

MINUTES OF AN ONLINE STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD VIA VIDEOCONFERENCE, AT 8:28 A.M. ON TUESDAY, MARCH 2, 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 citizens 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, Lydia Novakov, and Craig Penfold.

UPCOMING AGENDA DISCUSSION

Consent

Review and discuss a contract for the purchase and installation of school light notification cabinets with remote monitoring cellular modem systems. Lori Chapin, Director of Engineering, stated this project will include the implementation of a remote monitoring system for Highland Park Independent School District (HPISD) school light notification (flashers) within the Town's limits. There are fifteen (15) existing flashers within the Town limits that are active during the school zone hours, and each flasher will receive a modem for remote monitoring and control. Currently, staff must manually turn off or adjust each flasher on days the schools have early release or any other type of modified schedule. Staff is working with Consolidated Traffic Control ("CTC") to procure the purchase and installation of the flasher system. The cost of the contract with CTC is \$54,033.00. It is anticipated to be installed and functional in the summer of 2021. Mayor Goodwin asked if there were any questions from the Town Council, to which there were none.

Reports

Review and discuss the Town's response to the 2021 Winter Storm. Bill Lindley, Town Administrator, stated our thoughts are extended not only to the residents of the Town of Highland Park ("Town"), but all Texans across the State that have been impacted by the storm. Mr. Lindley explained that staff encourages residents to report any type of damage experienced due to the storm to the Texas Division of Emergency Management at www.tdem.texas.gov/warm. The objective of this reporting is to identify damages across Texas to assist the State and FEMA to better understand citizen's needs. The website also provides an application to request possible funding caused by damage. Holly Russell, Management Assistant, is available to residents on how to apply.

Mr. Lindley further explained, while millions of Texans experienced the loss of running water or boil water notice, there was no curtailment of water for the Town due to the efforts made by Lori Chapin, Director of Engineering, and the Park Cities Municipal Utility District ("District"). Public Works staff responded to a total of 18 main breaks during the storm. In response to those main breaks, Ms. Chapin also contacted utility and landscape contractors to aid with repairs as quickly as possible to ensure residents would have no interruption of water. Public Works staff and the Department of Public Safety, along with higher-than-average response calls, assisted in water disconnects. Parks and Public Works staff worked several hours responding to calls and sleeping,

when they were able to, at Town Hall. The Town pumped 21 million gallons of water from the district while individual water meter registration read 14.8 million gallons of water. Considering millions of gallons used for running faucets and approximately 3% of unaccounted water, it is estimated that 2 million gallons of water were lost due to broken waterlines or burst water pipes in households.

During the storm, Oncor provided a map that displayed sections of the power outages by location. A snapshot of the map was shared through social media that displays the Town was not experiencing any power outages, but in fact the Town had nearly 1,000 outages at the peak of the storm. Staff has communicated with Oncor and has expressed displeasure of the false representation that the Town was spared from power outages. Fortunately, Atmos was able to provide natural gas to residents during the storm which allowed homes with gas fireplaces attempt warmth.

Mr. Lindley concluded his presentation by extending gratitude to the Town's partners for their collaboration and response during this unprecedented winter weather event, and the community for its resiliency, neighborly assistance, patience, and confidence. Town Council was given a detailed summary of the Town staff accomplishments and their hard work efforts during the storm. Several residents have been donating meals to the staff as a thank you. While staff did an incredible job during horrible conditions, Mr. Lindley recommended hiring a consultant to evaluate what was done and if there are any ways to better prepare for a future storm.

The Town Council commended Mr. Lindley and Town staff for all their efforts during the storm and agreed that bringing in a consultant to evaluate the Town's efforts would be beneficial to prepare for future storms.

Review and discuss regulations and procedures regarding residential construction. Hugh Pender, Director of Development Services, explained this item is provided at the request of the Town Council. Town staff, prior to the construction permit being issued, requires a meeting with both the homeowner and general contractor to review the Town objectives and interest. During the meeting, the homeowner is encouraged to purchase special materials, particularly those from overseas, to assure the item(s) are available in a timely manner. As part of the construction permit issuance process; staff reviews Town specific objectives and interests including the construction schedule, parking management, trash/debris mitigation, location of temporary construction office, and portable toilet facilities. The Town requires the posting of a placard providing contact information for the project allowing neighbors to contact the general contractor for inquires and complaints concerning the project. If Town staff discovers that the project cannot be completed in a two-year period, either during plan review or during construction, Town staff informs the homeowner and applicant that they must request an extension to the time limitations set forth in the Town's building regulations. If the extension is approved by the Building Official, then a 25% cost increase of the original calculated building permit fee is assessed and applied to the building permit fees. In the event of any subsequent extension approved by the Town Council, a 50% cost increase of the original calculated building permit fee is assessed and applied to the building permit fees.

In a typical year, the Town averages 30 permits for new residential construction. A review of permits over the last eight (8) years reveals 15%, an average of five (5) per year, of projects exceeded the two-year period. In a typical year, the Town also averages 152 permits for residential

renovation/remodel construction. A review of those permits over the last eight (8) years reveals less than 1%, an average of less than 1 per year, of projects exceeded the two-year period.

Council Member Myers asked if there was any evidence supporting the idea that larger homes require a longer time to complete. Mr. Lindley explained this topic has been discussed at prior meetings. Builders have stated the larger the house, the longer it requires to be completed. When builders are limited to a two-year period to complete a home, they must schedule several subcontractors to work simultaneously, which causes many work vehicles to be parked on the street near the property. Council Member Novakov asked if there were construction parking restrictions to avoid too many vehicles parked at one job site. Mr. Pender explained the ordinance is complaint driven. It does not address a specific limit to the number of vehicles parked at one worksite; however, Mr. Pender suggested an inspector attending a routine plumbing inspection can also conduct a site management inspection which would include a review of parking conditions. Council Member Penfold stated he liked the idea of a site management review. He added that he read the ordinance and in Section 105.5 the word “reasonably” is used often. What is reasonable to someone may not be reasonable to another person and suggested the language in the ordinance be firmer with clear limits. Council Members Myers and Penfold suggested staff provide ideas to improve the regulations and procedures regarding residential construction. Council Member Grisham stated based on the data provided by Mr. Pender, it does not appear there is a problem in terms of extensions. He did not believe there is a need to change the ordinance; however, he was open to suggestions as to what can be done when numerous vehicles related to the construction project are parked on the street and causing traffic congestion. Mayor Goodwin agreed and added construction parking is an issue, but it would not be able to be solved quickly. She stated that there does not seem to be a problem with the current ordinance regarding extensions but would like Mr. Pender to continue to think of ideas and suggestions to improve the parking problem construction sites cause and return with the findings in a future meeting to discuss with the Town Council.

Council Member Novakov exited the meeting at 9:25 a.m.

Review and discuss cities identified for benchmarking. Steven Alexander, Director of Administrative Services and Chief Financial Officer, explained this item is provided as an opportunity to review the list of benchmark cities. The Town, like many other local governments, identify benchmark cities knowing that by comparing itself against identified peers it can find new ways to improve Town service levels, manage costs, allocate resources and, ultimately, maintain, if not, increase citizen satisfaction. Town staff engaged Public Sector Consultants to begin surveying cities for compensation and benefits in preparation of the 2021-2022 Annual Budget. This year, at the Town Council’s request, the plan is to conduct a more comprehensive compensation and benefits study. In 2013, the Town Council identified 16 additional cities to use as benchmarks for a total of 20 cities. In previous internal studies, not all the cities have been responsive to requests for information. As such, Town staff recommends removing Westover Hills and Westlake, and adding Bellaire and West University Place to the list of benchmark cities. Mayor Goodwin asked if there were any questions from the Town Council, to which there were none.

Review and discuss the Financial and Investment Report for the period ending December 31, 2020. Karen Kurtin, Controller, presented highlights of the Financial and Investment Report. This report is for the periods ending December 31, 2020, which marks the completion of the third month of the 2020 - 2021 fiscal year. Therefore, the year-to-date percentage for budgetary comparison

purposes is 25%. General and Utility Fund combined revenues as of December 31, 2020, amount to \$11,776,628 which is 33.0% of the annual budgeted amounts. As of December 31, the General and Utility Fund combined expenditures and encumbrances amount to \$8,002,624 or 21.6% of the Fiscal Year 2020-21 Combined Budget. The total market value of the Town's cash and investment portfolio on December 31, was \$41,745,712, yielding an average weighted return of 0.63%, with an average maturity of 30 days. Compared to year-to-date projections, property taxes are 94.9%, sales taxes are 131.5%, building permits are 269.4% and water sales are 99.2%. Building permit revenue continues to be significantly ahead of the year-to-date projection which is related to the revenue received from the Dallas Country Club in October. 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 December 31, 2020. Ms. Kurtin discussed the report prepared by Valley View Consultants, the Town's investment advisors, for the quarter ending December 31, 2020 and marks the first quarter of Fiscal Year 2020 - 2021. There was an increase in total portfolio value in December 2020 compared to September 2020, approximately \$3.8 million, which is largely related to sales tax revenue. As of December 31, 2020, the book value of the Town's investments was \$41,745,712, with a market value of \$41,745,712. Current quarter average yield for the portfolio is 0.63%, with a fiscal year-to-date average yield of 0.63%. Quarterly interest income was approximately \$64,763, with year-to-date interest income of \$64,763. This report was provided to the Finance & Audit Advisory Committee on February 12, 2021.

Mayor Goodwin adjourned the Town Council meeting at 9:40 a.m.

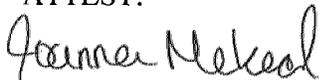
APPROVED on this 6th day of April 2021.

APPROVED:



Margo Goodwin
Mayor

ATTEST:



Joanna Mekeal
Town Secretary