

MINUTES OF AN ONLINE STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD VIA VIDEOCONFERENCE, AT 8:13 A.M. ON TUESDAY, MAY 18, 2021.

Prior to the study session, Joanna Mekeal, Town Secretary, explained that as provided by the State of Texas, this online Town Council study session could be viewed via the Town's website, or listened to by telephone, and gave the toll-free and alternate telephone numbers, as well as the access number for the public to call. Mrs. Mekeal conducted a roll call of the Town Council Members. Present at the meeting were Mayor Margo Goodwin, Mayor Pro Tem David Dowler, and Town Council Members Jimmy Grisham, Marc Myers, and Craig Penfold. Absent from the meeting was Council Member Lydia Novakov.

UPCOMING AGENDA DISCUSSION

**Future Agenda Discussion**

*Review and discuss bids for Armstrong Avenue (Lakeside Drive to the Katy Trail) Rehabilitation project.* Lori Chapin, Director of Engineering, explained that this project includes a total reconstruction and pavement rehabilitation of Armstrong Avenue, from Lakeside Drive to Abbott Avenue, within the existing right-of-way and sidewalk improvements where necessary. On May 10, 2021, four (4) bids were received. The apparent low bid for \$423,808 was submitted by Metroplex Concrete Construction, Inc. Town staff and Kimley-Horn, consulting engineer, determined the bid from Metroplex Concrete Construction, Inc. is non-responsive based on past performance reviews provided by references. The next low bid, which was qualified by Town staff and the consulting engineer, for \$482,608 was submitted by Axis Contracting, Inc. Construction is anticipated to begin in mid-June. Council Member Penfold asked if there are any concerns that Axis Contracting Inc. will complete this project in a timely matter, as this company is currently working other projects in the Town. Ms. Chapin stated she believed the project will be completed on time, as Axis Contracting, Inc. is a large company, and the project is scheduled to be finished in 90 days. Mayor Goodwin asked if there were any further questions, to which there were none.

*Review and discuss a contract for the 2021 Street Resurfacing project.* Lori Chapin, Director of Engineering, explained that as part of the annual street resurfacing program, streets are selected, reviewed, and prioritized by staff based on specific pavement evaluation criteria and their rating in the Pavement Asset Management Plan. The Miscellaneous Concrete Annual Contract, approved in 2020, will be used for limited street repair, curb and gutter, sidewalk, and Americans with Disabilities Act ramp replacement located along the streets. Upon completion of concrete repairs, the asphalt surface will be milled and overlaid. The Town has a Cooperative Purchasing Agreement with Tarrant County for street construction. Under this agreement, staff procured a proposal from Dustrol, Inc. to mill the existing asphalt surface of the selected streets. In addition, the Town has a Master Interlocal/Cooperative Purchasing Agreement with Dallas County. This agreement allowed staff to contract with TexasBit to overlay the selected streets with asphalt. Council Member Penfold asked if the two-week completion deadline is for all five locations. Ms. Chapin confirmed that was correct. Mayor Goodwin asked if there were any further questions, to which there were none.

*Review and discuss a resolution denying Oncor Electric Delivery Company, LLC's request to amend its Distribution Cost Recovery Factor.* Steven Alexander, Director of Administrative Services and Chief Financial Officer, explained Oncor Electric Delivery Company LLC (“Oncor” or “Company”) filed an Application for Approval to Amend its Distribution Cost Recovery Factor (“DCRF”) in Public Utility Commission of Texas (“Commission”) Docket No. 51996. In the filing, the Company is seeking an increase in distribution revenues of \$97,826,277. The Oncor Cities Steering Committee (“OCSC”), of which the Town is a member, has engaged the services of a consultant, Mr. Karl Nalepa, to review the Company’s filing. Mr. Nalepa will review the filing and identify adjustments that should be made to the Company’s request. The OCSC recommends cities retain the original jurisdiction, denying the requested relief. The Commission’s rules allow cities 60 days to act on this application. That deadline is June 4, 2021. The purpose of the resolution is to deny the DCRF amendment proposed by Oncor. The resolution authorizes the Town to join with the OCSC to evaluate the filing, determine whether the filing complies with the law, and if lawful, determine what further strategy, including settlement, to pursue. Mayor Goodwin asked if there were any further questions, to which there were none.

### **Reports**

*Review and discuss the Financial and Investment Report for the period ending March 31, 2021.* Karen Kurtin, Controller, presented highlights of the Financial and Investment Report. This report is for the periods ending March 31, 2021, which marks the completion of the sixth month of the 2020 - 2021 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 50%. General and Utility Fund combined revenues as of March 31, 2021, amount to \$25,767,429 which is 72.3% of the annual budgeted amounts. As of March 31, the General and Utility Fund combined expenditures and encumbrances amount to \$18,702,432 or 50.5% of the Fiscal Year 2020-21 Combined Budget. The total market value of the Town's cash and investment portfolio on March 31, was \$48,367,326, yielding an average weighted return of 0.41%, with an average maturity of 39 days. Compared to year-to-date projections, property taxes are 102.2%, sales taxes are 131.8%, building permits are 164.7% and water sales are 96.2%. The Mayor asked the Town Council if they had any questions, to which there were none.

*Review and discuss the Quarterly Investment Report for the quarter ending March 31, 2021.* Ms. Kurtin discussed the report prepared by Valley View Consultants, the Town’s investment advisors, for the quarter ending March 31, 2021 and marks the second quarter of Fiscal Year 2020 - 2021. There was an increase in total portfolio value in March 2021 compared to December 2020, approximately \$6.6 million, which is largely related to the collection of property taxes. As of March 31, 2021, the book value of the Town's investments was \$48,367,326, with a market value of \$48,367,326. Current quarter average yield for the portfolio is 0.41%, with a fiscal year-to-date average yield of 0.52%. Quarterly interest income was approximately \$62,409, with year-to-date interest income of \$127,172. This report was provided to the Finance & Audit Advisory Committee on May 7, 2021. The Mayor asked the Town Council if they had any questions, to which there were none.

Mayor Goodwin adjourned the Town Council meeting at 8:26 a.m.

APPROVED on this 1<sup>st</sup> day of June 2021.

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary