

MINUTES OF AN ONLINE STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD VIA VIDEOCONFERENCE, AT 8:08 A.M. ON TUESDAY, OCTOBER 20, 2020.

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 citizens to call. Mrs. Mekeal conducted a roll call of the Town Council Members. Present at the study session 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 Town Council Member Lydia Novakov.

**UPCOMING AGENDA DISCUSSION**

**Action**

*Review, discuss and consider approval of a purchase order to City Supply Company, Inc. for the purchase of water fountains with bottle filling stations for placement in Town parks.* Kathleen Stewart, Director of Town Services, introduced John Eaglen, Manager of Town Services, to explain the briefing. Mr. Eaglen explained that the Town covered and turned off the outdoor water fountains as a preventive safety measure in response to COVID-19. On August 18, 2020, the Town Council approved an Interlocal Agreement ("ILA") between the Town, City of University Park, and the Highland Park Independent School District, for the allocation of Coronavirus Aid, Relief, and Economic Security ("CARES") Act funding. A portion of the ILA included a list of proposed expenditures for the Town's CARES Act Funding Program, which included the purchase of bottle filling stations to replace the current outdoor drinking fountains. Staff recommends the placement of these bottle filling stations in the Town's park system to minimize the amount of human touch required for filling a water bottle. Mr. Eaglen provided a picture, that was seen through the virtual shared screen, of the water bottle filling stations that also included two traditional drinking water fountains. With Federal CARES Act funding available through Dallas County, this request provides the opportunity to purchase these units to replace outdoor drinking water fountains currently in service at Town Hall, Tennis Courts #2, #7, and #8, Davis Park, Flippen Park, Prather Park, and Lakeside Park. Council Member Penfold asked if there are funds left in the CARES Act to pay for the water bottle filling stations and why Fairfax Park was not a location included in the list of drinking water fountains to replace. Mr. Eaglen confirmed the units previously stated can be purchased with the CARES Act funds at no cost to the Town; however, the Fairfax Park water bottle filling stations were not eligible for CARES Act funding as it was scheduled for replacement before the CARES Act was put into place. Bill Lindley, Town Administrator, confirmed Mr. Eaglen's statement. Mayor Goodwin asked if staff considered adding a pet watering station at the base of the water bottle filling stations. Mr. Eaglen said no, the water bottle filling capability was the main consideration, but staff will research to see if that combination is available. Mayor Pro Tem Dowler referred to the picture and asked if the drinking water fountain part of the water bottle station would be covered while COVID-19 restrictions remained in effect. Mrs. Stewart confirmed the mouth touch portion of the drinking water fountain will be covered while the restrictions were in effect. The Mayor asked for any further questions from the Town Council, to which there was none. The Mayor asked staff to provide options for Town Council to review that included a pet-watering bowl in a future meeting.

## Consent

*Review and discuss a professional services agreement with Kimley-Horn and Associates, Inc. to provide engineering services for the Abbott Avenue Rehabilitation and Sewanee Avenue Utility Improvement project.* Lori Chapin, Director of Engineering, explained that the professional services agreement specifies that Kimley-Horn and Associates, Inc. will provide design and bid package preparation services for the Abbott Avenue Rehabilitation and Sewanee Avenue Utility Improvement projects. These projects are being combined into one project, to be more attractive to experienced contractors, as well as allow for more competitive bidding and allowing for potential savings in unit pricing. The estimated design cost is \$164,900 and includes conceptual and final design services, survey, as well as the bid and construction phase services. The Mayor added that she and Ms. Chapin have discussed that residents would be informed when items are put out for bid so that they may plan accordingly around construction. Council Member Penfold inquired how much time, from design to completion of construction, this project required. Ms. Chapin stated it is estimated to be completed in approximately six (6) months. The project will be completed in phases in attempts to minimize the overall impact to the area. The Mayor asked for any further questions from the Town Council, to which there was none.

*Review and discuss an ordinance amending the Code of Ordinances, Chapter 7, Municipal Court, related to the establishment and allocation of court costs and, Chapter 1, Administration, related to the collection of credit card reimbursement fees.* Steven Alexander, Director of Administrative Services and Chief Financial Officer, explained the briefing. Chapter 7 of the Code of Ordinances sets out the collection of a Court Security Fee and a Court Technology Fee allowed for within Texas statutes. Senate Bill 346 of the 86th Legislature consolidated and allocated criminal court costs in a manner that modified how these fees are assessed. Senate Bill 346 was effective January 1, 2020 and has preempted the Town's current ordinance. Prior to Senate Bill 346, Texas statutes specified a dollar amount for the fees to be assessed for court security and technology. The new statute sets out a total consolidated fee, \$14, to be charged and allocates a portion of that fee towards these purposes based on percentages established in the law. The amendments proposed align the Town's Code of Ordinances pertaining to the collection and accounting of court fees with current State law. The proposed ordinance also amends Chapter 1 of the Code of Ordinances by amending Section 1.02.032 to allow the Town to assess a reimbursement fee to cover the Town's cost charged by credit card merchants up to 5%. Currently the Town charges 2%. The Town is authorized under this same section to collect a fee for this purpose; however, the revised language aligns the Town's Code of Ordinances with the language set out in State law. Council Member Penfold asked for clarification of the \$14 fixed fee and credit card purchases. Mr. Alexander explained that these are two separate charges, the \$14 fee would apply to a Municipal Court citation ticket, whereas the 2% credit card reimbursement fee would apply in any purchases made with a credit card within the Town, for example in the Library, Municipal Court, or Utility Billing. The 2% fee is what the bank charges the Town to process credit card payments; the Town does not collect any revenue from the 2% charge. Council Member Myers asked if the credit card charge is a significant amount of money. Mr. Alexander replied no, it would be a large amount for a purchase of a building permit, but not for day-to-day transactions. The Mayor clarified this 2% credit card fee is for any purchases made within the Town, not solely for citations. Mr. Alexander confirmed that was correct. The Mayor asked for any further questions from the Town Council, to which there was none.

*Review and discuss the purchase of 55 TASER Conducted Electricity Weapons for Department of Public Safety personnel.* Wayne Kilmer, Assistant Director of Public Safety, explained the less lethal force options for law enforcement when considering use-of-force situations. The TASER continues to be one of the best products for this purpose. DPS staff is recommending the purchase of 55 TASERS to replace the TASERS in service today. The current TASERS were purchased in 2015 and are no longer under warranty for any equipment failures. Additionally, should there be an equipment failure with the existing TASERS, the manufacturer will not provide legal assistance in the event of litigation. The proposed purchase will be for the TASER 7 model, which is the latest technology offered in the market. The Mayor inquired if the new TASERS were equipped with the same technology including the camera and laser. Assistant Chief Kilmer stated that the TASER 7 has double shot capability, reaches up to 21 feet, and is equipped with two laser sights for increased precision of probe deployment and accuracy. The current TASER has only one laser sight. The new TASERS do not have the camera capabilities due to the fact police officers are already equipped with a body camera and the camera on the TASERS are poor quality due to the angle of which they are located. Council Member Myers asked for the cost of these items. Assistant Chief Kilmer stated that the purchase price for 55 TASER 7 is \$155,999.15 and that includes training cartridges, warranty, and litigation coverage. The Mayor asked for any further questions from the Town Council, to which there was none.

*Review and discuss the purchase of a complete camera system for the Department of Public Safety to include: body-worn cameras, in-car cameras, interview room cameras, and a jail camera.* Assistant Chief Kilmer explained the briefing. The current camera system needs replacement. The two most pressing issues with the current system are body worn camera failures and the increasing maintenance issues with the video server. The Town's current body worn cameras are failing at an approximate rate of one per week. Additionally, the video server, which is currently no longer under warranty, has shown signs of failure. The proposed new camera system, WatchGuard Video, is an all-inclusive package which includes 63 body worn cameras, eight in-car cameras, two motorcycle cameras, four interview room cameras, and one jail camera. The package also includes cloud storage for online data retention. The Mayor inquired about the financial impact, stating that she understands the new camera system will cost a total of \$625,950, \$225,865 will come out of the technology replacement fund, but how does the remainder come out of the fiscal years ending 2022 – 2026. She was concerned this allocation would slow the process down to purchase all the equipment needed. Mr. Alexander confirmed it will not delay the project, each fiscal year the item will be budgeted. Bill Lindley, Town Administrator, further clarified that the entire purchase will be made, and in future years it will be replenished back into the budget. The Mayor asked for any further questions from the Town Council, to which there was none.

*Review and discuss approval of a pedestrian crossing on Mockingbird Lane at the Dallas Country Club.* Lori Chapin, Director of Engineering, explained the briefing. The Dallas Country Club made a request to install a street-grade pedestrian crosswalk across Mockingbird Lane, linking the tennis facility to the Country Club's main campus. While the recently constructed tennis facility is near completion, the pedestrian bridge is not slated for completion for up to two years. The Town has evaluated several options including pedestrian hybrid beacon, a rapid flashing beacon, and an in-pavement warning system. The pedestrian hybrid beacon option is an overhead red-light system. When activated by pedestrians, it would bring vehicles to a stop. The rapid flashing beacon option would be installed on poles on each side of the street and it would flash yellow lights when activated by the pedestrians to signal drivers to yield. The in-pavement warning system option

would be installed along the crosswalk in the pavement by yellow lights and will also be activated by pedestrians. Staff recommends constructing the pedestrian hybrid beacon, which would bring traffic to a stop and allow for pedestrian movement across Mockingbird Lane. This option allows for signal coordination along the Mockingbird Lane corridor, which includes the intersections at Preston Road and Fairfield Avenue. The Mayor added that the two options with the yellow lights allow pedestrians to push the button, but pedestrians would have to wait until traffic comes to a complete stop to cross which could take several minutes and offers no real protection when they enter the roadway. With the pedestrian hybrid beacon option, a pedestrian would push a button and would only wait until signaled to proceed, because it is coordinating with the intersection's traffic lights, it will bring vehicles to a complete stop, making it more secure and safer for the pedestrian. The Mayor reminded the Town Council that the Dallas Country Club has planned to build a bridge that will come over the road, but in the meantime this a good option until the bridge construction is complete. Council Member Myers asked if this is would be a permanent installation. The Mayor stated it can be a permanent or a temporary installation. The Dallas Country Club will be funding the pedestrian hybrid beacon option and once the construction is complete, the Town and the Dallas Country Club will meet to discuss if it is necessary to keep or remove the cross walk. Council Member Penfold asked if an additional ordinance is needed for the enforcement of the crosswalk. Mr. Lindley stated that staff can research if an ordinance is necessary. The Mayor asked for any further questions from the Town Council or to the public, to which there was none.

## Reports

*Review and discuss the Financial and Investment Report for the period ending August 31, 2020.* Karen Kurtin, Controller, explained the report. This report is for the period ending August 31, 2020, which marks the completion of the eleventh month of the 2020-21 fiscal year. Therefore, the Year-to-Date percentage for budgetary comparison purposes is 91.7%. General and Utility Fund combined revenues as of August 31, amount to \$34,253,499, which is 92.3% of the annual budgeted amounts. As of August 31, the General and Utility Fund combined expenditures and encumbrances amount to \$31,858,662 or 84.9% of the Fiscal Year 2019-20 Combined Budget. The total market value of the Town's cash and investment portfolio on August 31, was \$39,212,975, yielding an average weighted return of 0.67%, with an average maturity of 74 days. The Mayor asked if the Town's sales tax projection amount was above the last year-to-date. Ms. Kurtin explained in total year to date, the Town is at 97% of projection and 96% of the prior year. The Town is ahead in collections received in October 2020, which reflect August sales and were an improvement as compared to October 2019 receipts. The Mayor asked for any questions from the Town Council, to which there was none.

*Report on the architectural review of the planned aerial pedestrian crossing to be constructed by the Dallas Country Club.* Bill Lindley explained that the Town Council approved, at its January 28, 2019 meeting, a Sky Bridge Easement Agreement with the Dallas Country Club for the construction of an aerial-pedestrian bridge to allow for pedestrians to cross to and from the tennis facility to the main campus. While the recently constructed tennis facility is near completion, the pedestrian bridge is not slated for completion for up to two years. Approval of the agreement was reviewed by a committee comprised of the Mayor and two Town Council Members reviewing the final design of the aerial pedestrian bridge. The committee met with representatives of the Dallas Country Club on October 15, 2020 and was satisfied with the final design and easement agreement.

The Mayor commented that the design reminded her of the bridge over Exall Lake which is pleasing to see. The Mayor asked for any questions from the Town Council, to which there was none.

Mayor Goodwin adjourned the study session at 9:02 a.m.

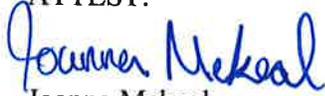
APPROVED on this 3<sup>rd</sup> day of November 2020.

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary