

MINUTES OF AN ONLINE STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD VIA VIDEOCONFERENCE, AT 8:15 A.M. ON TUESDAY, APRIL 20, 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, Lydia Novakov, and Craig Penfold.

UPCOMING AGENDA DISCUSSION

Action

Review and discuss a contract with the Stewart Organization for copier services. Shone Doville, Information Technologies Manager, explained that in 2013, the Town transitioned from printers, scanners, and facsimile machines to departmental multifunction copiers. This reduced the number of devices being managed and streamlined departmental costs and support. Under the proposed four (4) year rental agreement, the existing copiers will be replaced with new equipment and the Town will retain a savings of \$451.35 per month. There are no changes being made to the number of copiers utilized within each department and the current level of equipment is meeting the needs of the organization. The agreement includes the lease of the equipment, ongoing maintenance, and replacement toner. Pricing for the equipment and usage has been competitively bid by the State of Texas, Department of Information Resources, affording the Town the opportunity to take advantage of greater economies of scale. Council Member Penfold inquired if the pricing was the most competitive and if Town staff are satisfied with Stewart Organization customer service and supplies. Mr. Doville stated there is competitive pricing compared to Stewart Organization; however, over the previous eight (8) years they have shown to be very responsive and deliver services in a timely fashion. Council Member Penfold agreed, reliability is a higher priority. Mayor Goodwin asked if there were any questions from the Town Council, to which there were none.

Consider approval of an agreement with Dallas County for Major Capital Improvement Program funding participation. Lori Chapin, Director of Engineering, explained the Master Agreement between Dallas County and the Town, currently in place, allows for funding participation on Major Capital Improvement Program ("MCIP") projects. The Town has partnered with Dallas County ("the County") and received partial funding for several capital projects over the years. The Town recently received notice from the County that many municipal agreements are expiring, and the County desires to bring all agreements in line with the same renewal date. The Town's current Master Agreement was approved in February of 2018 and will need to be renewed to coincide with all municipalities within Dallas County. The date is the only item that will change in the agreement. The Town is not currently under contract with Dallas County for any major capital improvement projects, but this master agreement must be executed prior to initiating future funding agreements. This Master Agreement will be valid for continued partnership on MCIP projects for ten (10) years after the date of execution. Mayor Goodwin asked if there were any

questions from the Town Council, to which there were none.

Reports

Review and discuss the Financial and Investment Report for the period ending February 28, 2021. Karen Kurtin, Controller, presented highlights of the Financial and Investment Report. This report is for the periods ending February 28, 2021, which marks the completion of the fifth month of the 2020 - 2021 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 41.7%. General and Utility Fund combined revenues as of February 28, 2021, amount to \$23,880,015, which is 67.0% of the annual budgeted amounts. As of February 28, 2021, the General and Utility Fund combined expenditures and encumbrances amount to \$16,395,727 or 44.3% of the Fiscal Year 2020-21 Combined Budget. The total market value of the Town's cash and investment portfolio on February 28, was \$49,257,663, yielding an average weighted return of 0.51%, with an average maturity of 12 days. Compared to year-to-date projections, property taxes are 100.6%, sales taxes are 132.9%, building permits are 167.1% and water sales are 97.0%. The Mayor asked the Town Council if they had any questions, to which there were none.

Review and discuss the progress of the Department of Public Safety's P25 radio project. Paul Sandman, Director of Public Safety, stated the Project 25 ("P25") radio standard was mandated by the federal government with the intention that everyone using public safety radios could speak to each other in real-time regardless of which department (police, fire, or EMS), jurisdiction, or vendor technology. The previous Department of Public Safety ("Department") radio system, purchased in 2011, was purchased as an interim system until a P25 solution could be identified. The Department hired a consultant who recommended that the Town partner with the City of University Park ("City") and ultimately join the Garland, Mesquite, Rowlett, and Sachse ("GMRS") radio system. P25 is interoperable with all area agencies, enhances clarity, provides a wider area of coverage, delivers deeper building penetration, and encryption capabilities. As a part of system improvements, the Town and the City have upgraded their existing antenna sites. These sites have been combined to create a microwave cell. This cell has been tied into the GMRS system, resulting in all partner cities gaining increased coverage, reliability, and interoperability. Mayor Pro Tem Dowler asked if there is any concern that the City of Dallas does not have P25 radio system to communicate with the Town of Highland Park. Chief Sandman clarified that the Town can still communicate with Dallas, and Dallas County and Tarrant County are currently collaborating on a plan to have a more modernized communication technology. Mayor Goodwin asked Chief Sandman for clarification as to whether the City of Dallas and Dallas County do not have the P25 system or will in the future. Chief Sandman clarified that the City of Dallas will not join the same GMRS system as the Town; however, their system will be able to work with GMRS. The Mayor asked the Town Council if they had any further questions, to which there were none.

Review and discuss the activities of the Department of Public Safety for fiscal year 2019-2020. Paul Sandman, Director of Public Safety, explained that the agenda item provides an opportunity for staff to present to the Town Council a summary of its work this past year. Chief Sandman highlighted the Highland Park Department of Public Safety's ("HPDPS") accomplishments over the past year and provided a comprehensive review of department activities.

When the coronavirus originated, HPDPS faced a challenge in preserving staffing levels to provide first responder services while also providing the best service without endangering the public or the

staff. Protocols were put in place to preserve staffing which included testing, cleaning, isolating, and quarantining. While adjusting to new COVID-19 protocols, HPDPS experienced an increase in incidents with protestors and counter protestors in response to a national conversation surrounding social justice and policing, as well as a political divide surrounding the national election. Although the incidents were small and relatively peaceful compared to the rest of the country, they were labor intensive. Local partnerships allowed HPDPS to navigate these incidents peacefully.

Violent crimes have stayed consistently low over the past three (3) years and property crimes continue to be the Town's most prevalent issue. A Public Safety Officer can be physically at a Highland Park resident's home in under three (3) minutes. HPDPS staff provides several programs to help educate and assist residents to avoid common property crimes. Regarding traffic enforcement, the top three (3) violations in the previous three (3) years were speeding, speeding in a school zone, and running a stop sign.

Chief Sandman stated well-trained mentally and physically fit first responders are potentially more resilient and less likely to resort to an incorrect level of force. For this reason, HPDPS staff continues to excel well beyond the legal requirements for training hours, mental and physical, regarding police, fire, and EMS.

Community programs, offered by HPDPS, are created to educate citizens on situations they may encounter. Programs include Rape Aggression Defense training, Civilian Response to Active Shooter Events, Stop the Bleed, and Self Aid Buddy Aid training.

HPDPS has completed the procurement, installation, and training for body-worn and in-car camera systems. HPDPS also completed the transition to the latest model of handheld tasers. Council Member Novakov asked if HPDPS researched other nonlethal methods and tools. Chief Sandman confirmed HPDPS currently has pepper spray as well as batons, and HPDPS regularly evaluates less lethal tool options, as well as those tools that can fit into force continuum. Mayor Pro Tem Dowler asked if the tasers looked different than the handguns. Chief Sandman confirmed tasers do look, color and size, different from the handguns.

The Mayor asked the Town Council if they had any further questions, to which there were none.

Mayor Goodwin adjourned the Town Council meeting at 9:42 a.m.

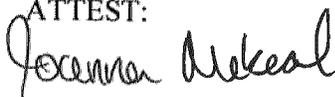
APPROVED on this 4th day of May 2021.

APPROVED:



Margo Goodwin
Mayor

ATTEST:



Joanna Mekeal
Town Secretary