final Punch	12-11-2024 12:00:00 AM	12-11-2024 12:00:00 AM
80	MILESTONE: Alarm / Sprinkler Final Inspection	0	STAGE 5: Final Punch	12-12-2024 12:00:00 AM	12-12-2024 12:00:00 AM
81	Final Internal Punch List	0	STAGE 5: Final Punch	12-19-2024 12:00:00 AM	1-7-2025 12:00:00 AM
82	Green Energy Inspection	0	STAGE 5: Final Punch	12-20-2024 12:00:00 AM	12-20-2024 12:00:00 AM
83	Appliance Install	0	STAGE 4B: Bldg Interiors	12-26-2024 12:00:00 AM	12-27-2024 12:00:00 AM
84	Final Clean	0	STAGE 4B: Bldg Interiors	12-30-2024 12:00:00 AM	1-2-2025 12:00:00 AM
85	MILESTONE: Building Final Inspection	0	STAGE 5: Final Punch	12-30-2024 12:00:00 AM	12-30-2024 12:00:00 AM



February 29, 2024

Town of Highland Park
4700 Drexel Drive
Highland Park, Texas 75205

Re: PROJECT #NEW-21-2034 / 23-1877
Permit Extension
5451 Cambridge Ave

Dear Mr. Pender and Council Members,

Thank you for considering our request for permit extension. We are confirmed to attend as requested on March 5, 2024, at 8:00am in the Town Council chambers to discuss matters pertinent to this request.

On September 18, 2023, RGD+B submitted an updated project timeline and letter to Development Services staff summarizing the delays experienced during the early months of the project, including:

1. Incorrect Property Corners on Survey: after a series of inconsistencies during placement of house corners, it was determined that existing property pins (per original survey) were incorrectly set.
2. Pool Sequencing and Issues
 - a. After permit was issued and pool contractor hired, it was determined that the integrated pool design was best sequenced before foundation.
 - b. Pool beam (shared with the house foundation) was poured at an elevation higher than the approved design, requiring revised structural engineering and significant delay in floor trusses to provide proper clearance.

Please reference attached letter (dated September 18, 2023) for additional detail. The early issues presented pushed the start of foundation into Fall 2022, significantly eroding the time remaining to complete the project within the maximum of twenty (24) months. RGD+B understands and appreciates the importance of adhering to the Town's project duration requirement and the importance of providing prompt and comprehensive updates to Development Services staff. We acknowledge that the RGD+B team should have been much better at communicating the challenges in real time as they were impacting the project timeline and, had we been more proactive, it would have better demonstrated our appreciation for the twenty (24) month requirement.

Upon gracious consideration of these issues, a 90-day administrative extension was granted by the Development Services staff in October 2023, extending the permit until June 30, 2024.

Following is a summary of additional issues which have delayed project progress since this extension was granted.

Material Delays

Two (2) 24' custom slider doors, fabricated in Greece, were expected onsite in mid-December 2023. These items cleared customs and arrived in Dallas in early-February 2024.

Design Changes

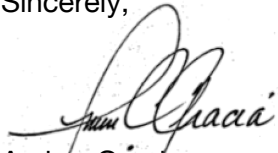
In nearly all our design/build projects, homeowners refine their expectations once framing nears completion, and our normal build schedules provide for a period to for us to analyze, engineer, and rebid after the refinements have been determined. Because of the early challenges described above, we no longer had the intentional buffer. During the last quarter of 2023, the Blackwells requested a series of design changes that were essential to them and impacted interior architecture and required engineering review, plan updates, mechanical coordination, and re-bidding. These changes impacted the completion of framing, windows, and all mechanical roughs (plumbing HVAC, electrical, fire and security/AV). Both the Blackwells and RGD+B would have vastly preferred these design changes to have been identified earlier in the process, but Mrs. Blackwell endured multiple severe health challenges that strongly distracted the Blackwells in the early part of the build process.

Collectively, the two issues outlined above extended the project timeline by approximately four (4) calendar months. Our project timelines are created to accommodate minor material delays, common labor scheduling gaps and design refinements during the build phase, however the significant and unforeseen delays experienced early in this project eroded this accommodation and have placed us in the position to request another extension. We are submitting an updated project timeline with an expected final building inspection by the end of December 2024. With design refinements behind us and imported materials onsite, we expect to achieve a significant number of project milestones in March and April 2024, including mechanicals, building framing, and building wrap. We are working diligently to accelerate the project to these milestones and through to completion.

Toward this aim, collectively RGD+B and the Blackwells are committed to limiting additional design changes, and the RGD+B team is committed to continuing to improve our team's communication with the Town of Highland Park Development Services staff. Additionally, I commit to playing an active role on the project through completion to ensure a proactive management posture and remove barriers where possible.

We thank you for your kind consideration of the issues presented and look forward to answering any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Amber Gracia". The signature is fluid and cursive, with a large initial "A" and "G".

Amber Gracia
Managing Partner, RGD+B

cc: Len and Jill Blackwell

Enclosures (3)

Jill Blackwell

jill.blackwell@paranet.com

February 22, 2024

Dear Mr. Pender and Council Members:

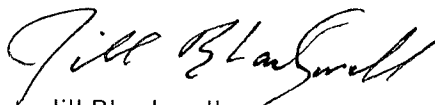
I'm writing as the homeowner of 5451 Cambridge regarding our request for an extension.

Unfortunately, I have suffered multiple health issues since we began construction which hindered my husband's and my ability to respond timely to the myriad of issues that arise in the construction process. We take the city's deadlines very seriously, so it may be helpful if I provide some details.

In October 2020, I was diagnosed with breast cancer and underwent a double mastectomy. At the same time, I was struggling with what I would later learn was a failed hip replacement due to infection. By March of 2023, after 5 failed surgeries, multiple dislocations and treatment modalities, my surgical team decided to start from scratch. This process would last for the next five months and was complicated by the shattering of my femur during the next two surgeries that would render me non-weight bearing during this time. It was not until the fall of 2023, that my health began to recover.

I am happy to say that I believe I am on the mend, and we have been able to refocus on our house construction. We, in concert with the builder, are doing everything possible to accelerate the completion of the home. We are very grateful for your office working with us through this difficult time and would greatly appreciate the city's understanding of our construction delay.

Very truly yours,


Jill Blackwell



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 5, 2024

Department: Development Services

Presenter: Hugh Pender

TITLE

Review, discuss, and re-consider a request to extend the construction timeframe for a single-family home currently being renovated at 3906 Shenandoah Avenue.

BACKGROUND

The owners of 3906 Shenandoah Avenue, are requesting an extension of time on a construction permit issued for a major renovation of their residence.

The Town's Code of Ordinances provide that, to the extent a major renovation project cannot be completed within two years, the owner can seek a permit timeframe extension from the Town Council if the request is for more than 90 days, or from Town staff if the request is 90 days or less.

Consistent with Town Council policy direction, this item is provided for Town Council to review and discuss extending the allowed timeframe beyond the one-month extension previously granted by staff and the five-month extension previously granted by Town Council.

The initial building permit was issued on August 31, 2021. Progress inspections were completed throughout the project as required by Town ordinance. At the 18-month progress inspection in March 2023, the project superintendent provided an updated construction schedule indicating the project would be delayed by 90 days. The contractor was notified an extension would be necessary, however instructed to hold until a 21-month progress inspection. At the 21-month progress inspection in June 2023, the construction schedule remained consistent and the contractor was notified to contact the Building Official to discuss a permit extension. At the 23-month progress inspection in August 2023 staff informed the contractor to contact the Building Official to discuss a permit extension. On August 4, 2023 the contractor submitted a request for a six-month extension. With the total duration of the request exceeding 90 days, staff informed the contractor that both he and the property owners would need to appear before the Town Council. The property owner was not available to attend the second Town Council meeting in August 2023, but was available for the first meeting in September 2023. Subsequently, a one-month administrative extension was granted to bridge between the permit expiration of August 31, 2023, and the Town Council discussions in September 2023. A Town Council extension was granted at the September 19, 2023, meeting, extending the permit until February 29, 2024.

Following up on the permit extension in January 2024, it was determined the project would not be completed by February 29, 2024. The contractor was notified on February 5, 2024 that both he and the owners would need appear again in front of the Town Council for consideration of a second permit extension.

The General Contractor, Mr. Matt Cain of Tatum Brown Custom Homes, has identified that the cumulative additional time-period is necessitated due to workforce shortages including a

subcontractor overcommitting their resources, extensive selective demolition, design and structural changes, flooded crawl space, product lead times for exterior fenestrations and challenges with a solar energy storage system.

The Town has received complaints from the neighbors related to working after 6pm and not following the approved parking plan. The construction site is generally kept in good order. To date, no responses have been received following the Town's letter mailed to neighbors surrounding the property advising of a request to extend the construction timeframe to May 31, 2024.

A temporary extension from February 29, 2024 until March 5, 2024 was granted at the study session on February 20, 2024 to allow the general contractor to further investigate off-site parking for the duration of the project and any impacts that may have on the completion schedule. The contractor has secured off-site parking at a location approximately 2 miles away from the construction site to which shuttle service will operate to transport workers. With the number of off-site parking spaces being limited, the contractor requests the ability to continue a limited amount of on-site parking per the existing parking plan for the project. The estimated lost production is approximately 13% or 1 hour a day, which increased the overall permit extension request by 21 days until June 19, 2024.

RECOMMENDATION

The contractor is requesting an additional 111 days to complete the project extending the project expiration to June 19, 2024. Staff recommends following the initial request of 90 days extending project expiration until May 31, 2024 conditioned by strictly adhering to the parking plan and requiring remote parking of all other workers for the duration of the project. If the Town Council decides to grant an extension, the permit extension fee be conditioned on calculating the extension as follows:

90 day extension @ \$250/day = \$22,500
Total = \$22,500

The calculation is made consistent with the Town's current ordinance provisions related to extensions.

FINANCIAL IMPACT

The fee for extending the construction timeframe in excess of 90 days that was in place at the time this permit was issued was 50% of the original permit fee. Based on that methodology, the extension fees would be \$5,155. If the extension granted is conditioned on applying the current fee methodology as recommended by staff, the extension fees are \$250 per day for the first 90 days and \$500 per day for anything in excess of 90 days. Extension fees are assessed in 15-day increments.

ATTACHMENTS:

File Name	Description
3906_Shenandoah_-_Permit_Extension_Request_Letter_-_24.02.27.pdf	Contractor extension request
3906_Shenandoah_ROW_Permit_02_27_24_DRAFT_-_AT.pdf	Construction parking plan

February 27, 2024

RE: Permit Extension for 3906 Shenandoah

Mr. Pender,

I wanted to provide you with an update following our request for an additional permit extension for 3906 Shenandoah, discussed during the Town Council meeting on February 20, 2024. As you're aware, the council granted a brief extension to March 5, 2024, to allow us to evaluate the feasibility of offsite parking and its impact on our project timeline.

Key Updates Since February 20, 2024:

1. Enhanced Parking Compliance:

- a. Re-communication of Parking Guidelines: We've re-emphasized parking protocols to all subcontractors, ensuring clarity on designated parking areas.
- b. On-Site Monitoring: Jeff Boske has been appointed to oversee parking compliance, addressing any deviations immediately.
- c. Remote Parking Exploration: We've investigated remote parking solutions to alleviate neighborhood congestion.

2. Positive Impact: We believe these measures have significantly improved the parking situation, as evidenced by our daily photo logs. Examples are included attached.

3. Future Parking Plan:

- a. Onsite Parking: Post-driveway completion, we have a plan to accommodate up to 10 cars on-site, in line with the approved parking plan. We're awaiting HP Engineering's approval to proceed with the drive approaches at this time.
- b. Offsite Parking: We're finalizing arrangements with shuttle services and have identified two lots for space rental. Given the limited number of spaces, some onsite parking will remain essential.

4. Remote Parking Impact: The proposed remote lot, 2.4 miles away, adds a 30-minute commute each way for our workforce (10 minutes from site to parking after tool/equipment dropoff, 10 minute wait for shuttle, 10 minute commute back to jobsite), reducing daily productivity by approximately 10% to 13% (1 hour total out each work day). Considering this, we project an adjusted completion date of June 19, 2024, allowing for a cautious margin.

We're committed to minimizing disruption and maintaining open communication with the Town Council and the community. I'll ensure to keep you informed as we finalize offsite parking arrangements and receive approval for our onsite parking plans.

Thank you for your understanding and support as we navigate these adjustments.

Best regards,

Sincerely,

Matt Cain

President

Tatum Brown Custom Homes

3838 Oak Lawn, Suite 1520

Dallas, Texas 75219 214.361.4877



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 5, 2024

Department: Development Services

Presenter: Hugh Pender

TITLE

Review, discuss, and consider a request to extend the construction timeframe for a new single-family home currently under construction at 3700 Stratford Avenue.

BACKGROUND

The owners of 3700 Stratford Avenue, are requesting an extension of time on a construction permit issued for a new home.

The Town's Code of Ordinances provide that, to the extent a major renovation project cannot be completed within 2 years, the owner can seek a permit timeframe extension from the Town Council if the request is for more than 90 days, or from Town staff if the request is 90 days or less.

Consistent with Town Council policy direction, this item is provided for Town Council to review and discuss extending the allowed timeframe beyond the 3-month extension previously granted by staff.

The initial building permit was issued by staff on January 11, 2022. Town staff completed progress checks throughout the project as required by Town ordinance. At the 18-month progress inspection in July 2023, the project superintendent provided an updated construction schedule indicating the project would be delayed by 15 days. The 21-month progress inspection in October 2023 revealed the project would be delayed by 75 days according to the updated construction schedule. The contractor requested a 90-day administrative staff extension and provided a revised construction schedule reflecting a March 29, 2024 completion date. Staff reviewed the schedule and agreed to issue the 90-day extension extending the time frame until April 11, 2024.

The final progress inspection in December 2023 (23-month) did not present any update to the latest construction schedule. At the January progress inspection on the administrative extension, it was clear that the project would likely not meet the April expiration date. An updated construction schedule provided indicated a May 10, 2024 project completion exceeding the limits of the April staff extension. Staff notified the contractor and homeowners on February 7, 2024, of the need to appear before the Town Council for consideration of an additional permit extension.

The General Contractor, Mr. Matt Cain of Tatum Brown Custom Homes, has identified the size and scale of the project, availability of qualified trade sub contractors, delays surrounding the exterior cut stone, design changes and associated lead time related to the change orders and the redesign/re-engineering of the main staircase.

The Town has not received any construction-related complaints from the neighbors, and the construction site is generally maintained. To date, no responses have been received following the Town's letter mailed to neighbors surrounding the property advising of a request to extend the construction timeframe to July 11,

2024.

RECOMMENDATION

The contractor is requesting an additional three months to complete the project extending the project expiration to July 11, 2024. Staff recommends, if the Town Council decides to grant an extension, the permit extension fee be conditioned on calculating the extension as follows:

3-month (90 days) extension @ 50% of original permit fee = \$12,132

FINANCIAL IMPACT

The fee for extending the construction timeframe in excess of 90 days that was in place at the time this permit was issued was 50% of the original permit fee. Based on that methodology, the extension fees would be \$12,132.

ATTACHMENTS:

File Name

3700_Stratford_-_Completion_Schedule_1-29-24.pdf
3700_Stratford_-_Permit_Extension_Request_Letter_-_24.02.27.pdf

Description

3700 Stratford schedule
Contractor extension request

COMPLETION SCHEDULE

DATE PRINTED: 1/29/2024

TATUM BROWN

CUSTOM HOMES

Schedule Starting Week of: Monday, January 22, 2024 **KEY**

Updated: Monday, January 29, 2024 Complete C

SUPT.: Travis Blalock	Scheduled	X
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P.M.: _____

JOB: 3700 Stratford

[illegible]

COMPLETION SCHEDULE

TATUM BROWN
CUSTOM HOMES

Schedule Starting Week of: Monday, January 22, 2024KEY

Updated: Monday, January 29, 2024Complete

C

SUPT.: Travis BlalockScheduledX

P.M.:

JOB: 3700 Stratford

ACTIVITY							Week 12					Week 13					Week 14					Week 15					Week 16					Week 17					Week 18				
							4/8/24 - 4/12/24					4/15/24 - 4/19/24					4/22/24 - 4/26/24					4/29/24 - 5/3/24					5/6/24 - 5/10/24					5/13/24 - 5/17/24					5/19/24 - 5/23/24				
No.	AREA	ACTIVITY	Resp Comp	#OF DAYS	Start Date	Status	8 M	9 T	10 W	11 T	12 F	15 M	16 T	17 W	18 T	19 F	22 M	23 T	24 W	25 T	26 F	29 M	30 T	1 W	2 T	3 F	6 M	7 T	8 W	9 T	10 F	13 M	14 T	15 W	16 T	17 F	20 M	21 T	22 W	23 T	24 F
1	Exterior	Footing For Walls	TLC	10	1/23	40%																																			
2	Exterior	Driveway	TLC	10	3/1																																				
3	Exterior	Build Walls	TLC	15	2/8																																				
4	Exterior	Cut Stone	Eddy	30	1/22	17%																																			
5	Exterior	Stucco	Eddy	45	1/22	11%																																			
6	Exterior	Finish Roof	Copper Nail	20	3/1																																				
7	Exterior	Gutters	Lovelace	7	3/20																																				
8	Exterior	Finish Chimneys	Eddy	14	1/22	36%																																			
9	Exterior	Pour Pool Deck	TLC	10	3/4																																				
10	Exterior	Install Cut Stone Pool Deck	TLC	15	3/20		X	X																																	
11	Exterior	Drainage	TLC	15	3/1																																				
12	Exterior	Irrigation	TLC	15	3/26		X	X	X	X	X	X																													
13	Exterior	Soft Scape	TLC	20	4/15							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
14	Exterior	Gates	TLC	5	4/1																																				
15	Exterior	Generator Install	Parker	3	4/2																																				
16	Exterior	Electric Meter Set	Oncor	1	4/5																																				
17	Exterior	Gas Meter Set	Atmos	1	1/29	100%																																			
18	Wine	Cabinet Shop Approval	Nik/Deb	1	1/22	100%																																			
19	Wine	Install Flooring	Eddy	5	2/7																																				
20	Wine	Install Stairs	Eddy	10	2/14																																				
21	Wine	Seal Walnut	Corona	5	3/4																																				
22	Entry	Marble Shop Approval	Deb	1	2/20																																				
23	Entry	Install Marble	NSD	5	2/28																																				
24	Entry	Stair Build Up/Risers	Trinity	9	1/23	56%																																			
25	Entry	Final Coat	Corona	5	3/18																																				
26	Entry	Marble On Stairs	NSD	10	3/4																																				
27	Penny Office	Marble Surround at Opening	NSD	4	2/20																																				
28	Penny Office	Fireplace Surround	Eddy	3	3/1																																				
29	Penny Office	Mail Slot	Casci	3	3/4																																				
30	Tom Office	Seal Walnut	Corona	3	2/5																																				
31	Bar	Counter Shop Approval	Deb	1	2/8																																				
32	Bar	Install Top	NSD	1	3/11																																				
33	Kitchen	Plaster	Corona	8	2/12																																				
34	Kitchen	Shop Approval	Deb	1	2/2																																				
35	Kitchen	Install Tops	NSD	2	2/19																																				
36	Family	Plaster	Corona	8	2/12																																				
37	Family	Install Surround	Eddy	3	2/19																																				
38	Family	Final Paint Coat	Corona	2	2/26																																				
39	Utility	Install Linear Drain	Riddell	1	2/22																																				
40	Utility	Finish Floor Tile	Mason	3	2/26																																				
41	Utility	Counter Shop Approval	Deb	1	2/2																																				

COMPLETION SCHEDULE

DATE PRINTED: 1/29/2024

TATUM BROWN
CUSTOM HOMES

Schedule Starting Week of: Monday, January 22, 2024		KEY	
Updated: Monday, January 29, 2024		Complete	C
SUPT.: Travis Blalock		Scheduled	X
P.M.: _____			

JOB: 3700 Stratford

[illegible]

COMPLETION SCHEDULE

TATUM BROWN
CUSTOM HOMES

Schedule Starting Week of: Monday, January 22, 2024

Updated: Monday, January 29, 2024

SUPT.: Travis Blalock

P.M.:

KEY

CompleteC

ScheduledX

JOB: 3700 Stratford

ACTIVITY							Week 12					Week 13					Week 14					Week 15					Week 16					Week 17					Week 18				
							4/8/24 - 4/12/24					4/15/24 - 4/19/24					4/22/24 - 4/26/24					4/29/24 - 5/3/24					5/6/24 - 5/10/24					5/13/24 - 5/17/24					5/19/24 - 5/23/24				
							8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24
No.	AREA	ACTIVITY	Resp Comp	#OF DAYS	Start Date	Status	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
42	Utility	Install Tops	NSD	2	2/19																																				
43	Guest	Counter Shop Approval	Deb	1	2/7																																				
44	Guest	Counter Install	NSD	1	2/22																																				
45	Back Stair	Treads and Risers	Boardhouse	5	3/11																																				
46	Penny Master	Top Shop Approval	Deb	1	2/6																																				
47	Rail	Install Rail	Boardhouse	5	3/18																																				
48	Penny Master	Install Tops	NSD	2	2/20																																				
49	Tom Master	Seal Walnut	Corona	10	1/29																																				
50	Tom Master	Top Shop Approval	Deb	1	2/6																																				
51	Tom Master	Install Tops	NSD	1	2/20																																				
52	2nd Floor	Install Remaining Tops	NSD	10	1/27	10%																																			
53	2nd Floor	Install Wood	Boardhouse	7	3/20																																				
54	1st Floor	Install Wood	Boardhouse	7	3/30		X	X																																	
55	House	Finish Grout	Mason	5	2/26																																				
56	House	Deliver Plumbing Fixtures	Elegant /TKO	1	2/26																																				
57	House	Plumbing Trim	Riddell	5	2/26																																				
58	House	Electrical Trim	Paramount	15	2/26																																				
59	House	Mirrors & Shower Doors	Barco	15	3/4																																				
60	House	Install Door Hardware	Lopez	15	2/19																																				
61	House	Security Trim	Shane	7	4/2		X	X	X																																
62	House	A/V Trim	Harwell	10	4/8		X	X	X	X	X	X	X	X	X																										
63	House	Install Appliances	Capital	5	4/15							X	X	X	X	X																									
64	Whole House	Punch	TBCH	20	4/8		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																

February 27, 2024

RE: Permit Extension for 3700 Stratford

Mr. Pender,

I am writing to you on behalf of Tom Nolan and Penny Reid, regarding our ongoing project at 3700 Stratford. We are reaching out to formally request an additional 90-day extension to our existing permit, which is set to expire on April 11, 2024. This request is in addition to the 90-day administrative extension previously granted.

Despite our team's diligent efforts, we are currently projecting the completion of this project by May 27, 2024. However, to ensure we have a cautious margin to address any unforeseen circumstances, we are seeking an extension until July 11, 2024. This additional time is critical for us to successfully complete the project without compromising on the quality of work and adhering to all required standards.

We would like to provide some context regarding the challenges we have encountered, which have significantly impacted our timeline:

1. **Size and Scale of the Project:** The ambitious nature of this project, given its size and scale, has necessitated more time than the Town of HP currently allows.
2. **Availability of Qualified Trades:** We have faced difficulties in securing the availability of qualified tradespeople, which has slowed down progress on various fronts.
3. **Exterior Cut Stone Delays:** The exterior cut stone, a crucial component for the house, experienced a significant delay. The initial order was stopped at US Customs and returned to Greece due to an invasive insect infestation, forcing us to place a new order. This not only delayed the exterior facade but also had a ripple effect on the remaining exterior site work such as hardscape, softscape, pool, etc...
4. **Design Changes and Lead Time Issues:** Changes in design and major lead time issues, particularly concerning the exterior doors and windows, have caused substantial delays. These adjustments were necessary to ensure the final quality and functionality of the home but have unfortunately set back our schedule.
5. **Main Staircase Redesign and Reengineering:** A midstream redesign and reengineering of the main staircase was required to meet both aesthetic and structural standards. This process was more time-consuming than expected, contributing further to our delayed timeline.

We understand the importance of adhering to deadlines and are committed to completing this project efficiently while ensuring the highest standards are met. We believe that with the additional 90 days, we can overcome these challenges and deliver a project that meets the expectations of all stakeholders involved.

We appreciate your consideration of our request and are available to discuss this matter further or provide any additional information required.

Thank you for your time and understanding.

Sincerely,

Matt Cain

President

Tatum Brown Custom Homes

3838 Oak Lawn, Suite 1520

Dallas, Texas 75219

214.361.4877



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 5, 2024

Department: Administration

Presenter: Joanna Mekeal

TITLE

Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council Meeting Agenda.

BACKGROUND

This item is provided at the request of the Mayor for a member of the Town Council to request an item be placed on a future Town Council study session agenda for discussion or consideration. Town Council discussion and consideration would be limited only to including a potential agenda item and scheduling such on a future agenda. The agenda item would be included as part of the study session agenda of regular Town Council meetings.

RECOMMENDATION

Staff recommends approval of the inclusion of the agenda item for future regular (not special or emergency) Town Council meetings.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name	Description
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No Attachments Available



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 5, 2024

Department: Development Services

Presenter: Chelsey Gordon

TITLE

Review and discuss the 2024 Swim Season Schedule and provide an update on the Pool Facility Improvements.

BACKGROUND

This item is provided annually as an opportunity for Town staff to report and discuss with the Town Council the Town's annual summer swim programming and updates on facility improvements taking place at the pool.

During the 2023 Swim Season, we had a total of 15,377 daily check-ins. On average, there were 136 check-ins per day for open swim and 24 check-ins per day for lap swim. The 2024 Swim Season will mirror the 2023 Swim Season in terms of length of the season. Last year, four weeks were added to the end of the lap swim season to extend it to Thanksgiving at the request of the lap swimmers. On average, there were twelve lap swimmers each day during this time period.

A few modifications have been made to the overall operations and maintenance of the swimming pool to improve customer service and efficiency. A new software system was rolled out to better assist with checking-in pool patrons. Patrons are now issued a physical card and digital barcode that will be scanned into the system each time they check-in. This allows staff to check them in faster and gather more accurate data on check-ins. This year, the Town will use the same software to assist in the scheduling of pool parties, swim lessons, and conditioning programs, as well as point of sale and inventory management for the concession stand. We will also be utilizing a new software system, Digiquatics, for internal operations such as timekeeping, scheduling of seasonal staff, certification tracking, daily check lists, shift reports, and chemical records.

In response to resident feedback, staff will continue offering water aerobics and other family activities during the regular swim season. Last year, the Town began offering swim lessons and conditioning programs in-house with certified seasonal staff. Swim Lessons are offered as a two-week time block of daily, thirty-minute lessons, Tuesday – Friday and the Swim Conditioning program is offered as a weekly or seasonal, one-hour daily program. There were fifty participants in swim lessons and thirteen participants in the swim conditioning program, during the pool season.

Staffing for the pool is ongoing and to date there are forty-four applicants for lifeguard, twelve applicants for lead lifeguard, eleven applicants for concession attendant, and one applicant for swim instructor. The Town continues to remain competitive with pay and starting rates will remain at \$12.19 for concession attendants and \$15.16 for lifeguards. Returning lifeguards will also see an increase in pay. Hiring and onboarding seasonal staff will begin during the month of March.

Pool users may purchase a day swim pass and visitor pass online at <https://www.hptx.org/recreation> or in-

person at the swimming pool. Resident Swim Permits must be purchased online through the CivicRec portal. Purchase of permits and passes will be available online beginning Monday, April 1, 2024 at 8:00 am. The cost for permits is provided in the Town Fee Schedule. Last year, resident swim permits were physical cards. Returning pool pass holders can continue using the same card and staff will issue new pass holders a card as well.

The Town's public swimming pool will be operated under the following standards for the 2024 swim season:

- The concession stand will be operated with the sale of packaged and prepared offerings, and canned drinks.
- The swimming pool will be available for public swim when the water temperature is at or above 78 degrees and the outdoor air temperature is at least 55 degrees.
- The availability of swimming pool supervisors and lifeguards.
- Open the swimming pool on Tuesday, April 16, for weekly lap swim (Tuesday-Friday).
- Begin the Regular Season on Friday, May 24, continuing through Sunday, August 11.
- Continuation of lap swim (Tuesday-Sunday) and recreational family swim (Saturday-Sunday) through Sunday, September 29.
- Extension of lap swim (Tuesday-Friday) through Wednesday, November 27.
- The pool will be open for the Monday holidays of May 27 and September 2 as well as Thursday, July 4 (no lap swim) until 6:00 p.m.

In the FY24 Operating Budget, Council approved funding for a number of pool related improvements including rehabilitation of the sundeck, new roofs for all ancillary buildings, installation of a metal shade structure to cover the sand filter and pool heater, and a new gas line for the heater. With the removal of the sand filter, it was discovered that the concrete base was failing. Remaining within the original capital projects budget, it was decided to pour a new base to support the new filter and shade structure. To date, the new roofs have been installed and all other improvements are under construction and are expected to be completed by the middle of March. These improvements should extend the life of the pool for at least another ten to fifteen years, matching last year's replacement of the pool liners and sand filters. Lastly, we have contracted with Kimley Horn and Counsilman -Hunsaker to produce a Swimming Pool Assessment and Capital Plan for the pool. The final report is being reviewed by staff and will be shared with a resident advisory committee to help plan for future improvements and services at the pool over the next several years.

RECOMMENDATION

No recommendation at this time, this item is for discussion purposes.

FINANCIAL IMPACT

The 2024 swim season budgeted expenses are set at \$277,184.

Revenues for the season are projected at \$136,186 (day passes & permits generating \$99,309 along with concession stand revenues of \$15,507, swim lesson revenues at 16,870, & event revenues of \$4,500).

ATTACHMENTS:

File Name

2024_HIGHLAND_PARK_POOL_SEASON.docx

Description

Proposed 2024 Swim Season

2024 HIGHLAND PARK POOL SEASON

Swimming Pool (214) 559-7006

PRESEASON*

APRIL 16 (TUESDAY) – MAY 24, 2024 (FRIDAY)

Tuesday – Friday Preseason Lap Swim, 7:00 a.m. – 10:00 a.m.

No Monday or Weekend Hours

* Air temperature must be above 55 degrees, and water temp at or above 78 degrees to remain open.

REGULAR SEASON

MAY 24 (FRIDAY) – AUGUST 11, 2024 (SUNDAY)

Tuesday – Sunday

Lap Swim 7:00 a.m. – 10:00 a.m.

Open Swim 10:00 a.m. – 8:00 p.m.

POST SEASON*

AUGUST 13 (TUESDAY) – SEPTEMBER 29, 2024 (SUNDAY)

Tuesday – Sunday Post-season Lap Swim, 7:00 a.m. – 10:00 a.m.

Saturdays, Open Swim, 10:00 a.m. – 3:00 p.m.

Sundays, Open Swim, 10:00 a.m. – 3:00 p.m.

* Air temperature must be above 55 degrees, and water temp at or above 78 degrees to remain open.

EXTENDED LAP SWIM*

OCTOBER 1 (TUESDAY) – NOVEMBER 27, 2024 (WEDNESDAY)

Tuesday – Friday Postseason Lap Swim, 7:00 a.m. – 10:00 a.m.

No Monday or Weekend Hours

* Air temperature must be above 55 degrees, and water temp at or above 78 degrees to remain open.

HOLIDAY HOURS

The Town of Highland Park Pool will be open and operate on:

- MEMORIAL DAY, MAY 27 - 7:00 a.m. – 10:00 a.m. Lap Swim | 10:00 a.m. – 6:00 p.m. Open Swim
- INDEPENDENCE DAY, JULY 4 - 12:00 P.M. – 6:00 P.M. **OPEN SWIM ONLY DUE TO PARADE**
- LABOR DAY, SEPTEMBER 2 - 7:00 a.m. - 10:00 a.m. Lap Swim | 10:00 a.m. – 6:00 p.m. Open Swim

ACTIVITIES AT THE POOL

OPENING DAY COOK OUT: Saturday, May 25, at 11:00 a.m. to 1:00 p.m., or until supplies run out.

LABOR DAY COOK OUT: Saturday, August 31, at 11:00 a.m. to 1:00 p.m., or until supplies run out.

WATER AEROBICS CLASSES: May 28 – September 26, Tuesdays & Thursdays, 9:00 -10:00 a.m.

BABY SPLASH STORY TIME: Wednesdays, June 19, July 17, and August 7, at 10:00 a.m. *Please register with the Library in advance.*



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 5, 2024

Department: Fiscal & Human Resources

Presenter: Karen Kurtin

TITLE

Review and discuss the monthly Financial and Investment Report and Quarterly Investment Report for the period ending December 31, 2023.

BACKGROUND

The Financial and Investment Report is for the period ending December 31, 2023, which marks the completion of the third month of the 2023-24 fiscal year. Therefore, the Year-to-Date percentage for budgetary comparison purposes is 25.0%.

General and Utility Fund combined revenues amount to \$12,343,755 which is 27.5% of the annual budgeted amounts.

The General and Utility Fund combined expenditures and encumbrances amount to \$9,438,395 or 18.9% of the Fiscal Year 2023-24 Combined Budget. Discussion about specific revenue and expenditure categories is included in the accompanying report.

The December 2023 Investment Report and Quarterly Investment Report are also provided for your review. The total market value of the Town's cash and investment portfolio on December 31st was \$61,566,508 yielding an average weighted return of 5.27%, with an average maturity of 99 days.

The current quarter and fiscal year-to-date average yield for the portfolio is 5.33%. Quarterly and year-to-date investment income is approximately \$779,862.

This report was provided to Town Council and the Finance & Audit Advisory Committee on February 23, 2024.

RECOMMENDATION

No action is required by the Town Council as the item is provided only for discussion.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name	Description
Combined_Financial_and_Investment_Report_December_2023.pdf	Combined Monthly Financial Report for December 31, 2023
Quarterly_Investment_Report_December_2023.pdf	Quarterly Investment Report December 2023

Monthly Financial Report for the period ending December 31, 2023



OVERVIEW

As of December 31, 2023, General and Utility Fund combined revenues are \$12,343,755 This is 27.5 % of the annual budgeted amounts.

Combined expenses and encumbrances of \$9,438,395 are 18.9% of the annual budget. December 31st marks the third month of the FY 2024 Budget Year. Therefore, the year to date budget percentage for budgetary comparison is 25.0 %.

YEAR TO DATE (YTD) ACTIVITY

- ▼ **Property Taxes** are 79.7% of the YTD projection
- ▲ **Sales Taxes** are 104.3% of the YTD projection
- ▼ **Building Permits** are 60.4% of the YTD projection
- ▲ **Water Sales** are 111.7 % of the YTD projection

COMPARISON TO LAST YEAR

- ▼ **Property Taxes** are 93.1% of prior year
- **Sales Taxes** are 96.1% of prior year
- ▼ **Building Permits** are 60.0% of prior year
- ▲ **Water Sales** are 112.5% of prior year

GENERAL FUND REVENUES

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

	December 2023				Year To Date as of December 2023				Year To Date as of December 2023			Year To Date as of December 2022		
	Signal	Actual	Projected	%	Signal	Actual	Projected	%	Actual	Budget	%	Actual	Budget	%
Property Taxes	🔴	\$ 4,718,765	\$ 5,741,653	82.2%	🔴	\$ 6,252,990	\$ 7,845,122	79.7%	\$ 6,252,990	\$ 18,515,422	33.8%	\$ 6,716,973	\$ 17,058,331	39.4%
Sales Taxes	🟢	545,240	501,567	108.7%	🟢	1,570,219	1,505,286	104.3%	1,570,219	6,502,058	24.1%	1,633,888	6,640,091	24.6%
Mixed Beverage Taxes	🟢	42,293	40,767	103.7%	🟢	122,256	114,640	106.6%	122,256	531,742	23.0%	122,973	477,779	25.7%
Franchise Fees	🔴	70	11,937	0.6%	🟡	218,972	219,206	99.9%	218,972	975,542	22.4%	226,870	932,414	24.3%
Licenses and Permits	🔴	89,187	119,340	74.7%	🔴	323,748	502,665	64.4%	323,748	1,581,300	20.5%	501,225	1,406,708	35.6%
Charges for Services	🟡	97,946	102,926	95.2%	🔴	278,808	297,405	93.7%	278,808	1,323,912	21.1%	282,657	1,368,405	20.7%
Fines and Forfeitures	🟢	27,035	21,927	123.3%	🟢	74,552	68,960	108.1%	74,552	237,717	31.4%	43,281	292,299	14.8%
Earnings on Investments	🟡	34,734	35,264	98.5%	🟢	100,595	91,512	109.9%	100,595	711,178	14.1%	84,440	150,456	56.1%
Miscellaneous	🟢	71,719	31,017	231.2%	🟢	128,950	93,051	138.6%	128,950	373,202	34.6%	85,154	2,614,148	3.3%
Transfers	-	-	-	-	-	-	-	-	-	1,448,200	-	-	1,359,300	-
Total Revenues	🔴	\$ 5,626,989	\$ 6,606,398	85.2%	🔴	\$ 9,071,090	\$ 10,737,847	84.5%	\$ 9,071,090	\$ 32,200,273	28.2%	\$ 9,697,461	\$ 32,299,931	30.0%

YEAR TO DATE OVERVIEW

Through December 31st, General Fund non-property tax revenues of \$2,818,100 are (\$74,625) less than originally projected. Total revenues (including Property Taxes) are (\$1,666,757) less than projected and are down (6.5%) compared to the same period in the prior fiscal year. The Dallas County Tax Office delayed the mailing of certain tax notices pending the outcome of the November 7, 2023 election to increase homeowner exemptions.

PROPERTY TAXES

Tax collections of \$6,252,990 year to date have been received. Year to date, 33.8% of the annual budget has been collected. In the prior fiscal year 39.4% had been collected at this time.

SALES TAXES

Total revenues of \$1,570,219 are \$64,933 more than projected year to date. Current year revenue is (\$63,669) less than this time last year. The Town has a repayment arrangement for taxes received from a City of Dallas vendor. The State Comptroller will withhold \$18,396 from the Town's monthly sales tax payment through April 2029.

MIXED BEVERAGE TAXES

Mixed Beverage Tax receipts of \$122,256 are \$7,616 more than projected for this time of the year and (\$717) less than this time last year. Mixed Beverage Taxes are received monthly.

FRANCHISE FEES

Franchise Fees total \$218,972 which is (\$234) less than projected and down (\$7,898) when compared to the amount received during the same period in the prior fiscal year. Franchise Fees are received monthly and quarterly with the exception of the Natural Gas franchise fee, which is one-time payment received each year in the month of February.

LICENSES AND PERMITS

Revenues of \$323,748 are (\$178,917) less than projected year to date, and are (\$177,477) less than the amount received prior year to date. In FY 2023, \$130,000 in permit revenue was received from a retailer in the Highland Park Shopping Village. Licenses and permits accounts primarily for building permits, but also includes electrical and alarm permits, beverage and carriage service licenses.

CHARGES FOR SERVICES

Revenues of \$278,808 are (\$18,597) less than projected year to

date. Revenues are less than the previous fiscal year by (\$3,849), primarily due to a decrease in ticket revenue.

FINES AND FORFEITURES

Total revenues of \$74,552 are \$5,592 more than projected through the end of December and \$31,271 more than the same period in the prior fiscal year.

EARNINGS ON INVESTMENTS

Interest earnings of \$100,595 are \$9,083 more than projected.

MISCELLANEOUS REVENUES

Total revenues of \$128,950 are up \$35,899 from the amount projected through December. Miscellaneous revenues include penalties on delinquent property taxes, tower lease rental charges, donations, contributions, and other non-major revenues.

TRANSFERS

Biannual transfers consist of a cost allocation from the Utility Fund for the fund's share of G&A expenses and a transfer from the Court Security Fund to the General Fund for payroll related costs associated with court security.

GENERAL FUND EXPENDITURES

	Year To Date as of December 2023			Year To Date as of December 2022		
	<u>Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>	<u>Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Administration	\$ 187,798	\$ 806,977	23.3%	\$ 204,180	\$ 841,924	24.3%
Public Safety	4,539,666	17,151,158	26.5%	4,258,757	15,425,913	27.6%
Development Services	95,169	333,225	28.6%	86,375	300,702	28.7%
Street	96,067	499,970	19.2%	90,120	490,260	18.4%
Library	261,317	911,196	28.7%	248,936	917,005	27.1%
Parks	831,659	1,833,533	45.4%	623,714	1,768,615	35.3%
Swimming Pool	37,536	277,184	13.5%	23,101	250,976	9.2%
Municipal Court	169,064	608,984	27.8%	143,647	547,571	26.2%
Finance	361,534	1,195,999	30.2%	334,190	1,118,895	29.9%
Building Inspection	227,022	917,500	24.7%	201,277	874,477	23.0%
Non-Departmental	189,152	678,876	27.9%	256,055	771,392	33.2%
Information Technology	438,536	816,763	53.7%	392,232	758,936	51.7%
Transfers	-	6,168,878	-	-	8,157,536	-
Total Expenditures	\$ 7,434,520	\$ 32,200,243	23.1%	\$ 6,862,584	\$ 32,224,202	21.3%

YEAR TO DATE OVERVIEW

December 31, 2023, marks the third month of the FY 2024 budget year. The year to date budget percentage for budgetary comparison is therefore 25.0%. Total General Fund expenditures and encumbrances of \$7,434,520 are 23.1% of the annual budget.

PUBLIC SAFETY

Public Safety expended and encumbered 26.5% of the departmental budget or \$4,539,666.

DEVELOPMENT SERVICES

Development Services expended and encumbered 28.6% of the departmental budget or \$95,169.

PARKS

Parks has expended and encumbered \$831,659 or 45.4% of the departmental budget.

SWIMMING POOL

Swimming Pool has expended and encumbered \$37,536 or 13.5% of the departmental budget.

FINANCE

Finance has expended and encumbered \$361,534 or 30.2% of the departmental budget.

NON-DEPARTMENTAL

Non-Departmental has expended and encumbered \$189,152 or 27.9% of the departmental budget.

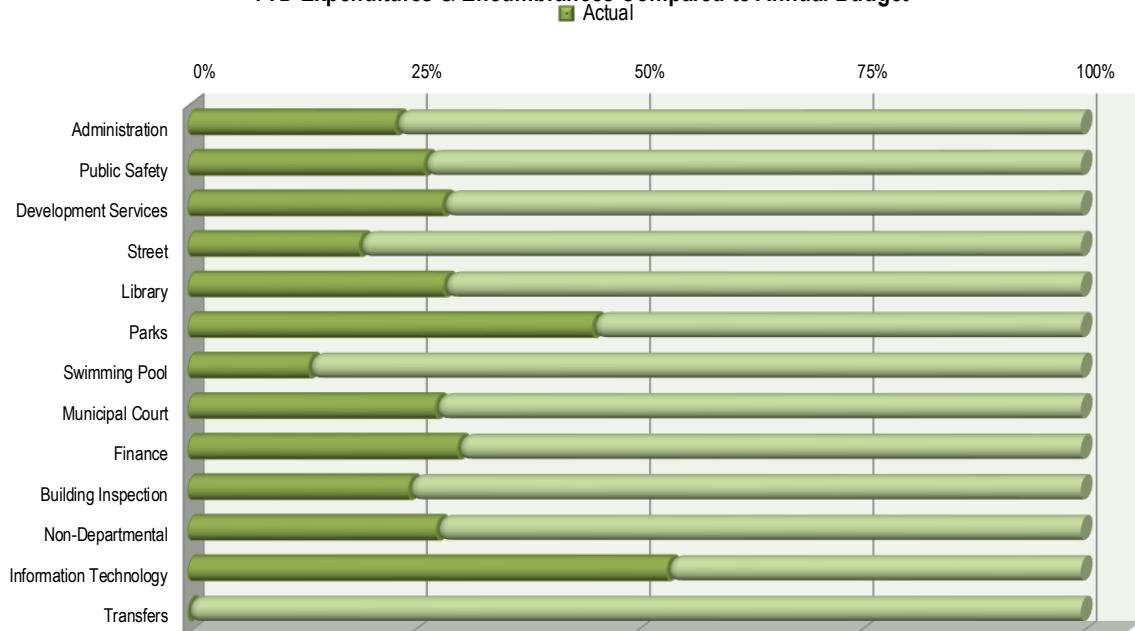
INFORMATION TECHNOLOGY

Information Technology has expended and encumbered \$438,536 or 53.7% of the departmental budget.




TRANSFERS

















Biannual transfers include a transfer to the CIP Fund for infrastructure maintenance / rehabilitation. Transfers to the Equipment and Technology Replacement Funds accumulate resources for future equipment and technology purchases. A transfer to the Building Maintenance Fund supports the operational and maintenance budgets of Town Hall and the Service Center. Transfers to the Internal Service Funds occur once a year in January.

YTD Expenditures & Encumbrances Compared to Annual Budget



UTILITY FUND REVENUES

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

	December 2023				Year To Date as of December 2023				Year To Date as of December 2023			Year To Date as of December 2022		
	Signal	Actual	Projected	%	Signal	Actual	Projected	%	Actual	Budget	%	Actual	Budget	%
Water Sales		\$ 568,442	\$ 509,678	111.5%		\$ 2,258,548	\$ 2,021,487	111.7%	\$ 2,258,548	\$ 8,508,723	26.5%	\$ 2,007,467	\$ 7,824,554	25.7%
Sanitary Sewer Charges		234,152	232,949	100.5%		757,045	758,518	99.8%	757,045	3,064,870	24.7%	725,448	2,997,300	24.2%
Other Charges for Service		5,960	3,155	188.9%		19,150	9,465	202.3%	19,150	37,860	50.6%	7,420	42,980	17.3%
Licenses and Permits		4,765	5,251	90.7%		16,635	15,752	105.6%	16,635	63,006	26.4%	14,990	65,206	23.0%
Fines and Forfeitures		6,449	3,360	191.9%		27,781	14,461	192.1%	27,781	63,482	43.8%	19,498	61,577	31.7%
Earnings on Investments		66,726	29,900	223.2%		192,874	72,418	266.3%	192,874	503,713	38.3%	77,361	77,481	99.8%
Miscellaneous		64	251	25.5%		632	753	83.9%	632	3,010	21.0%	530	2,200	24.1%
Transfers	-	-	-	-	-	-	-	-	-	474,500	-	-	2,624,472	-
Total Revenues		\$ 886,558	\$ 784,544	113.0%		\$ 3,272,665	\$ 2,892,854	113.1%	\$ 3,272,665	\$ 12,719,164	25.7%	\$ 2,852,714	\$ 13,695,770	20.8%

YEAR TO DATE OVERVIEW

Total Utility Fund operational revenues (excluding transfers) of \$3,272,665 are \$379,811 more than projected year to date and are up 14.7% when compared to the amount received through the same period in the prior year.

WATER SALES

Revenues totaling \$2,258,548 are \$237,061 more than projected year to date. Water sales are up \$251,081 when compared to the amount of revenue generated during the same period last year.

SEWER CHARGES

Revenues of \$757,045 are (\$1,473) less than projected through the end of December. Revenues for sanitary sewer are up \$31,597 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 \$19,150 are \$9,685 more than projected. This revenue source is primarily driven by charges for meter installations.

LICENSES AND PERMITS

Licenses and permits revenue (i.e. Plumbing Permits) of \$16,635 or \$883 more than projected and \$1,645 more than the amount received through the same period of the prior fiscal year.

FINES AND FORFEITURES

Revenues (penalties assessed on past due utility bills) of \$27,781 are \$13,320 more than the year to date projection. Late payment penalty revenue is driven by payment timing and the size of the past due balance.

EARNINGS ON INVESTMENTS

Interest earnings are \$192,874 and \$120,456 above projection.

MISCELLANEOUS REVENUE

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

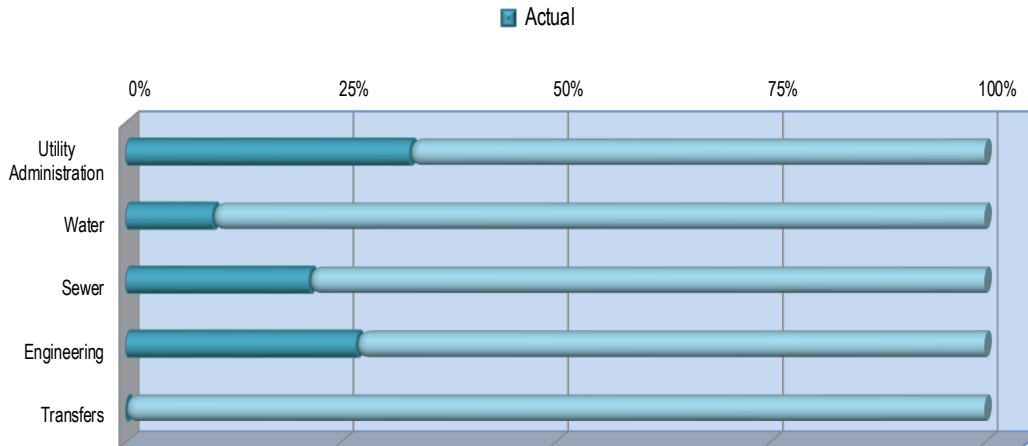
TRANSFERS

Biannual transfers consist of a transfer from the Solid Waste Fund for the cost allocation of the Solid Waste 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

	Year To Date as of December 2023			Year To Date as of December 2022		
	<u>Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>	<u>Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Utility Administration	\$ 152,873	\$ 461,735	33.1%	\$ 163,904	\$ 497,101	33.0%
Water	1,281,016	12,624,338	10.1%	890,199	7,705,470	11.6%
Sewer	337,441	1,576,598	21.4%	324,087	3,010,257	10.8%
Engineering	232,545	864,949	26.9%	203,075	797,902	25.5%
Transfers	-	2,168,437	-	-	2,018,130	-
Total Expenses	\$ 2,003,875	\$ 17,696,057	11.3%	\$ 1,581,265	\$ 14,028,860	11.3%

YTD Expenditures & Encumbrances Compared to Annual Budget



OVERVIEW

December 31, 2023, marks the third month of FY 2024 budget year. The year to date budget percentage for budgetary comparison is therefore 25.0%. Year to date expenditures, plus encumbrances and less non-cash expenditures of depreciation and bad debts, total \$2,003,875 or 11.3% of annual budget.

UTILITY ADMINISTRATION

The Utility Administration budget expended and encumbered is \$152,873 which represents 33.1% of the departmental operating budget.

WATER

At \$1,281,016 the Water Department has expended and encumbered 10.1% of the annual budget amount and includes \$36,009 related to capital improvements.

SEWER

At \$337,441 the Sewer Department has expended and encumbered 21.4% of the annual budget amount, of which \$0 relate to capital improvements.

ENGINEERING

The Engineering budget expended and encumbered \$232,545 which represents 26.9% of the departmental operating budget.

TRANSFERS

Biannual transfers to other funds include a transfer to the General Fund for the Utility Fund's share of General Fund G&A expenses and a transfer to the CIP Fund based on 5% of water and sanitary sewer revenues. A transfer to the Building Maintenance Fund is made for the Utility Fund's share of building maintenance expenditures, and a transfer to the Equipment and Technology Replacement Funds is made to fund future equipment and technology purchases. Total transfers to the Internal Service Funds occur once a year, in the month of January.

WORKING CAPITAL SUMMARY

Fund	Working Capital (1)	Dedicated Funds (2)	Available Working Capital (3)	Outstanding Encumbrances
General Fund	\$ 9,445,450	\$ 4,672,988	\$ 4,772,462	\$ 1,160,579
Reserve Fund (4)	10,564,075	10,564,075	-	-
Utility Fund	16,164,801	2,291,889	13,872,912	3,637,717
Solid Waste Fund	396,572	396,572	-	6,940
Capital Projects Fund	13,279,974	13,279,974	-	3,468,296
Equipment Replacement Fund	4,106,908	4,106,908	-	129,290
Technology Replacement Fund	3,588,573	3,588,573	-	221,607
Storm Water Drainage Utility Fund	2,468,661	2,468,661	-	433,178
Building Maintenance Fund	1,422,362	1,422,362	-	96,502
Municipal Court Technology Fund	113,813	113,813	-	15,828
Municipal Court Security Fund	36,986	36,986	-	-
Other Funds	601,158	601,158	-	1,147
	<u>\$ 62,189,333</u>	<u>\$ 43,543,958</u>	<u>\$ 18,645,375</u>	<u>\$ 9,171,084</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 December 31, 2023, the Town had a total of \$9,171,084 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.
- (4) The Reserve Fund holds proceeds from land sales completed by the Town.

CASH AND INVESTMENTS

The market value of the Town's investment portfolio at December 31, 2023 was \$61,566,508. This amount is 99.99% of the recorded book value of \$61,566,973. 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 5.27%.

Steve Alexander
Assistant Town Administrator

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
01 -GENERAL FUND						
REVENUE SUMMARY						
31-TAXES	25,549,222	5,306,298	7,945,465	31.10	-	17,603,757
32-FRANCHISE FEES	975,542	70	218,972	22.45	-	756,570
33-LICENSES & PERMITS	1,581,300	89,187	323,748	20.47	-	1,257,552
34-CHARGES FOR SERVICE	1,323,912	97,946	278,808	21.06	-	1,045,104
35-FINES & FORFEITS	237,717	27,035	74,552	31.36	-	163,165
36-EARNINGS ON INVESTMENT	711,178	34,734	100,595	14.14	-	610,583
37-SALE OF ASSETS	1,000	-	-	-	-	1,000
38-MISCELLANEOUS	372,202	71,719	128,950	34.65	-	243,252
39-TRANSFERS	1,448,200	-	-	-	-	1,448,200
*** TOTAL REVENUES ***	<u>32,200,273</u>	<u>5,626,989</u>	<u>9,071,090</u>	<u>28.17</u>	<u>-</u>	<u>23,129,183</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATION	806,977	68,004	170,125	23.27	17,673	619,179
02-PUBLIC SAFETY	17,151,158	1,647,771	4,422,802	26.47	116,864	12,611,492
04-TOWN SERVICES	333,225	34,891	89,683	28.56	5,486	238,056
05-STREET	499,970	42,509	100,650	19.21	(4,583)	403,903
07-LIBRARY	911,196	86,487	225,540	28.68	35,777	649,879
08-PARKS & RECREATION	1,833,533	228,023	574,345	45.36	257,314	1,001,874
09-SWIMMING POOL	277,184	6,863	32,494	13.54	5,042	239,648
10-MUNICIPAL COURT	608,984	60,861	157,140	27.76	11,924	439,920
11-FINANCE	1,195,999	131,172	360,080	30.23	1,454	834,465
12-BUILDING INSPECTION	917,500	86,666	218,445	24.74	8,577	690,478
15-NON-DEPARTMENTAL	678,876	14,431	110,150	27.86	79,002	489,724
17-INFORMATION TECHNOLOG	816,763	67,130	203,195	53.69	235,341	378,227
50-INTERFUND TRANSFERS	6,168,878	-	-	-	-	6,168,878
*** TOTAL EXPENDITURES ***	<u>32,200,243</u>	<u>2,474,808</u>	<u>6,664,649</u>	<u>23.09</u>	<u>769,871</u>	<u>24,765,723</u>

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (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	18,464,505	4,719,908	6,259,536	33.90	-	12,204,969
3111 PROPERTY TAXES-PRIOR YEARS	50,917	(1,143)	(6,546)	(12.86)	-	57,463
3113 SALES TAX REVENUE	6,502,058	545,240	1,570,219	24.15	-	4,931,839
3114 MIXED BEVERAGE	531,742	42,293	122,256	22.99	-	409,486
*** REVENUE CATEGORY TOTALS ***	25,549,222	5,306,298	7,945,465	31.10	-	17,603,757
32-FRANCHISE FEES						
3260 FRANCHISE FEE - PEG FEES	17,705	-	3,584	20.24	-	14,121
3261 FRANCHISE FEE - ONCOR ELECTRIC	479,552	-	172,361	35.94	-	307,191
3262 FRANCHISE FEE - ATMOS ENERGY	261,357	-	-	-	-	261,357
3263 FRANCHISE FEE - TELECOM	43,261	70	9,024	20.86	-	34,237
3264 FRANCHISE FEE - CABLE TV	48,217	-	12,599	26.13	-	35,618
3265 SOLID WASTE CONTAINER FEES	83,155	-	21,404	25.74	-	61,751
3270 FRANCHISE FEE - CARRIAGES	42,295	-	-	-	-	42,295
*** REVENUE CATEGORY TOTALS ***	975,542	70	218,972	22.45	-	756,570
33-LICENSES & PERMITS						
3301 BEVERAGE LICENSES	6,140	2,850	2,850	46.42	-	3,290
3302 HEALTH PERMITS	6,825	3,300	3,300	48.35	-	3,525
3303 ALARM PERMITS	96,420	8,228	24,397	25.30	-	72,023
3310 BUILDING PERMITS	1,408,210	71,675	273,533	19.42	-	1,134,677
3312 ELECTRICAL PERMITS	53,585	2,534	13,733	25.63	-	39,852
3313 EXCAVATION PERMITS	245	30	110	44.90	-	135
3350 CARRIAGE SERVICES	5,163	100	5,325	103.14	-	(162)
3370 ANIMAL LICENSES	4,712	470	500	10.61	-	4,212

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
*** REVENUE CATEGORY TOTALS ***	1,581,300	89,187	323,748	20.47	-	1,257,552
34-CHARGES FOR SERVICE						
3407 E911 MONTHLY FEES	109,611	8,528	29,106	26.55	-	80,505
3408 ALARM MONITORING FEES	539,982	45,222	134,816	24.97	-	405,166
3425 EMERGENCY MEDICAL FEES	171,880	24,018	57,210	33.28	-	114,670
3469 SWIMMING POOL CONCESSIONS	15,507	-	42	0.27	-	15,465
3470 BOARD/COMMISSION/REPLAT FEES	3,450	-	400	11.59	-	3,050
3471 SWIMMING POOL DAILY FEES	41,238	-	77	0.19	-	41,161
3472 SWIMMING POOL SEASON FEES	79,441	-	-	-	-	79,441
3473 TENNIS COURT FEES	23,693	2,120	4,320	18.23	-	19,373
3474 ANIMAL POUND FEES	690	-	90	13.04	-	600
3475 CHILD SAFETY FEES	9,626	-	1,592	16.54	-	8,034
3476 LIBRARY FEES	3,912	253	1,004	25.66	-	2,908
3477 COURT ADMINISTRATION FEES	9,812	395	1,805	18.40	-	8,007
3478 COURT WARRANT FEES	25,649	1,247	4,389	17.11	-	21,260
3479 COURT FEES	71,066	5,462	13,418	18.88	-	57,648
3480 BUILDING REGISTRATION FEES	75,104	6,750	17,750	23.63	-	57,354
3481 PLAN REVIEW FEES	25,417	2,750	8,250	32.46	-	17,167
3485 DEFERRED ADJUDICATION	117,834	1,201	4,539	3.85	-	113,295
*** REVENUE CATEGORY TOTALS ***	1,323,912	97,946	278,808	21.06	-	1,045,104
35-FINES & FORFEITS						
3511 MUNICIPAL COURT FINES	227,305	22,789	68,709	30.23	-	158,596
3512 MUNICIPAL COURT FINES	5,663	3,500	4,500	79.46	-	1,163
3513 LIBRARY FINES	1,356	486	582	42.92	-	774
3515 LOST BOOK CHARGES	1,026	10	161	15.69	-	865
3516 INVALID ALARM FINE	2,367	250	600	25.35	-	1,767
*** REVENUE CATEGORY TOTALS ***	237,717	27,035	74,552	31.36	-	163,165

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
36-EARNINGS ON INVESTMENTS						
3610 INTEREST EARNED	710,178	34,734	100,595	14.16	-	609,583
3650 INTEREST EARNED-DALLAS COUNTY	1,000	-	-	-	-	1,000
*** REVENUE CATEGORY TOTALS ***	711,178	34,734	100,595	14.14	-	610,583
37-SALE OF ASSETS						
3746 SALE OF CAPITAL ASSETS	1,000	-	-	-	-	1,000
3747 SALE OF IMPOUNDED PROPERTY	-	-	-	-	-	-
*** REVENUE CATEGORY TOTALS ***	1,000	-	-	-	-	1,000
38-MISCELLANEOUS						
3810 PENALTY & INTEREST, PROP TAXES	83,346	1,916	6,246	7.49	-	77,100
3820 RENTAL OF TOWN PROPERTY	224,406	67,816	113,114	50.41	-	111,292
3850 DONATIONS TO LIBRARY	4,000	694	828	20.70	-	3,172
3860 CONTRIBUTIONS	17,200	358	358	2.08	-	16,842
3866 CONTRIBS - OTHER GOVT	-	-	-	-	-	-
3870 INTERGOVERNMENTAL REVENUE	-	-	-	-	-	-
3880 DAMAGE TO TOWN PROPERTY	15,000	-	-	-	-	15,000
3890 MISCELLANEOUS	28,250	935	8,404	29.75	-	19,846
*** REVENUE CATEGORY TOTALS ***	372,202	71,719	128,950	34.65	-	243,252
39-TRANSFERS						
3920 INTER FUND TRANSFER -UF	1,423,600	-	-	-	-	1,423,600
3933 INTER-FUND TRANSFER -CSF	24,600	-	-	-	-	24,600
*** REVENUE CATEGORY TOTALS ***	1,448,200	-	-	-	-	1,448,200
*** TOTAL REVENUES ***	32,200,273	5,626,989	9,071,090	28.17	-	23,129,183

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (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	513,186	68,265	211,664	41.25	-	301,522
38-MISCELLANEOUS	3,418,906	-	-	-	-	3,418,906
39-TRANSFERS	5,374,582	-	-	-	-	5,374,582
*** TOTAL REVENUES ***	9,306,674	68,265	211,664	2.27	-	9,095,010
EXPENDITURE SUMMARY						
01-ADMINISTRATION	430,000	-	-	-	-	430,000
05-STREET	2,908,740	184,585	1,203,703	26.74	(425,963)	2,131,000
08-PARKS	2,251,462	327,172	489,585	75.17	1,202,832	559,045
50-INTERFUND TRANSFERS	1,267,700	-	-	-	-	1,267,700
*** TOTAL EXPENDITURES ***	6,857,902	511,757	1,693,288	36.02	776,869	4,387,745
19 -SOLID WASTE FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	1,754,793	148,644	445,846	25.41	-	1,308,947
36-EARNINGS ON INVESTMENT	19,490	2,443	7,446	38.20	-	12,044
38-MISCELLANEOUS	-	-	-	-	-	-
39-TRANSFERS	41,600	-	-	-	-	41,600
*** TOTAL REVENUES ***	1,815,883	151,087	453,292	24.96	-	1,362,591
EXPENDITURE SUMMARY						

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
16-SANITATION	1,655,692	176,395	442,535	27.15	6,940	1,206,217
50-INTERFUND TRANSFERS	145,300	-	-	-	-	145,300
*** TOTAL EXPENDITURES ***	1,800,992	176,395	442,535	24.96	6,940	1,351,517

20 -UTILITY FUND

REVENUE SUMMARY

33-LICENSES & PERMITS	63,006	4,765	16,635	26.40	-	46,371
34-CHARGES FOR SERVICE	11,611,453	808,554	3,034,743	26.14	-	8,576,710
35-FINES & FORFEITS	63,482	6,449	27,781	43.76	-	35,701
36-EARNINGS ON INVESTMENT	503,713	66,726	192,874	38.29	-	310,839
37-SALE OF ASSETS	-	-	-	-	-	-
38-MISCELLANEOUS	3,010	64	632	21.00	-	2,378
39-TRANSFERS	474,500	-	-	-	-	474,500
*** TOTAL REVENUES ***	12,719,164	886,558	3,272,665	25.73	-	9,446,499

EXPENDITURE SUMMARY

21-ADMINISTRATION	461,735	32,897	131,687	33.11	21,186	308,862
22-WATER	12,624,338	376,631	1,247,503	10.15	33,513	11,343,322
23-SEWER	1,576,598	112,132	334,342	21.40	3,099	1,239,157
25-ENGINEERING	864,949	82,601	201,592	26.89	30,953	632,404
50-INTERFUND TRANSFERS	2,168,437	-	-	-	-	2,168,437
*** TOTAL EXPENDITURES ***	17,696,057	604,261	1,915,124	11.32	88,751	15,692,182

20 -UTILITY FUND - DETAIL
REVENUES

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
33-LICENSES & PERMITS						
3315 PLUMBING PERMITS	63,006	4,765	16,635	26.40	-	46,371
*** REVENUE CATEGORY TOTALS ***	63,006	4,765	16,635	26.40	-	46,371
34-CHARGES FOR SERVICE						
3401 WATER SALES	8,397,746	549,971	2,176,594	25.92	-	6,221,152
3402 WATER SALES - TOWN	110,977	18,471	81,954	73.85	-	29,023
3403 SANITARY SEWER CHARGES	3,064,870	234,152	757,045	24.70	-	2,307,825
3460 METER INSTALLATION	31,856	5,300	17,700	55.56	-	14,156
3465 OTHER UTILITY CHARGES	6,004	660	1,450	24.15	-	4,554
*** REVENUE CATEGORY TOTALS ***	11,611,453	808,554	3,034,743	26.14	-	8,576,710
35-FINES & FORFEITS						
3520 PENALTY CHARGES FOR LATE PMT	63,482	6,449	27,781	43.76	-	35,701
*** REVENUE CATEGORY TOTALS ***	63,482	6,449	27,781	43.76	-	35,701
36-EARNINGS ON INVESTMENTS						
3610 INTEREST EARNED	503,713	66,726	192,874	38.29	-	310,839
*** REVENUE CATEGORY TOTALS ***	503,713	66,726	192,874	38.29	-	310,839
38-MISCELLANEOUS						
3866 CONTRIBUTIONS- OTHER GOV'T	-	-	-	-	-	-
3867 CONTRIBS - OTHER ENTITIES	-	-	-	-	-	-
3870 INTERGOVERNMENTAL REVENUE	-	-	-	-	-	-
3880 DAMAGE TO TOWN PROPERTY	-	-	-	-	-	-
3890 MISCELLANEOUS	3,010	64	632	21.00	-	2,378

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
*** REVENUE CATEGORY TOTALS ***	<u>3,010</u>	<u>64</u>	<u>632</u>	<u>21.00</u>	<u>-</u>	<u>2,378</u>
39-TRANSFERS						
3901 INTER FUND TRANSFER -GENERAL	-	-	-	-	-	-
3910 INTER-FUND TRANSFER CPF	267,700	-	-	-	-	267,700
3919 INTER-FUND TRANSFER SOLID WASTE	61,300	-	-	-	-	61,300
3923 TRANSFER FROM SWDUF	<u>145,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>145,500</u>
*** REVENUE CATEGORY TOTALS ***	<u>474,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>474,500</u>
*** TOTAL REVENUES ***	<u>12,719,164</u>	<u>886,558</u>	<u>3,272,665</u>	<u>25.73</u>	<u>-</u>	<u>9,446,499</u>

21 -EQUIPMENT REPLACEMENT FND

REVENUE SUMMARY

36-EARNINGS ON INVESTMENT	160,615	19,401	52,956	32.97	-	107,659
37-SALE OF ASSETS	10,000	-	-	-	-	10,000
38-MISCELLANEOUS	-	-	-	-	-	-
39-TRANSFERS	<u>551,650</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>551,650</u>
*** TOTAL REVENUES ***	<u>722,265</u>	<u>19,401</u>	<u>52,956</u>	<u>7.33</u>	<u>-</u>	<u>669,309</u>

EXPENDITURE SUMMARY

01-ADMINISTRATION	<u>564,155</u>	<u>-</u>	<u>24,896</u>	<u>27.33</u>	<u>129,290</u>	<u>409,969</u>
*** TOTAL EXPENDITURES ***	<u>564,155</u>	<u>-</u>	<u>24,896</u>	<u>27.33</u>	<u>129,290</u>	<u>409,969</u>

22 -TECHNOLOGY REPL. FUND

REVENUE SUMMARY

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
36-EARNINGS ON INVESTMENT	152,203	16,397	46,261	30.39	-	105,942
37-SALE OF ASSETS	-	-	-	-	-	-
38-MISCELLANEOUS	104,976	27,284	27,284	25.99	-	77,692
39-TRANSFERS	321,383	-	-	-	-	321,383
*** TOTAL REVENUES ***	578,562	43,681	73,545	12.71	-	505,017
EXPENDITURE SUMMARY						
01-ADMINISTRATION	1,019,827	63,033	99,293	8.94	(8,155)	928,689
*** TOTAL EXPENDITURES ***	1,019,827	63,033	99,293	8.94	(8,155)	928,689
23 -STORMWATER DRAINAGE FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	543,324	47,698	143,023	26.32	-	400,301
36-EARNINGS ON INVESTMENT	112,947	13,770	37,362	33.08	-	75,585
38-MISCELLANEOUS REVENUE	2,000,000	-	-	-	-	2,000,000
39-TRANSFERS	1,000,000	-	-	-	-	1,000,000
*** TOTAL REVENUES ***	3,656,271	61,468	180,385	4.93	-	3,475,886
EXPENDITURE SUMMARY						
01-ADMINISTRATION	3,263,985	49,257	114,945	3.26	(8,605)	3,157,645
50-INTERFUND TRANSFERS	145,500	-	-	-	-	145,500
*** TOTAL EXPENDITURES ***	3,409,485	49,257	114,945	3.12	(8,605)	3,303,145

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
24 -BUILDING MAINTENANCE FUND						
REVENUE SUMMARY						
36-EARNINGS ON INVESTMENT	71,528	6,687	21,347	29.84	-	50,181
38-MISCELLANEOUS	18,516	1,544	5,506	29.74	-	13,010
39-TRANSFERS	708,500	-	-	-	-	708,500
*** TOTAL REVENUES ***	798,544	8,231	26,853	3.36	-	771,691
EXPENDITURE SUMMARY						
13-SERVICE CENTER	56,328	3,226	9,252	33.98	9,891	37,185
14-MUNICIPAL BUILDING	736,501	42,707	145,419	24.59	35,675	555,407
*** TOTAL EXPENDITURES ***	792,829	45,933	154,671	25.26	45,566	592,592
25 - TRUANCY PREVENTION FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	15,000	1,286	3,874	25.83	-	11,126
36-EARNINGS ON INVESTMENT	2,498	316	988	39.55	-	1,510
*** TOTAL REVENUES ***	17,498	1,602	4,862	27.79	-	12,636
EXPENDITURE SUMMARY						
01-ADMINISTRATION	-	-	-	-	-	-
*** TOTAL EXPENDITURES ***	-	-	-	-	-	-

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
26 - MUNICIPAL JURY FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	300	26	77	25.67	-	223
36-EARNINGS ON INVESTMENT	50	6	20	40.00	-	30
*** TOTAL REVENUES ***	350	32	97	27.71	-	253
EXPENDITURE SUMMARY						
01-ADMINISTRATION	-	-	-	-	-	-
*** TOTAL EXPENDITURES ***	-	-	-	-	-	-
31 -FORFEITED PROPERTY FUND						
REVENUE SUMMARY						
36-EARNINGS ON INVESTMENT	2,746	629	2,006	73.05	-	740
37-SALE OF ASSETS	2,500	-	-	-	-	2,500
*** TOTAL REVENUES ***	5,246	629	2,006	38.24	-	3,240
EXPENDITURE SUMMARY						
01-ADMINISTRATION	-	-	-	-	-	-

**TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (Unaudited)**

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
*** TOTAL EXPENDITURES ***	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
32 -COURT TECHNOLOGY FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	26,657	2,058	6,283	23.57	-	20,374
36-EARNINGS ON INVESTMENT	<u>4,637</u>	<u>508</u>	<u>1,626</u>	<u>35.07</u>	<u>-</u>	<u>3,011</u>
*** TOTAL REVENUES ***	<u>31,294</u>	<u>2,566</u>	<u>7,909</u>	<u>25.27</u>	<u>-</u>	<u>23,385</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATION	<u>22,985</u>	<u>313</u>	<u>19,524</u>	<u>92.46</u>	<u>1,728</u>	<u>1,733</u>
*** TOTAL EXPENDITURES ***	<u>22,985</u>	<u>313</u>	<u>19,524</u>	<u>92.46</u>	<u>1,728</u>	<u>1,733</u>
33 -COURT SECURITY FUND						
REVENUE SUMMARY						
34-CHARGES FOR SERVICE	26,124	2,032	6,185	23.68	-	19,939
36-EARNINGS ON INVESTMENT	<u>1,293</u>	<u>151</u>	<u>451</u>	<u>34.88</u>	<u>-</u>	<u>842</u>
*** TOTAL REVENUES ***	<u>27,417</u>	<u>2,183</u>	<u>6,636</u>	<u>24.20</u>	<u>-</u>	<u>20,781</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATION	<u>24,600</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,600</u>
*** TOTAL EXPENDITURES ***	<u>24,600</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,600</u>

TOWN OF HIGHLAND PARK
FINANCIAL STATEMENT
AS OF: DECEMBER 31, 2023 (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	14,630	1,667	5,134	35.09	-	9,496
38-MISCELLANEOUS	<u>56,538</u>	<u>19,349</u>	<u>21,353</u>	<u>37.77</u>	<u>-</u>	<u>35,185</u>
*** TOTAL REVENUES ***	<u>71,168</u>	<u>21,016</u>	<u>26,487</u>	<u>37.22</u>	<u>-</u>	<u>44,681</u>
EXPENDITURE SUMMARY						
01-ADMINISTRATIVE	<u>42,438</u>	<u>25</u>	<u>11,381</u>	<u>19.15</u>	<u>(3,253)</u>	<u>34,310</u>
*** TOTAL EXPENDITURES ***	<u>42,438</u>	<u>25</u>	<u>11,381</u>	<u>19.15</u>	<u>(3,253)</u>	<u>34,310</u>

Town of Highland Park, Texas
Summary of Cash and Investment Activity
For the Month Ending: December 31, 2023

	Par Value	Book Value	Market Value	Ratio Market-to-Book Value
Beginning Balances				
Cash	\$ 19,975,522	\$ 19,975,522	\$ 19,975,522	100.0%
Investments	\$ 40,186,462	\$ 40,181,737	\$ 40,175,890	100.0%
Total	\$ 60,161,984	\$ 60,157,259	\$ 60,151,412	100.0%
Activity				
Cash	\$ (1,750,325)	\$ (1,750,325)	\$ (1,750,325)	
Investments				
Net Accretion and Amortization	\$ -	\$ 743	\$ -	
Purchases	\$ 3,159,296	\$ 3,159,296	\$ 3,159,296	
Maturities/Calls	\$ -	\$ -	\$ -	
Changes to Market Value	\$ -	\$ -	\$ 6,125	
Net Monthly Activity	\$ 1,408,971	\$ 1,409,714	\$ 1,415,096	
Ending Balances				
Cash	\$ 18,225,197	\$ 18,225,197	\$ 18,225,197	100.0%
Investments	\$ 43,345,758	\$ 43,341,776	\$ 43,341,311	100.0%
Total	\$ 61,570,955	\$ 61,566,973	\$ 61,566,508	100.0%



Town of Highland Park, Texas

Summary of Cash and Investment Activity For the Month Ending: December 31, 2023

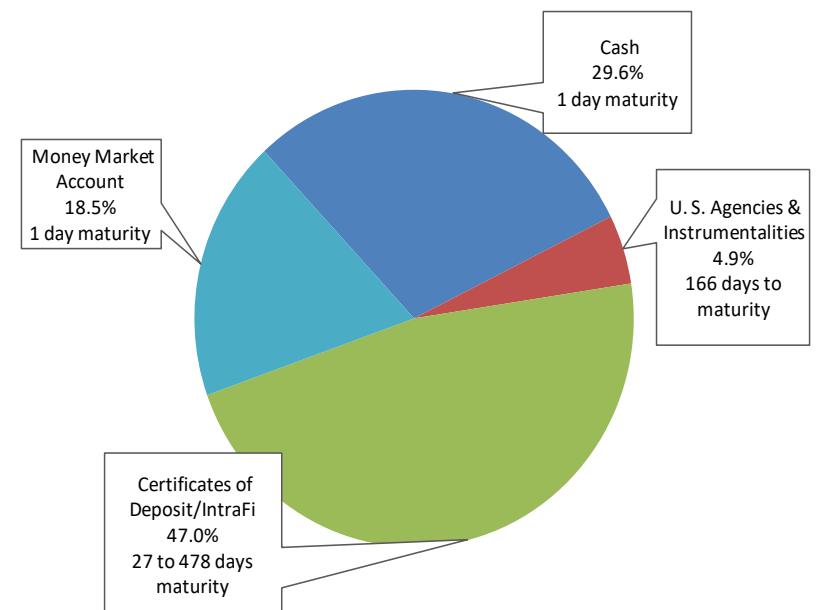
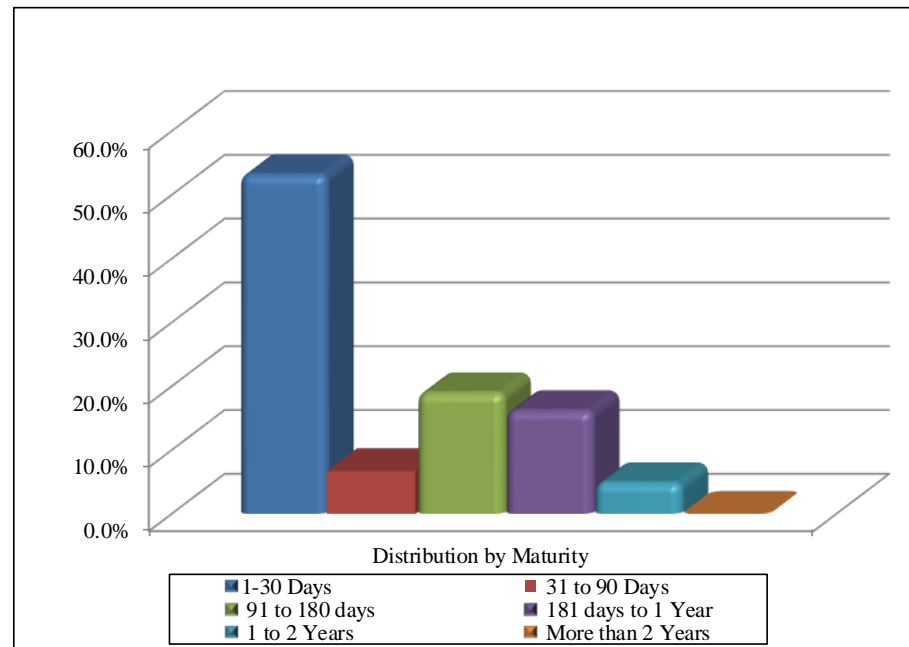
Transaction Information				Beginning			Ending		
Dates		Account / CUSIP	Security	Par	Book	Market	Par	Book	Market
Purchase	Maturity			Value	Value	Value	Value	Value	Value
		NexBank	MONEY MARKET ACCOUNT	\$ 11,328,044	\$ 11,328,044	\$ 11,328,044	\$ 11,381,922	\$ 11,381,922	\$ 11,381,922
27-Jan-23	27-Jan-24	CD0963	CERTIFICATE OF DEPOSIT	3,126,216	3,126,216	3,126,216	3,139,251	3,139,251	3,139,251
17-Aug-22	24-Feb-24	CD1029	CERTIFICATE OF DEPOSIT	1,042,550	1,042,550	1,042,550	1,045,338	1,045,338	1,045,338
31-Mar-23	31-Mar-24	CD3598	CERTIFICATE OF DEPOSIT	2,067,286	2,067,286	2,067,286	2,075,679	2,075,679	2,075,679
27-Jul-23	29-Apr-24	CD4899	CERTIFICATE OF DEPOSIT	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
25-May-23	23-May-24	INTRAFICD7633	CERTIFICATE OF DEPOSIT	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
05-May-22	02-May-24	INTRAFICD1989	CERTIFICATE OF DEPOSIT	1,019,938	1,019,938	1,019,938	1,050,893	1,050,893	1,050,893
25-May-23	26-Feb-24	CD0713	CERTIFICATE OF DEPOSIT	3,084,583	3,084,583	3,084,583	3,098,682	3,098,682	3,098,682
24-Feb-23	14-Jun-24	3130ATVC8	FEDERAL HOME LOAN BANK	3,000,000	2,995,275	2,989,428	3,000,000	2,996,018	2,995,553
30-Jun-22	27-Jun-24	INTRAFICD4096	CERTIFICATE OF DEPOSIT	1,017,845	1,017,845	1,017,845	1,053,993	1,053,993	1,053,993
27-Jul-23	29-Jul-24	CD0414	CERTIFICATE OF DEPOSIT	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
18-Dec-23	18-Sep-24	CD2676	CERTIFICATE OF DEPOSIT	-	-	-	1,000,000	1,000,000	1,000,000
21-Sep-22	19-Sep-24	INTRAFICD1746	CERTIFICATE OF DEPOSIT	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
30-Sep-22	30-Sep-24	CD1601	CERTIFICATE OF DEPOSIT	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
18-Dec-23	18-Dec-24	CD4260	CERTIFICATE OF DEPOSIT	-	-	-	2,000,000	2,000,000	2,000,000
23-Oct-23	23-Apr-25	CD5804	CERTIFICATE OF DEPOSIT	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Total of Investments				\$ 40,186,462	\$ 40,181,737	\$ 40,175,890	\$ 43,345,758	\$ 43,341,776	\$ 43,341,311
Cash					\$ 19,975,522	\$ 19,975,522		\$ 18,225,197	\$ 18,225,197
Total Investments & Cash					\$ 60,157,259	\$ 60,151,412		\$ 61,566,973	\$ 61,566,508

Town of Highland Park, Texas

Summary of Cash and Investment Activity For the Month Ending: December 31, 2023

Distribution by Maturity		
	Book Value	Percent
1-30 Days	\$ 32,746,370	53.2%
31 to 90 Days	\$ 4,144,020	6.7%
91 to 180 days	\$ 11,676,583	19.0%
181 days to 1 Year	\$ 10,000,000	16.2%
1 to 2 Years	\$ 3,000,000	4.9%
More than 2 Years	\$ -	0.0%
	<u>\$ 61,566,973</u>	<u>100.0%</u>

Distribution by Investment Type			
	Book Value	Percent	Maximum Percentages
Cash	\$ 18,225,197	29.6%	N/A
U. S. Agencies & Instrumentalities	\$ 2,996,018	4.9%	80%
Eligible Investment Pools	\$ -	0.0%	75%
Certificates of Deposit/IntraFi	\$ 28,963,836	47.0%	100%
U. S. Treasury Bills / Notes / Bonds	\$ -	0.0%	100%
Money Market Account	\$ 11,381,922	18.5%	100%
Repurchase Agreements	\$ -	0.0%	0%
	<u>\$ 61,566,973</u>	<u>100.0%</u>	
Pledged Collateral on Deposits	\$ 71,209,653		



Town of Highland Park, Texas

Summary of Cash and Investment Activity For the Month Ending: December 31, 2023

Purchase Date	Maturity Date	Account / CUSIP Number	Security Type	Par Value	Price	Yield	Principal	Book Value	Market Value	Gain / (loss)	Days to Maturity
NA	NA	NA	Cash in Bank	\$ 18,225,197	\$ 100.00	5.36%	\$ 18,225,197	\$ 18,225,197	\$ 18,225,197	\$ -	1
NA	NA	NA	NEXBANK	11,381,922	100.00	5.75%	11,381,922	11,381,922	11,381,922	-	1
27-Jan-23	27-Jan-24	CD0963	CERTIFICATE OF DEPOSIT	3,139,251	100.00	4.90%	3,139,251	3,139,251	3,139,251	-	27
17-Aug-22	10-Feb-24	CD1029	CERTIFICATE OF DEPOSIT	1,045,338	100.00	3.25%	1,045,338	1,045,338	1,045,338	-	41
26-May-23	26-Feb-24	CD0713	CERTIFICATE OF DEPOSIT	3,098,682	100.00	5.37%	3,098,682	3,098,682	3,098,682	-	57
31-Mar-23	31-Mar-24	CD3598	CERTIFICATE OF DEPOSIT	2,075,679	100.00	5.05%	2,075,679	2,075,679	2,075,679	-	91
27-Jul-23	29-Apr-24	CD4899	CERTIFICATE OF DEPOSIT	1,500,000	100.00	5.62%	1,500,000	1,500,000	1,500,000	-	120
05-May-22	02-May-24	INTRAFICD1989	CERTIFICATE OF DEPOSIT	1,050,893	100.00	2.99%	1,050,893	1,050,893	1,050,893	-	123
25-May-23	23-May-24	INTRAFICD7633	CERTIFICATE OF DEPOSIT	3,000,000	100.00	5.34%	3,000,000	3,000,000	3,000,000	-	144
24-Feb-23	14-Jun-24	3130ATVC8	FEDERAL HOME LOAN BANK	3,000,000	100.00	4.88%	2,996,018	2,996,018	2,995,553	(465)	166
30-Jun-22	27-Jun-24	INTRAFICD4096	CERTIFICATE OF DEPOSIT	1,053,993	100.00	3.49%	1,053,993	1,053,993	1,053,993	-	179
27-Jul-23	29-Jul-24	CD0414	CERTIFICATE OF DEPOSIT	2,000,000	100.00	5.50%	2,000,000	2,000,000	2,000,000	-	211
18-Dec-23	18-Sep-24	CD2676	CERTIFICATE OF DEPOSIT	1,000,000	100.00	5.37%	1,000,000	1,000,000	1,000,000	-	262
23-Sep-23	19-Sep-24	INTRAFICD1746	CERTIFICATE OF DEPOSIT	3,000,000	100.00	5.72%	3,000,000	3,000,000	3,000,000	-	263
30-Sep-22	30-Sep-24	CD1601	CERTIFICATE OF DEPOSIT	2,000,000	100.00	4.56%	2,000,000	2,000,000	2,000,000	-	273
18-Dec-23	18-Dec-24	CD4260	CERTIFICATE OF DEPOSIT	2,000,000	100.00	5.24%	2,000,000	2,000,000	2,000,000	-	352
23-Oct-23	23-Apr-25	CD5804	CERTIFICATE OF DEPOSIT	3,000,000	100.00	5.37%	3,000,000	3,000,000	3,000,000	-	478
Totals/Weighted Average				\$ 61,570,955		5.27%	\$ 61,566,973	\$ 61,566,973	\$ 61,566,508	(465)	99
Benchmark - TEXPOOL						5.37%					

Town of Highland Park, Texas

Cash and Investment Distribution By Fund For the Month Ending: December 31, 2023

Transaction Information				Ending			General	CPF	Solid	Utility	Equip.	Tech.	SWDF	BM&I	M/C Truancy	M/C	Forf.	M/C	M/C	Library								
Dates		Account / CUSIP	Security	Par	Book	Market															Waste	Repl.	Repl.	Prevention	Jury	Prop.	Tech	Security
Purchase	Maturity	Number	Type	Value	Value	Value																						
		NexBank	MONEY MARKET ACCOUNT	11,381,922	11,381,922	11,381,922	\$ 2,289,684	\$ 4,027,883	\$ 111,835	\$ 1,439,320	\$ 1,685,669	\$ 1,142,979	\$ -	\$ 457,539	\$ -	\$ -	\$ -	\$ 57,030	\$ -	\$ 169,983								
27-Jan-23	27-Jan-24	CD0963	CERTIFICATE OF DEPOSIT	3,139,251	3,139,251	3,139,251	1,046,417	1,046,417	-	1,046,417	-	-	-	-	-	-	-	-	-	-								
17-Aug-22	10-Feb-24	CD1029	CERTIFICATE OF DEPOSIT	1,045,338	1,045,338	1,045,338	1,045,338	-	-	-	-	-	-	-	-	-	-	-	-	-								
26-May-23	26-Feb-24	CD0713	CERTIFICATE OF DEPOSIT	3,098,682	3,098,682	3,098,682	-	-	-	3,098,682	-	-	-	-	-	-	-	-	-	-								
31-Mar-23	31-Mar-24	CD3598	CERTIFICATE OF DEPOSIT	2,075,679	2,075,679	2,075,679	-	-	-	2,075,679	-	-	-	-	-	-	-	-	-	-								
27-Jul-23	29-Apr-24	CD4899	CERTIFICATE OF DEPOSIT	1,500,000	1,500,000	1,500,000	-	-	-	1,500,000	-	-	-	-	-	-	-	-	-	-								
05-May-22	02-May-24	INTRAFICD1989	CERTIFICATE OF DEPOSIT	1,050,893	1,050,893	1,050,893	-	-	-	-	262,724	262,724	525,445	-	-	-	-	-	-	-								
25-May-23	23-May-24	INTRAFICD7633	CERTIFICATE OF DEPOSIT	3,000,000	3,000,000	3,000,000	1,000,000	2,000,000	-	-	-	-	-	-	-	-	-	-	-	-								
24-Feb-23	14-Jun-24	3130ATVC8	FEDERAL HOME LOAN BANK	3,000,000	2,996,018	2,995,553	2,996,018	-	-	-	-	-	-	-	-	-	-	-	-	-								
30-Jun-22	27-Jun-24	INTRAFICD4096	CERTIFICATE OF DEPOSIT	1,053,993	1,053,993	1,053,993	1,053,993	-	-	-	-	-	-	-	-	-	-	-	-	-								
27-Jul-23	29-Jul-24	CD0414	CERTIFICATE OF DEPOSIT	2,000,000	2,000,000	2,000,000	-	500,000	-	-	500,000	500,000	-	500,000	-	-	-	-	-	-								
18-Dec-23	18-Sep-24	CD2676	CERTIFICATE OF DEPOSIT	1,000,000	1,000,000	1,000,000	-	-	-	-	500,000	-	500,000	-	-	-	-	-	-	-								
21-Sep-23	19-Sep-24	INTRAFICD1746	CERTIFICATE OF DEPOSIT	3,000,000	3,000,000	3,000,000	-	3,000,000	-	-	-	-	-	-	-	-	-	-	-	-								
30-Sep-22	30-Sep-24	CD1601	CERTIFICATE OF DEPOSIT	2,000,000	2,000,000	2,000,000	2,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-								
18-Dec-23	18-Dec-24	CD4260	CERTIFICATE OF DEPOSIT	2,000,000	2,000,000	2,000,000	2,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-								
23-Oct-23	23-Apr-25	CD5804	CERTIFICATE OF DEPOSIT	3,000,000	3,000,000	3,000,000	-	-	-	-	1,000,000	1,000,000	1,000,000	-	-	-	-	-	-	-								
Total of Investments				\$ 43,345,758	\$ 43,341,776	\$ 43,341,311	13,431,450	10,574,300	111,835	9,160,098	3,948,393	2,905,703	2,025,445	957,539	-	-	-	57,030	-	169,983								
Cash					\$ 18,225,197	\$ 18,225,197	5,388,293	3,155,523	442,132	6,230,256	135,087	790,936	1,105,372	452,535	74,388	1,488	145,706	56,903	36,985	209,593								
Total Investments & Cash				\$ 61,566,973	\$ 61,566,973	\$ 61,566,508	18,819,743	13,729,823	553,967	15,390,354	4,083,480	3,696,639	3,130,817	1,410,074	74,388	1,488	145,706	113,933	36,985	379,576								

Town of Highland Park, Texas

Summary of Cash and Investment Activity For the Month Ending: December 31, 2023

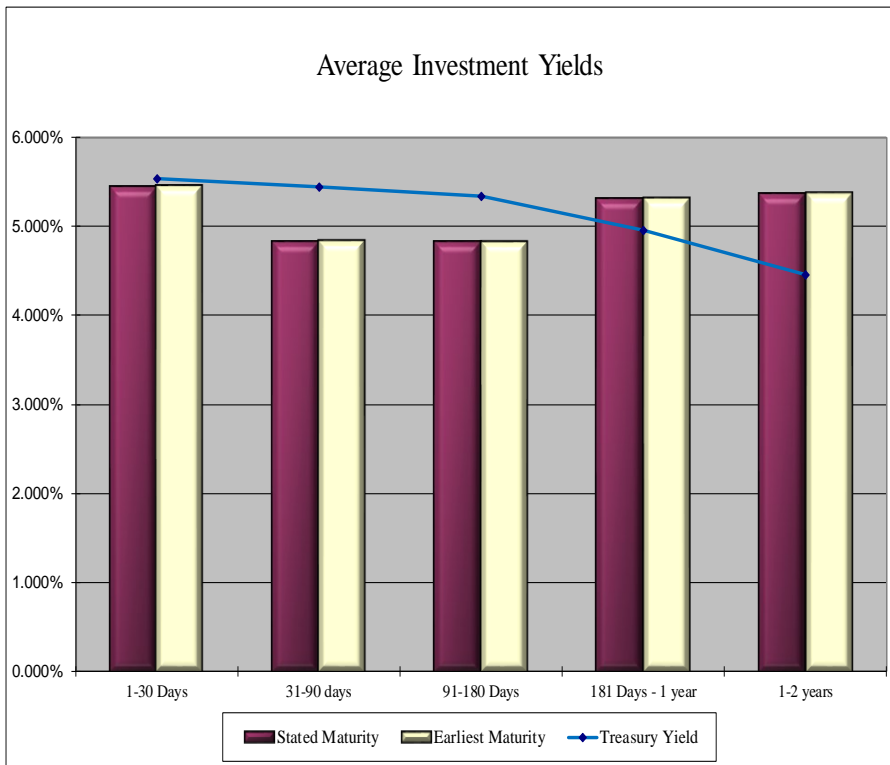
Investment Purchase Transaction Information															
Account Number	Security Type	Par Value	Book Value	General 01	Capital Projects 10	Solid Waste 19	Utility 20	Equipment Replacement 21	Technology Replacement 22	SWDU 23	BM&I 24	Forfeited Property 31	Court Technology 32	Court Security 33	Library 35
NA	MONEY MARKET ACCOUNT	\$ 53,878	\$ 53,878	\$ 10,839	\$ 19,067	\$ 529	\$ 6,813	\$ 7,979	\$ 5,410	\$ -	\$ 2,166	\$ -	\$ 270	\$ -	\$ 805
CD4260	CERTIFICATE OF DEPOSIT	1,000,000	1,000,000	-	-	-	-	500,000	-	500,000	-	-	-	-	-
CD2676	CERTIFICATE OF DEPOSIT	2,000,000	2,000,000	2,000,000	-	-	-	-	-	-	-	-	-	-	-
CD0713	CERTIFICATE OF DEPOSIT	14,099	14,099	-	-	-	14,099	-	-	-	-	-	-	-	-
IntrafiCD1989	CERTIFICATE OF DEPOSIT	30,955	30,955	-	-	-	-	7,739	7,739	15,477	-	-	-	-	-
IntrafiCD4096	CERTIFICATE OF DEPOSIT	36,148	36,148	36,148	-	-	-	-	-	-	-	-	-	-	-
CD3598	CERTIFICATE OF DEPOSIT	8,393	8,393	-	-	-	8,393	-	-	-	-	-	-	-	-
CD1029	CERTIFICATE OF DEPOSIT	2,788	2,788	2,788	-	-	-	-	-	-	-	-	-	-	-
CD0963	CERTIFICATE OF DEPOSIT	13,035	13,035	4,345	4,345	-	4,345	-	-	-	-	-	-	-	-
Total		3,159,296	3,159,296	2,054,120	23,412	529	33,650	515,718	13,149	515,477	2,166	-	270	-	805

Town of Highland Park, Texas

Summary of Cash and Investment Activity For the Month Ending: December 31, 2023

Summary of Investment Earnings															
Investment Type	General * 01	Capital Projects 10	Solid Waste 19	Utility 20	Equipment Replacement 21	Technology Replacement 22	Stormwater Drainage 23	Bldg Maint & Investment 24	M/C Truancy Prevention 25	M/C Jury 26	Forfeited Property 31	M/C Technology 32	M/C Security 33	Library 35	Total
Bank Interest	\$ 23,168	\$ 18,546	\$ 1,915	\$ 25,758	\$ 2,742	\$ 3,337	\$ 6,810	\$ 2,135	\$ 316	\$ 6	\$ 629	\$ 238	\$ 151	\$ 862	\$ 86,613
CD / Money Market / Other	\$ 51,343	\$ 49,719	\$ 529	\$ 40,968	\$ 16,659	\$ 13,060	\$ 6,960	\$ 4,552	\$ -	\$ -	\$ -	\$ 270	\$ -	\$ 805	\$ 184,865
Total	\$ 74,511	\$ 68,265	\$ 2,444	\$ 66,726	\$ 19,401	\$ 16,397	\$ 13,770	\$ 6,687	\$ 316	\$ 6	\$ 629	\$ 508	\$ 151	\$ 1,667	\$ 271,478

* Includes bank interest earned by the Reserve Fund



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
Assistant Town Administrator



Town of Highland Park
QUARTERLY INVESTMENT REPORT

For the Quarter Ended

December 31, 2023

Prepared by
Valley View Consulting, L.L.C.

The investment portfolio of the Town of Highland Park is in compliance with the Public Funds Investment Act and the Investment Policy and Strategies.

Assistant Town Administrator

Director of Finance

Disclaimer: These reports were compiled using information provided by the Town. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields, and do not account for investment advisor fees.

Strategy Summary

Quarter End Results by Investment Category:

Asset Type	September 30, 2023		December 31, 2023		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA	\$ 16,011,744	\$ 16,011,744	\$ 18,225,197	\$ 18,225,197	5.36%
MMA	11,222,903	11,222,903	11,381,922	11,381,922	5.75%
Securities	4,993,812	4,983,963	2,996,018	2,995,553	5.17%
CDs	27,844,201	27,844,201	28,963,836	28,963,836	5.15%
Totals	\$ 60,072,660	\$ 60,062,811	\$ 61,566,973	\$ 61,566,508	5.33%

Current Quarter Weighted Average Yield (1)

Total Portfolio	5.33%
Rolling Three Month Treasury	5.53%
Rolling Six Month Treasury	5.49%
TexPool	5.37%

Fiscal Year-to-Date Weighted Average Yield (2)

Total Portfolio	5.33%
Rolling Three Month Treasury	5.53%
Rolling Six Month Treasury	5.49%
Average Monthly TexPool	5.37%

Interest Earnings (Approximate)

Quarterly Interest Income	\$ 779,862
Year-to-date Interest Income	\$ 779,862

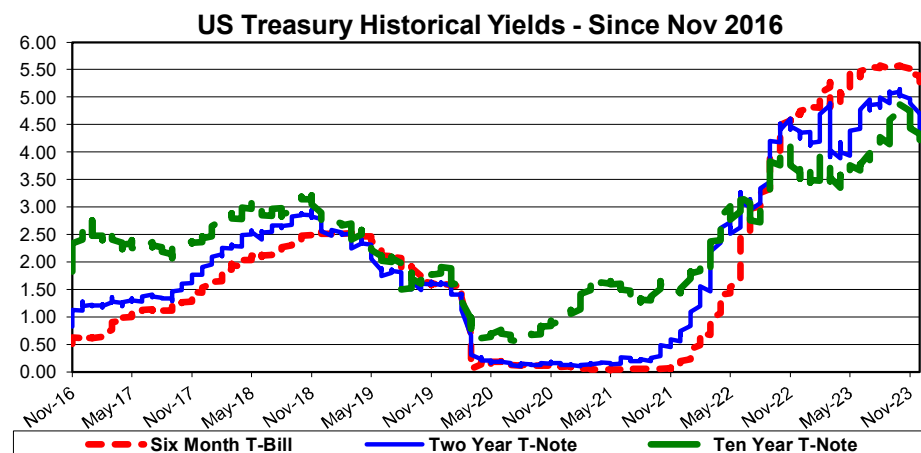
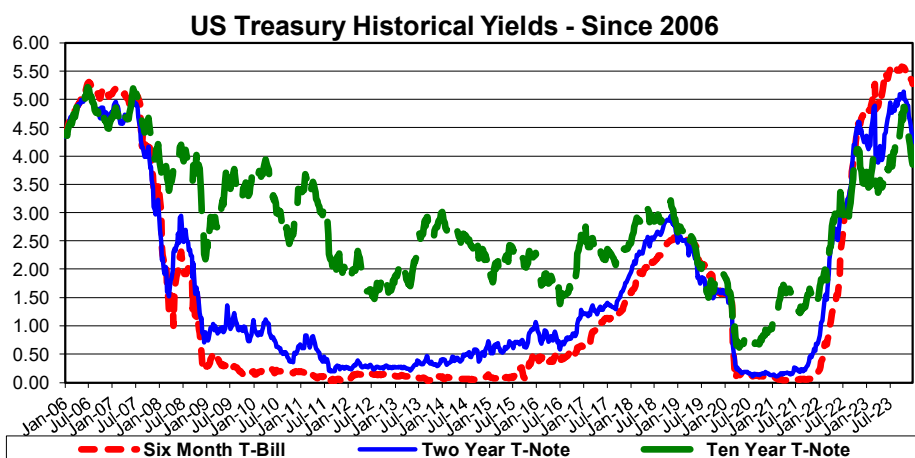
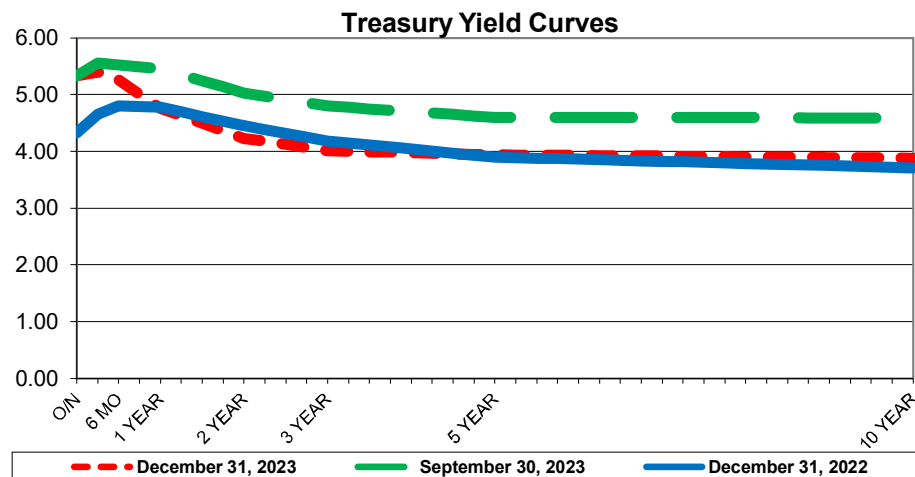
(1) **Current Quarter Weighted Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees. The yield for the reporting month is used for bank and money market balances.

(2) **Fiscal Year-to-Date Weighted Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

12/31/2023

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range 5.25% - 5.50% (Effective Fed Funds are trading +/-5.33%). Any additional actions, up or down, will be data-dependent. Final Third Quarter 2023 GDP revised downward to 4.9%, but still robust growth. December Non-Farm Payroll posted 216k new jobs (above the estimated 170k). The Three Month Rolling Average declined to 165k. The S&P 500 Stock Index reached a new peak trading over 4,770 (exceeding 4,766 in Dec 2021). The yield curve shifted lower anticipating future FOMC target reductions. Crude Oil stabilized at +/- \$73 per barrel. Inflation continued to decline but still remained above the FOMC 2% target (Core PCE +/-3.2% and Core CPI +/-4.0%). Reduced global economic outlooks and ongoing/expanding military conflicts increase uncertainty.



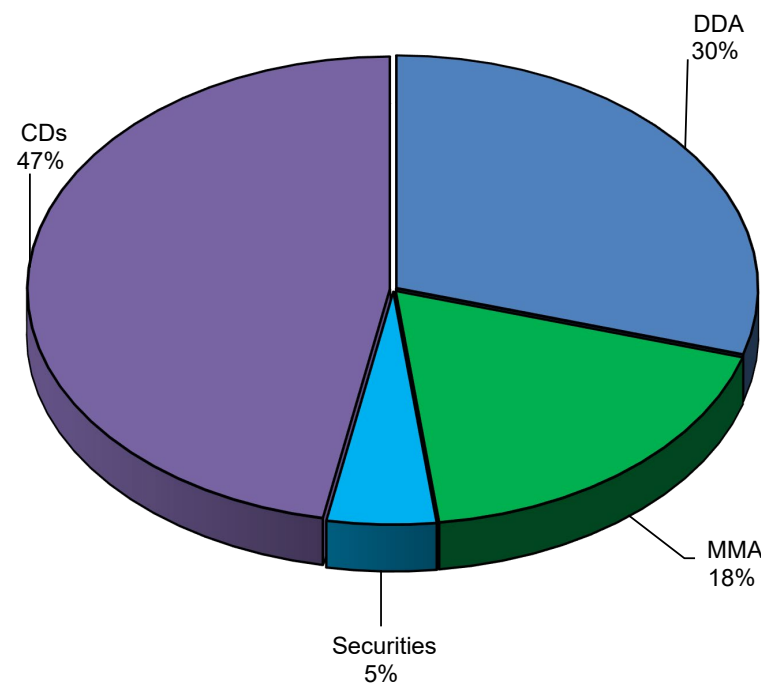
Investment Holdings
December 31, 2023

Description	Ratings	Coupon/ Discount	Maturity Date	Settlement Date	Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
PlainsCapital Bank - Cash		5.36%	01/01/24	12/31/23	\$ 18,225,197	\$ 18,225,197	1.00	\$ 18,225,197	1	5.36%
NexBank MMA		5.75%	01/01/24	12/31/23	11,381,922	11,381,922	1.00	11,381,922	1	5.75%
Texas Capital Bank CD		4.90%	01/27/24	01/27/23	3,139,251	3,139,251	100.00	3,139,251	27	4.90%
Texas Capital Bank CD		3.25%	02/10/24	08/17/22	1,045,338	1,045,338	100.00	1,045,338	41	3.25%
East West Bank CD		5.37%	02/26/24	05/26/23	3,098,682	3,098,682	100.00	3,098,682	57	5.52%
Bank OZK CD		4.93%	03/31/24	02/24/23	2,075,679	2,075,679	100.00	2,075,679	91	5.05%
East West Bank CD		5.62%	04/29/24	06/30/22	1,500,000	1,500,000	100.00	1,500,000	120	5.78%
PlainsCapital Bank IntraFi CD		2.99%	05/02/24	05/05/22	1,050,893	1,050,893	100.00	1,050,893	123	3.04%
PlainsCapital Bank IntraFi CD		5.34%	05/23/24	05/25/23	3,000,000	3,000,000	100.00	3,000,000	144	5.48%
FHLB	Aaa/AA+	4.88%	06/14/24	02/24/23	3,000,000	2,996,018	99.852	2,995,553	166	5.17%
PlainsCapital Bank IntraFi CD		3.49%	06/27/24	06/30/22	1,053,993	1,053,993	100.00	1,053,993	179	3.55%
East West Bank CD		5.50%	07/29/24	07/27/23	2,000,000	2,000,000	100.00	2,000,000	211	5.65%
East West Bank CD		5.37%	09/18/24	12/18/23	1,000,000	1,000,000	100.00	1,000,000	262	5.52%
PlainsCapital Bank IntraFi CD		5.72%	09/19/24	09/21/23	3,000,000	3,000,000	100.00	3,000,000	263	5.89%
PlainsCapital Bank CD		4.53%	09/30/24	12/30/22	2,000,000	2,000,000	100.00	2,000,000	274	4.53%
East West Bank CD		5.24%	12/18/24	12/18/23	2,000,000	2,000,000	100.00	2,000,000	353	5.38%
Bank OZK CD		5.37%	04/23/25	10/23/23	3,000,000	3,000,000	100.00	3,000,000	479	5.52%
					\$ 61,570,955	\$ 61,566,973		\$ 61,566,508	99	5.33%
									(1)	(2)

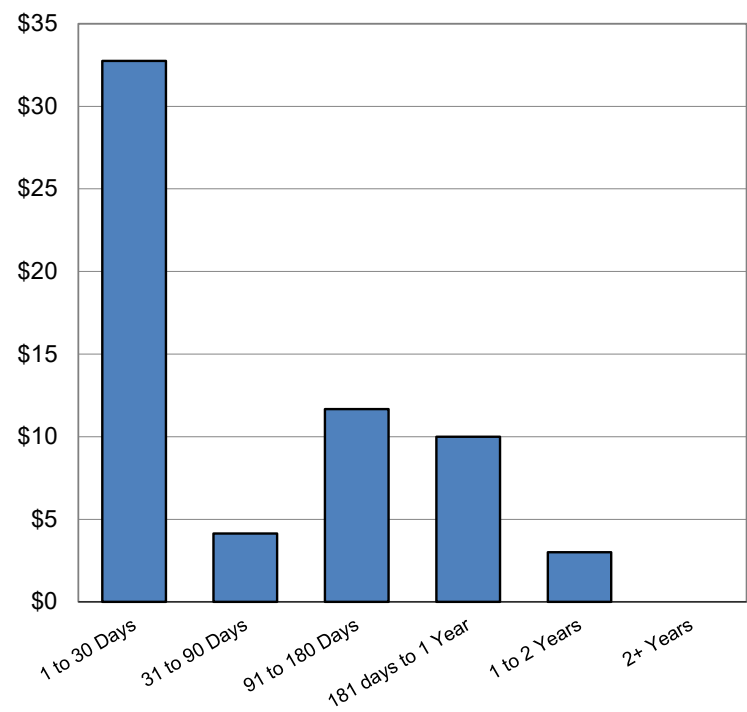
(1) **Weighted average life** - For purposes of calculating weighted average life, bank accounts and money market funds are assumed to have an one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank accounts and money market funds.

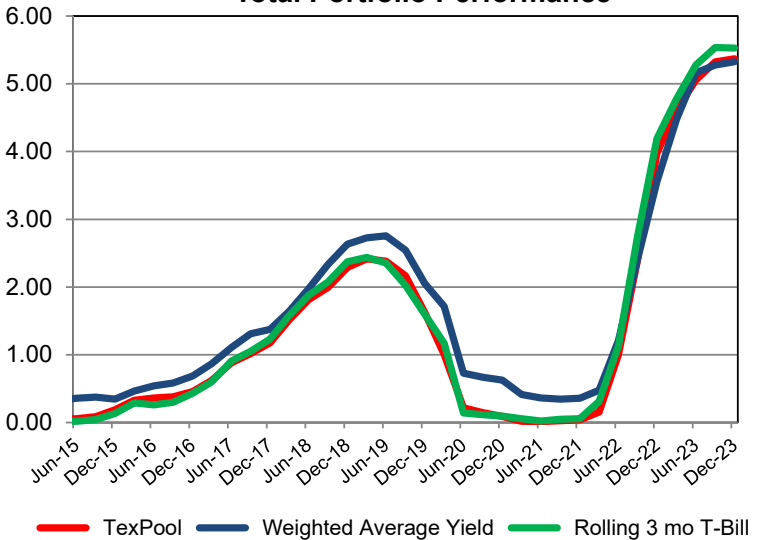
Portfolio Composition



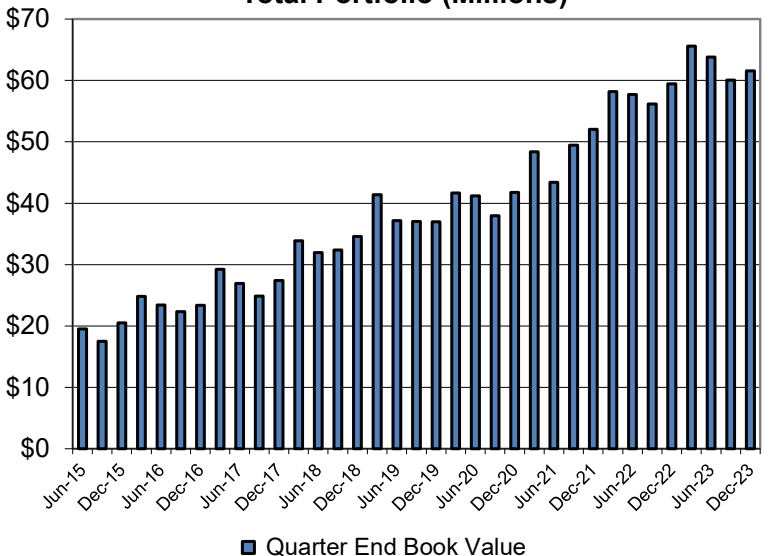
Distribution by Maturity (Millions)



Total Portfolio Performance



Total Portfolio (Millions)



Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 09/30/23	Increases	Decreases	Book Value 12/31/23	Market Value 09/30/23	Change in Market Value	Market Value 12/31/23
PlainsCapital Bank - Cash	5.36%	01/01/24	\$ 16,011,744	\$ 2,213,453	\$ —	\$ 18,225,197	\$ 16,011,744	\$ 2,213,453	\$ 18,225,197
NexBank MMA	5.75%	01/01/24	11,222,903	159,019	—	11,381,922	11,222,903	159,019	11,381,922
East West Bank CD	5.19%	10/02/23	2,043,154	—	(2,043,154)	—	2,043,154	(2,043,154)	—
PlainsCapital Bank CD	4.35%	10/04/23	1,000,000	—	(1,000,000)	—	1,000,000	(1,000,000)	—
FAMCA	4.75%	11/22/23	2,000,000	—	(2,000,000)	—	1,997,413	(1,997,413)	—
PlainsCapital Bank IntraFi CD	0.81%	11/24/23	1,008,939	—	(1,008,939)	—	1,008,939	(1,008,939)	—
PlainsCapital Bank IntraFi CD	0.86%	11/30/23	1,009,350	—	(1,009,350)	—	1,009,350	(1,009,350)	—
Texas Capital Bank CD	4.90%	01/27/24	3,100,722	38,529	—	3,139,251	3,100,722	38,529	3,139,251
Texas Capital Bank CD	3.25%	02/10/24	1,036,903	8,435	—	1,045,338	1,036,903	8,435	1,045,338
East West Bank CD	5.52%	02/26/24	3,057,026	41,656	—	3,098,682	3,057,026	41,656	3,098,682
Bank OZK CD	5.05%	03/31/24	2,050,324	25,355	—	2,075,679	2,050,324	25,355	2,075,679
East West Bank CD	5.78%	04/29/24	1,500,000	—	—	1,500,000	1,500,000	—	1,500,000
PlainsCapital Bank IntraFi CD	3.04%	05/02/24	1,019,938	30,955	—	1,050,893	1,019,938	30,955	1,050,893
PlainsCapital Bank IntraFi CD	5.48%	05/23/24	3,000,000	—	—	3,000,000	3,000,000	—	3,000,000
FHLB	5.17%	06/14/24	2,993,812	2,206	—	2,996,018	2,986,550	9,003	2,995,553
PlainsCapital Bank IntraFi CD	3.55%	06/27/24	1,017,845	36,148	—	1,053,993	1,017,845	36,148	1,053,993
East West Bank CD	5.65%	07/29/24	2,000,000	—	—	2,000,000	2,000,000	—	2,000,000
East West Bank CD	5.52%	09/18/24	—	1,000,000	—	1,000,000	—	1,000,000	1,000,000
PlainsCapital Bank IntraFi CD	5.89%	09/19/24	3,000,000	—	—	3,000,000	3,000,000	—	3,000,000
PlainsCapital Bank CD	4.53%	09/30/24	2,000,000	—	—	2,000,000	2,000,000	—	2,000,000
East West Bank CD	5.38%	12/18/24	—	2,000,000	—	2,000,000	—	2,000,000	2,000,000
Bank OZK CD	5.52%	04/23/25	—	3,000,000	—	3,000,000	—	3,000,000	3,000,000
TOTAL/AVERAGE	5.33%		\$ 60,072,660	\$ 8,555,756	\$ (7,061,443)	\$ 61,566,973	\$ 60,062,811	\$ 1,503,697	\$ 61,566,508

**Allocation
December 31, 2023**

Book Value

	Total	General	Capital Projects	Solid Waste	Utility	Equipment Replacement	Technology Replacement	Stormwater Drainage
PlainsCapital Bank - Cash	\$ 18,225,197	\$ 5,388,293	\$ 3,155,523	\$ 442,132	\$ 6,230,256	\$ 135,087	\$ 790,936	\$ 1,105,372
NexBank MMA	11,381,922	2,289,684	4,027,883	111,835	1,439,320	1,685,669	1,142,979	–
01/27/24–Texas Capital Bank CD	3,139,251	1,046,417	1,046,417	–	1,046,417	–	–	–
02/10/24–Texas Capital Bank CD	1,045,338	1,045,338	–	–	–	–	–	–
02/26/24–East West Bank CD	3,098,682	–	–	–	3,098,682	–	–	–
03/31/24–Bank OZK CD	2,075,679	–	–	–	2,075,679	–	–	–
04/29/24–East West Bank CD	1,500,000	–	–	–	1,500,000	–	–	–
05/02/24–PlainsCapital Bank IntraFi CD	1,050,893	–	–	–	–	262,724	262,724	525,445
05/23/24–PlainsCapital Bank IntraFi CD	3,000,000	1,000,000	2,000,000	–	–	–	–	–
06/14/24–FHLB	2,996,018	2,996,018	–	–	–	–	–	–
06/27/24–PlainsCapital Bank IntraFi CD	1,053,993	1,053,993	–	–	–	–	–	–
07/29/24–East West Bank CD	2,000,000	–	500,000	–	–	500,000	500,000	–
09/18/24–East West Bank CD	1,000,000	–	–	–	–	500,000	–	500,000
09/19/24–PlainsCapital Bank IntraFi CD	3,000,000	–	3,000,000	–	–	–	–	–
09/30/24–PlainsCapital Bank CD	2,000,000	2,000,000	–	–	–	–	–	–
12/18/24–East West Bank CD	2,000,000	2,000,000	–	–	–	–	–	–
04/23/25–Bank OZK CD	3,000,000	–	–	–	–	1,000,000	1,000,000	1,000,000
Total	\$ 61,566,973	\$18,819,743	\$ 13,729,823	\$ 553,967	\$15,390,354	\$ 4,083,480	\$ 3,696,639	\$ 3,130,817

**Allocation
December 31, 2023**

(Continued)

Book Value

	Building Maintenance	Truancy Prevention	Municipal Jury	Forfeited Property	Court Technology	Court Security	Library
PlainsCapital Bank - Cash	\$ 452,535	\$ 74,388	\$ 1,488	\$ 145,706	\$ 56,903	\$ 36,985	\$ 209,593
NexBank MMA	457,539	—	—	—	57,030	—	169,983
01/27/24—Texas Capital Bank CD	—	—	—	—	—	—	—
02/10/24—Texas Capital Bank CD	—	—	—	—	—	—	—
02/26/24—East West Bank CD	—	—	—	—	—	—	—
03/31/24—Bank OZK CD	—	—	—	—	—	—	—
04/29/24—East West Bank CD	—	—	—	—	—	—	—
05/02/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
05/23/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
06/14/24—FHLB	—	—	—	—	—	—	—
06/27/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
07/29/24—East West Bank CD	500,000	—	—	—	—	—	—
09/18/24—East West Bank CD	—	—	—	—	—	—	—
09/19/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
09/30/24—PlainsCapital Bank CD	—	—	—	—	—	—	—
12/18/24—East West Bank CD	—	—	—	—	—	—	—
04/23/25—Bank OZK CD	—	—	—	—	—	—	—
Total	\$ 1,410,074	\$ 74,388	\$ 1,488	\$ 145,706	\$ 113,933	\$ 36,985	\$ 379,576

**Allocation
December 31, 2023**

Market Value

	Total	General	Capital Projects	Solid Waste	Utility	Equipment Replacement	Technology Replacement	Stormwater Drainage
PlainsCapital Bank - Cash	\$ 18,225,197	\$ 5,388,293	\$ 3,155,523	\$ 442,132	\$ 6,230,256	\$ 135,087	\$ 790,936	\$ 1,105,372
NexBank MMA	11,381,922	2,289,684	4,027,883	111,835	1,439,320	1,685,669	1,142,979	
01/27/24—Texas Capital Bank CD	3,139,251	1,046,417	1,046,417	—	1,046,417	—	—	—
02/10/24—Texas Capital Bank CD	1,045,338	1,045,338	—	—	—	—	—	—
02/26/24—East West Bank CD	3,098,682	—	—	—	3,098,682	—	—	—
03/31/24—Bank OZK CD	2,075,679	—	—	—	2,075,679	—	—	—
04/29/24—East West Bank CD	1,500,000	—	—	—	1,500,000	—	—	—
05/02/24—PlainsCapital Bank IntraFi CD	1,050,893	—	—	—	—	262,724	262,724	525,445
05/23/24—PlainsCapital Bank IntraFi CD	3,000,000	1,000,000	2,000,000	—	—	—	—	—
06/14/24—FHLB	2,995,553	2,995,553	—	—	—	—	—	—
06/27/24—PlainsCapital Bank IntraFi CD	1,053,993	1,053,993	—	—	—	—	—	—
07/29/24—East West Bank CD	2,000,000	—	500,000	—	—	500,000	500,000	—
09/18/24—East West Bank CD	1,000,000	—	—	—	—	500,000	—	500,000
09/19/24—PlainsCapital Bank IntraFi CD	3,000,000	—	3,000,000	—	—	—	—	—
09/30/24—PlainsCapital Bank CD	2,000,000	2,000,000	—	—	—	—	—	—
12/18/24—East West Bank CD	2,000,000	2,000,000	—	—	—	—	—	—
04/23/25—Bank OZK CD	3,000,000	—	—	—	—	1,000,000	1,000,000	1,000,000
Total	\$ 61,566,508	\$18,819,278	\$ 13,729,823	\$ 553,967	\$15,390,354	\$ 4,083,480	\$ 3,696,639	\$ 3,130,817

**Allocation
December 31, 2023**

(Continued)

Market Value

	Building Maintenance	Truancy Prevention	Municipal Jury	Forfeited Property	Court Technology	Court Security	Library
PlainsCapital Bank - Cash	\$ 452,535	\$ 74,388	\$ 1,488	\$ 145,706	\$ 56,903	\$ 36,985	\$ 209,593
NexBank MMA	457,539	—	—	—	57,030	—	169,983
01/27/24—Texas Capital Bank CD	—	—	—	—	—	—	—
02/10/24—Texas Capital Bank CD	—	—	—	—	—	—	—
02/26/24—East West Bank CD	—	—	—	—	—	—	—
03/31/24—Bank OZK CD	—	—	—	—	—	—	—
04/29/24—East West Bank CD	—	—	—	—	—	—	—
05/02/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
05/23/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
06/14/24—FHLB	—	—	—	—	—	—	—
06/27/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
07/29/24—East West Bank CD	500,000	—	—	—	—	—	—
09/18/24—East West Bank CD	—	—	—	—	—	—	—
09/19/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
09/30/24—PlainsCapital Bank CD	—	—	—	—	—	—	—
12/18/24—East West Bank CD	—	—	—	—	—	—	—
04/23/25—Bank OZK CD	—	—	—	—	—	—	—
Total	\$ 1,410,074	\$ 74,388	\$ 1,488	\$ 145,706	\$ 113,933	\$ 36,985	\$ 379,576

**Allocation
September 30, 2023**

Book Value

	Total	General	Capital Projects	Solid Waste	Utility	Equipment Replacement	Technology Replacement	Stormwater Drainage
PlainsCapital Bank - Cash	\$ 16,011,744	\$ 2,245,668	\$ 5,012,233	\$ 405,219	\$ 4,242,630	\$ 625,147	\$ 754,226	\$ 1,590,571
NexBank MMA	11,222,903	2,257,694	3,971,608	110,273	1,419,211	1,662,118	1,127,011	–
10/02/23–East West Bank CD	2,043,154	–	–	–	–	1,021,577	1,021,577	–
10/04/23–PlainsCapital Bank CD	1,000,000	–	–	–	–	–	–	1,000,000
11/22/23–FAMCA	2,000,000	2,000,000	–	–	–	–	–	–
11/24/23–PlainsCapital Bank IntraFi CD	1,008,939	1,008,939	–	–	–	–	–	–
11/30/23–PlainsCapital Bank IntraFi CD	1,009,350	1,009,350	–	–	–	–	–	–
01/27/24–Texas Capital Bank CD	3,100,722	1,033,574	1,033,574	–	1,033,574	–	–	–
02/10/24–Texas Capital Bank CD	1,036,903	1,036,903	–	–	–	–	–	–
02/26/24–East West Bank CD	3,057,026	–	–	–	3,057,026	–	–	–
03/31/24–Bank OZK CD	2,050,324	–	–	–	2,050,324	–	–	–
04/29/24–East West Bank CD	1,500,000	–	–	–	1,500,000	–	–	–
05/02/24–PlainsCapital Bank IntraFi CD	1,019,938	–	–	–	–	254,985	254,985	509,968
05/23/24–PlainsCapital Bank IntraFi CD	3,000,000	1,000,000	2,000,000	–	–	–	–	–
06/14/24–FHLB	2,993,812	2,993,812	–	–	–	–	–	–
06/27/24–PlainsCapital Bank IntraFi CD	1,017,845	1,017,845	–	–	–	–	–	–
07/29/24–East West Bank CD	2,000,000	–	500,000	–	–	500,000	500,000	–
09/19/24–PlainsCapital Bank IntraFi CD	3,000,000	–	3,000,000	–	–	–	–	–
09/30/24–PlainsCapital Bank CD	2,000,000	2,000,000	–	–	–	–	–	–
Total	\$ 60,072,660	\$17,603,785	\$ 15,517,415	\$ 515,492	\$13,302,765	\$ 4,063,827	\$ 3,657,799	\$ 3,100,539

**Allocation
September 30, 2023**

(Continued)

Book Value

	Building Maintenance	Truancy Prevention	Municipal Jury	Forfeited Property	Court Technology	Court Security	Library
PlainsCapital Bank - Cash	\$ 623,345	\$ 69,526	\$ 1,391	\$ 143,699	\$ 69,610	\$ 30,350	\$ 198,129
NexBank MMA	451,147	—	—	—	56,233	—	167,608
10/02/23—East West Bank CD	—	—	—	—	—	—	—
10/04/23—PlainsCapital Bank CD	—	—	—	—	—	—	—
11/22/23—FAMCA	—	—	—	—	—	—	—
11/24/23—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
11/30/23—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
01/27/24—Texas Capital Bank CD	—	—	—	—	—	—	—
02/10/24—Texas Capital Bank CD	—	—	—	—	—	—	—
02/26/24—East West Bank CD	—	—	—	—	—	—	—
03/31/24—Bank OZK CD	—	—	—	—	—	—	—
04/29/24—East West Bank CD	—	—	—	—	—	—	—
05/02/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
05/23/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
06/14/24—FHLB	—	—	—	—	—	—	—
06/27/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
07/29/24—East West Bank CD	500,000	—	—	—	—	—	—
09/19/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
09/30/24—PlainsCapital Bank CD	—	—	—	—	—	—	—
Total	\$ 1,574,492	\$ 69,526	\$ 1,391	\$ 143,699	\$ 125,843	\$ 30,350	\$ 365,737

**Allocation
September 30, 2023**

Market Value

	Total	General	Capital Projects	Solid Waste	Utility	Equipment Replacement	Technology Replacement	Stormwater Drainage
PlainsCapital Bank - Cash	\$ 16,011,744	\$ 2,245,668	\$ 5,012,233	\$ 405,219	\$ 4,242,630	\$ 625,147	\$ 754,226	\$ 1,590,571
NexBank MMA	11,222,903	2,257,694	3,971,608	110,273	1,419,211	1,662,118	1,127,011	
10/02/23—East West Bank CD	2,043,154	—	—	—	—	1,021,577	1,021,577	—
10/04/23—PlainsCapital Bank CD	1,000,000	—	—	—	—	—	—	1,000,000
11/22/23—FAMCA	1,997,413	1,997,413	—	—	—	—	—	—
11/24/23—PlainsCapital Bank IntraFi CD	1,008,939	1,008,939	—	—	—	—	—	—
11/30/23—PlainsCapital Bank IntraFi CD	1,009,350	1,009,350	—	—	—	—	—	—
01/27/24—Texas Capital Bank CD	3,100,722	1,033,574	1,033,574	—	1,033,574	—	—	—
02/10/24—Texas Capital Bank CD	1,036,903	1,036,903	—	—	—	—	—	—
02/26/24—East West Bank CD	3,057,026	—	—	—	3,057,026	—	—	—
03/31/24—Bank OZK CD	2,050,324	—	—	—	2,050,324	—	—	—
04/29/24—East West Bank CD	1,500,000	—	—	—	1,500,000	—	—	—
05/02/24—PlainsCapital Bank IntraFi CD	1,019,938	—	—	—	—	254,985	254,985	509,968
05/23/24—PlainsCapital Bank IntraFi CD	3,000,000	1,000,000	2,000,000	—	—	—	—	—
06/14/24—FHLB	2,986,550	2,986,550	—	—	—	—	—	—
06/27/24—PlainsCapital Bank IntraFi CD	1,017,845	1,017,845	—	—	—	—	—	—
07/29/24—East West Bank CD	2,000,000	—	500,000	—	—	500,000	500,000	—
09/19/24—PlainsCapital Bank IntraFi CD	3,000,000	—	3,000,000	—	—	—	—	—
09/30/24—PlainsCapital Bank CD	2,000,000	2,000,000	—	—	—	—	—	—
Total	\$ 60,062,811	\$17,593,936	\$ 15,517,415	\$ 515,492	\$13,302,765	\$ 4,063,827	\$ 3,657,799	\$ 3,100,539

**Allocation
September 30, 2023**

(Continued)

Market Value

	Building Maintenance	Truancy Prevention	Municipal Jury	Forfeited Property	Court Technology	Court Security	Library
PlainsCapital Bank - Cash	\$ 623,345	\$ 69,526	\$ 1,391	\$ 143,699	\$ 69,610	\$ 30,350	\$ 198,129
NexBank MMA	451,147	—	—	—	56,233	—	167,608
10/02/23—East West Bank CD	—	—	—	—	—	—	—
10/04/23—PlainsCapital Bank CD	—	—	—	—	—	—	—
11/22/23—FAMCA	—	—	—	—	—	—	—
11/24/23—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
11/30/23—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
01/27/24—Texas Capital Bank CD	—	—	—	—	—	—	—
02/10/24—Texas Capital Bank CD	—	—	—	—	—	—	—
02/26/24—East West Bank CD	—	—	—	—	—	—	—
03/31/24—Bank OZK CD	—	—	—	—	—	—	—
04/29/24—East West Bank CD	—	—	—	—	—	—	—
05/02/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
05/23/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
06/14/24—FHLB	—	—	—	—	—	—	—
06/27/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
07/29/24—East West Bank CD	500,000	—	—	—	—	—	—
09/19/24—PlainsCapital Bank IntraFi CD	—	—	—	—	—	—	—
09/30/24—PlainsCapital Bank CD	—	—	—	—	—	—	—
Total	\$ 1,574,492	\$ 69,526	\$ 1,391	\$ 143,699	\$ 125,843	\$ 30,350	\$ 365,737