

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 8:07 A.M. ON TUESDAY, JULY 19, 2022.

Present at the meeting were Mayor Will C. Beecherl, Mayor Pro Tem Craig Penfold, and Town Council Members Don Snell, and Leland White. Absent were Town Council Members Lydia Novakov and Marc Myers.

**Future Agenda Discussion**

*Review, discuss, and consider approval of a resolution confirming the Mayor's appointment of Board of Adjustment Member.* Mayor Beecherl stated he recommended Robert McCulloch to be appointed. On a motion by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council voted unanimously to approve of a resolution confirming the Mayor's appointment of Board of Adjustment Member, Robert McCulloch.

RESOLUTION NO. 010-22

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS CONFIRMING THE APPOINTMENT OF MEMBER ROBERT MCCULLOCH TO THE BOARD OF ADJUSTMENT AND PLANNING REVIEW BOARD.

*Review, discuss, and consider approval of an Interlocal Agreement with the City of Carrollton to utilize goods and services from present and future contracts.* Lori Chapin P.E., Director of Engineering, explained that Town staff contacted the City of Carrollton (City) while researching material and contract pricing for various goods and services. Although this Interlocal Agreement (ILA) is not related to a specific material or service, the Town of Highland Park (Town) and the City found it to be beneficial to initiate the ILA for future work. ILAs with a larger city can be advantageous for the Town due to the volume of work, associated bid pricing and a larger selection of contractors that are common to larger communities. Mayor Beecherl asked if there were any questions, to which there was none. On a motion by Mayor Pro Tem Craig Penfold, seconded by Council Member Leland White, the Town Council voted unanimously to approve an Interlocal Agreement with the City of Carrollton to utilize goods and services from present and future contracts.

*Review and discuss a request to extend the construction period for a new single-family residence at 3800 Beverly Drive.* Hugh Pender, Director of Development Services, explained that the owners of 3800 Beverly Drive are requesting a ten-month permit extension to begin after the 90-day extension previously approved by Town staff. Bob Tabesh, the general contractor, expects the construction to be complete by August, 25, 2025. Mr. Tabesh stated the additional time requested is due to the complexities of this project, including constructing a basement, availability of labor, and contingencies surrounding overseas materials. In response to a question raised by Council Member White, Mr. Pender explained that out of all the approved construction permits, about 10% of contractors request an extension beyond the 24-month permit time limit. This construction permit is currently under review and has not been issued. In response to questions raised by Town Council Members, Mr. Tabesh explained the house is larger than most houses, approximately 35,000 square feet including the basement. Several different trade specialists are required to

complete the house, and it will be completed in stages. This house is on a corner lot which allows for more on-street parking for construction vehicles with less disturbance to neighbors. Mr. Tabesh stated that he contacted neighbors and informed them of the project timeframe, some neighbors have responded to his communications efforts, and some have not. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none.

*Review, discuss, and consider approval of an ordinance amending the Fiscal Year 2021-22 Adopted Budget.* Steven Alexander, CPA., Director of Administrative Services and Chief Finance Officer, explained the current budget was adopted by the Town Council on September 14, 2021. Through the course of the year, Town staff has identified amendments to the Adopted Budget for Town Council's consideration. The Department of Public Safety has identified four areas in which funding is needed to address repairs and improvements that are not included in the FY 2022 budget. The jail security and intercom system need replacement after their installation in 2012. Mobile Data Terminals (MDT) for both the four front-line apparatus and for thirteen patrol and command vehicles are requested. Replacement Toughbook computers are requested for DPS Motorcycle Units. Staff is requesting current funding rather than inclusion of the MDTs in FY 2023 budget due to extended delivery times. The MDT's would otherwise be incorporated into next year's budget, but due to ongoing maintenances issues with the existing MDT's and concerns related to the lead time for these units, staff recommends ordering them sooner than later. The proposed budget amendment increases appropriations of the Town's Adopted Budget for Fiscal Year 2021-22 by \$180,547. On a motion by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council voted unanimously to approve an ordinance amending the Fiscal Year 2021-22 Adopted Budget.

#### ORDINANCE NO. 2106

#### AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE TOWN'S ADOPTED FISCAL YEAR 2021-22 COMBINED BUDGET.

#### Reports

*Review and discuss the development of the Fiscal Year 2022-23 Combined Operating and Capital Budget.* Steve Alexander, CPA., Director of Administrative Services and Chief Financial Officer, explained that each year the staff develops a proposed budget to submit to the Town Council for the next fiscal year. The budget ultimately adopted by the Town Council is the result of a process that receives input from the Town's citizens, departments, management, and the Town Council. Mr. Alexander presented an in-depth report that reviewed the proposed budget highlights which included: property taxes, sales taxes, inflation, compensation and benefits, operations, the Texas Municipal Retirement System, and the Capital Improvement Plan.

Mayor Beecherl adjourned the study session meeting at 9:30 a.m.

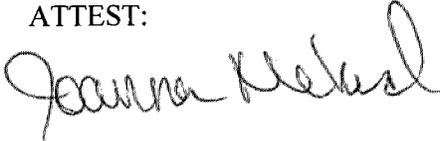
APPROVED on this 2<sup>nd</sup> day of August 2022.

APPROVED:



Will C. Beecher  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary