

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205 AT 8:13 A.M. ON TUESDAY, DECEMBER 7, 2021.

Present at the meeting were Mayor Pro Tem David Dowler and Town Council Members Jimmy Grisham, Marc Myers, Lydia Novakov, and Craig Penfold. Absent from the meeting was Mayor Margo Goodwin.

UPCOMING AGENDA DISCUSSION

**Future Agenda Discussion**

*Review, discuss, and consider approval of a resolution casting the Town's vote for the Board of Directors of the Dallas Central Appraisal District.* Joanna Mekeal, Town Secretary, explained that the Dallas Central Appraisal District ("DCAD") is governed by a five-member Board of Directors. The City of Dallas, the Dallas Independent School District, and the Dallas Country Commissioners Court each appoint one member to the Board. Five nominees are named on the proposed resolution ballot to represent the suburban cities and towns other than the City of Dallas. The Town of Highland Park is one out of 30 cities each with a single vote. All entities must cast their vote before the deadline of December 17, 2021. On a motion made by Council Member Penfold, seconded by Council Member Grisham, the Town Council voted unanimously to approve a resolution casting the Town's vote for Michael Hurtt for the Board of Directors of the Dallas Central Appraisal District.

*Review, discuss, and consider approval of an interlocal agreement with the Texas Municipal League Health Benefits Pool.* Steve Alexander, Director of Administrative Services and Chief Financial Officer, explained this item is scheduled for the Town Council to approval to continue accessing these benefits through the Texas Municipal League Health Benefits Pool ("TMLHBP"). The Town was recently advised that it needed to approve an interlocal agreement ("ILA") prior to January 2022. The Town has been a member of the Public Employee Benefits Alliance ("PEBA") for many years. It is understood that the Town has less than five retirees participating in the program. Through its membership, the Town was able to allow retirees over the age of 65 to access health benefits at discounted rates. Moreover, this membership allowed the Town to establish an employee assistance program ("EAP") through Deer Oaks at a discounted rate. During this past year, PEBA dissolved and the TMLHBP assumed the programs that PEBA was providing to member cities. For 2022, TMLHBP provided lower rates for both the retirees over the age of 65, and the EAP. TMLHBP is also providing this assistance without the requirement of annual membership dues for which PEBA had previously charged. On a motion made by Council Member Penfold, seconded by Council Member Novakov, the Town Council voted unanimously to approve of an interlocal agreement with the Texas Municipal League Health Benefits Pool.

*Review, discuss, and consider approval to adopt the 2021 International Fire Code, and regional amendments outlined in the accompanied Town ordinance.* Paul Sandman, Director of the Department of Public Safety, explained the Town's current fire code is the 2015 International Fire Code which was adopted in October 2016. Every three years, the model fire code is revised and published by the International Code Council ("ICC") and the National Fire Protection Agency ("NFPA"). The 2021 model fire code addresses Fire Protection and Prevention, with an emphasis

on building occupant protection through Emergency Planning and Preparedness. Following the publication of the model codes, the North Central Texas Council of Governments ("NCTCOG"), through its Regional Codes Committee ("RCC"), reviews and makes recommendations for regional amendments by all member cities. The model codes are written with an international approach to provide minimum fire protection standards, it is typical for area cities to adopt the NCTCOG amendments, as well as jurisdiction-specific amendments to address local fire protection needs. On a motion made by Council Member Penfold, seconded by Council Member Novakov, the Town Council voted unanimously to approve Ordinance 2097, adopting the 2021 International Fire Code, and regional amendments outlined in the ordinance.

#### ORDINANCE NO. 2097

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS ("TOWN") AMENDING ARTICLE 5.04 FIRE PREVENTION CODE, ADOPTING THE INTERNATIONAL FIRE CODE 2021 EDITION, PROVIDING FOR REGULATIONS GOVERNING FIRES, PRECAUTIONS AGAINST FIRES AND THE HANDLING OF EXPLOSIVES, FLAMMABLE LIQUIDS, AND OTHER MATTERS RELATING TO THE SUBJECT OF FIRES WITHIN THE TOWN OF HIGHLAND PARK, TEXAS; PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR EXPLOSION; PROVIDING PENALTIES FOR VIOLATION OF THE ORDINANCE; PROVIDING A VALIDITY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION INTO THE TOWN'S CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

*Review, discuss, and consider approval for the purchase of Glock 45 service weapons and accompanying equipment to replace current department inventories.* Paul Sandman, Director of the Department of Public Safety, explained the department rotates its inventory of issued sidearms, currently a 40 caliber, Glock 22, approximately every ten years. The rotation period is generally determined by the estimated life span of the equipment, but can also be predicated by changes in the technology of the equipment. The Highland Park Department of Public Safety's ("HPDPS") current sidearm inventory is in its 11th year of use. During the 18 months of evaluating the new generations of weapons and supporting equipment, staff concluded that a few changes are necessary to insure the HPDPS is providing its Public Safety Officers with the most up-to-date tools to keep them and the community safe. In response to a question raised by Council Member Myers, Chief Sandman stated it is not infrequent to pullout a weapon as a use of force; however, it is infrequent when a weapon is fired. In response to a question raised by Council Member Penfold, Chief Sandman confirmed the cost includes the training. The HPDPS will continue with the same weapon manufacturer but will be making other significant changes to the sidearm program such as sighting systems and round caliber. Since the HPDPS is making some significant changes to the program, the new equipment and training will be necessary. While the department was in the evaluation process, private donations were identified to support the new sidearm program. Those private donations are being facilitated by the Highland Park Quality of Life Foundation. Larry Nixon, Chair of the Highland Park Quality of Life Foundation, stated that there will be a meeting held on December 9, 2021, for final approval of the donation. Mr. Nixon was confident it would be approved. On a motion made by Council Member Myers, seconded by Council Member Grisham, the Town Council voted unanimously to approve the purchase of Glock

45 service weapons and accompanying equipment and training to replace current department inventories.

**Reports**

*Review and discuss the Financial and Investment Report for the period ending September 30, 2021.* Karen Kurtin, Controller, presented highlights of the Financial and Investment Report. This report is for the period ending September 30, 2021, which marks the completion of the twelfth month of the 2020 - 2021 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 100.0%. General and Utility Fund combined revenues as of September 30, 2021, amount to \$37,115,658, which is 102.7% of the annual budgeted amounts. As of September 30, the General and Utility Fund combined expenditures and encumbrances amount to \$36,661,262, or 96.6% of the Fiscal Year 2020-21 Combined Budget. The total market value of the Town's cash and investment portfolio on September 30, was \$49,433,283, yielding an average weighted return of 0.34% with an average maturity of 49 days. Compared to year-to-date projections, property taxes are 101.8%, sales taxes are 150.1%, building permits are 103.2%, and water sales are 90.2%. This report was provided to the Finance & Audit Advisory Committee on December 3, 2021. Mayor Pro Tem Dowler 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 September 30, 2021.* Karen Kurtin, Controller, discussed the report prepared by Valley View Consultants, the Town's investment advisors, for the quarter ending September 30, 2021, and marks the fourth quarter of Fiscal Year 2020 - 2021. As of September 30, 2021, the book value of the Town's investments was \$49,433,283, with a market value of \$49,433,283. Current quarter average yield for the portfolio is 0.34%, with a fiscal year-to-date average yield of 0.44%. Quarterly interest income was approximately \$38,911 with year-to-date interest income of \$208,897. This report was provided to the Finance & Audit Advisory Committee on December 3, 2021. Mayor Pro Tem Dowler asked the Town Council if they had any questions, to which there were none.

Mayor Pro Tem Dowler adjourned the Town Council meeting at 8:51 a.m.

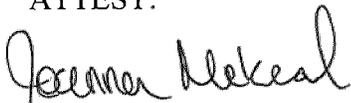
APPROVED on this 4<sup>th</sup> day of January 2022.

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary