

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 8:28 A.M. ON TUESDAY, FEBRUARY 15, 2022.

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

Future Agenda Discussion

Review and discuss an engineering services contract with Kimley-Horn and Associates, Inc. for the reconstruction of Mockingbird Lane from Westside Drive to Eastern Avenue. Lori Chapin, P.E., Director of Engineering, explained the professional services agreement specifies that Kimley-Horn and Associates, Inc. will provide design and bid package preparation services for the Mockingbird Lane Improvements Project. The Capital Improvement Plan provides \$1,100,000 for design and construction costs in Fiscal Year 2022. In addition, this project has been identified as part of the Dallas County Major Capital Improvement Project ("MCIP") funding and is eligible for reimbursement up to \$500,000 for qualified construction expenses. The design services include the reconstruction of the 4600 block Mockingbird Lane from Westside Drive to Eastern Avenue. Mockingbird Lane exhibited significant road deterioration, resulting in a Pavement Condition Index ("PCI") score of 49 out of a possible 100 points. A PCI value of 100 denotes a road in excellent condition while 0 represents a completely failed road. The low score confirmed the need for a total reconstruction of the roadway including the pavement, subbase, curb, and gutter. In response to a question raised by Council Member Penfold, Ms. Chapin stated it is anticipated design will be complete in late spring with construction to follow. Construction is estimated to take approximately three to four months. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Reports

Review and discuss the activities of the Department of Public Safety for Fiscal Year 2020-2021. 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 over the 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. The report included: (1) challenges involving staffing during COVID; (2) low violent crimes; (3) top three violations; (4) training; (5) response time to dispatch a call, (6) department projects and programs; as well as (7) community programs. In response to a question raised by Council Member Grisham, Chief Sandman explained that the national average response time is five to seven minutes. The HPDPS response time is approximately 2.7 minutes, and the City of University Park response time is approximately three minutes. In response to a question raised by Council Member Myers, Chief Sandman stated that body-worn officer cameras are connected via Bluetooth and stored in a server. In response to a question raised by Council Member Penfold, Chief Sandman stated about one-third of homes in Highland Park are monitored directly by HPDPS. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Review and discuss first quarter findings of the 48/96 schedule trial in the Department of Public Safety. Paul Sandman, Director of Public Safety, explained that on November 2, 2021, the Highland Park Department of Public Safety (“HPDPS”) moved to a 48/96 schedule for operational staff. During the six-week trial period, the operational staff worked both the 24/48 and 48/96 schedules while scientists and researchers tracked their cognitive acuity and their sleep efficiency. Cognitive acuity was measured utilizing a software called Druid. Druid is a digital application that uses divided attention tests. These tests were monitored by cognitive scientists who guided HPDPS through the trial and provided reports for the collected data. The sleep efficiency was monitored quantitatively through a sleep watch and qualitatively through surveys. The sleep research scientist also provided oversight and reported findings to HPDPS. In general, the results of the initial six-week trial indicated that the change to the 48/96 schedule did not affect cognitive function, and the sleep efficiency improved. Due to these findings, HPDPS embarked on a more extensive and comprehensive trial period which began on November 2, 2021, and will run for 12 months. The report summarizes the first quarter findings beginning on November 2, 2021, through January 19, 2022. First quarter conclusions showed a slight improvement in officers’ cognitive ability. HPDPS will continue with the Druid cognitive testing again in April 2022. In response to a question raised by Council Member Novakov, Chief Sandman explained that the schedule also offers Public Safety Officers more continuous time with family, which creates an attractive selling point when recruiting new hires. Council Member Penfold encouraged Chief Sandman to continue to have anonymous evaluation studies to receive the most honest responses and Chief Sandman agreed. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Review and discuss potential projects for the Monarch Pecan Tree wood. Holly Russell, Management Assistant, explained that this item is scheduled at the request of Mayor Goodwin to discuss using wood from the Monarch Pecan Tree to construct speaking podiums for the Highland Park Independent School District (“HPISD”). In October 2019, the Monarch Pecan Tree had to be removed due to disease and age. The wood was taken to Urban Timber Harvest (“UTH”) for treatment and storage until a suitable use for the wood was determined. Among other potential projects, Mayor Goodwin identified that some of the wood could be used to construct eight podiums. Each of these podiums would be given to each HPISD school campus, the School Administration boardroom, as well as the School Board’s boardroom. During the December 2021 visit to inspect the wood, a representative reported there was plenty of wood for such a project and most likely enough for several smaller projects. All the wood is prepared and ready to be created into any item that the Town Council decides upon. Subject to bidding requirements, if UTH were selected to be the craftsmen of choice, the only cost to any project is the labor. UTH believes there is plenty of wood for a wide variety of projects. Along with the special podiums, the range of projects might include commemorative gavels, trays, bowls, drink coasters, writing pens, and other items. Mayor Goodwin added that she spoke with Dr. Tom Trigg, HPISD Superintendent, and he was excited about the podiums. Council Member Myers and Penfold agreed the podiums would be a good idea. Mayor Pro Tem Dowler suggested including a plaque with the history of the tree. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

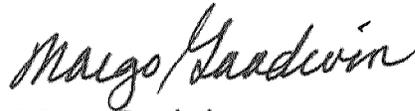
Review and discuss the Financial and Investment Report for the period ending November 30, 2021. Karen Kurtin, Controller, presented highlights of the Financial and Investment Report. This report is for the period ending November 30, 2021, which marks the completion of the second month of the 2021 - 2022 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 16.7%. General and Utility Fund combined revenues as of November 30, 2021, amount

to \$5,054,549 which is 13.3% of the annual budgeted amounts. As of November 30, the General and Utility Fund combined expenditures and encumbrances amount to \$4,858,786, or 13.2% of the Fiscal Year 2021-22 Combined Budget. The total market value of the Town's cash and investment portfolio on November 30, was \$48,451,328, yielding an average weighted return of 0.35% with an average maturity of 72 days. Compared to year-to-date projections, property taxes are 102.0%, sales taxes are 160.4%, building permits are 126.7%, and water sales are 101.7%. This report was provided to the Finance & Audit Advisory Committee on February 7, 2022. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Mayor Goodwin adjourned the Town Council meeting at 9:36 a.m.

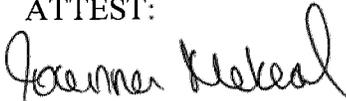
APPROVED on this 1st day of March 2022.

APPROVED:



Margo Goodwin
Mayor

ATTEST:



Joanna Mekeal
Town Secretary