

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 8:27 A.M. ON TUESDAY, AUGUST 2, 2022.

Present at the meeting were Mayor Will C. Beecherl, Mayor Pro Tem Craig Penfold, and Town Council Members Lydia Novakov, Don Snell, and Leland White. Absent from the meeting was Town Council Member Marc Myers. Town Council Member Leland White exited the meeting at 9:21 a.m., during the proposed Combined Operating and Capital Budget for Fiscal Year 2022-23 report.

Future Agenda Discussion

Review, discuss, and consider referring to the Zoning Commission a request to combine the properties located at 3528 and 3524 Beverly Drive into a combined building site. Hugh Pender, Director of Development Services, explained that the property owner of 3528 and 3524 Beverly Drive is requesting to combine the separate lots into one combined building site. Pending the Town Council's consideration of the request to combine the two lots, the proposed plan is to incorporate the lot at 3524 Beverly Drive into the lot located at 3528 Beverly Drive to create a single building site. The home at 3528 Beverly Drive has already been demolished and the home at 3524 Beverly Drive is slated for demolition to construct a new single-family residence with a swimming pool on the combined building site. Town staff reviewed all zoning standards and confirmed the property conforms to the setback and lot coverage regulations for improvements on a combined building site. The property owner has been made aware that the combination of lots is a permanent zoning change and once the lots are combined, they cannot be subdivided in the future. The property owner was also made aware of the Town's rules and expectations regarding the building permit process including the requirement of project completion within 24 months. Since this is a zoning change and platting of properties, it requires a recommendation from the Zoning Commission. On a motion by Mayor Pro Tem Craig Penfold, seconded by Council Member Leland White, the Town Council voted unanimously to refer the request to combine the properties located at 3528 and 3524 Beverly Drive into one combined building site to the Zoning Commission.

Review, discuss, and consider a request from a Town Council Member for an item to be placed on a future Town Council Meeting Agenda. Mayor Beecherl asked the Town Council if they have any requests for an item to be placed on a future Town Council Meeting. Mayor Pro Tem Penfold suggested: (1) the Highland Park Independent School District security measures from Chief Rowden and Chief Sandman; and (2) an update on the WaterSmart program and creative marketing to encourage residents to sign-up. Mayor Beecherl suggested that Town Council can also learn more about the functionality of the smart meters.

Reports

Review and discuss the Highland Park Department of Public Safety's Texas Law Enforcement Agency Racial Profiling Report for 2021, and a report on the Highland Park Municipal Court best practices and disposition of citations for 2021. Paul Sandman, Director of Public Safety, explained that the Texas Code of Criminal Procedure requires the reporting of certain data collected on motor vehicle stops to the Texas Commission on Law Enforcement (TCOLE) and to the governing body of each county or municipal law enforcement agency. The Town's Department of Public Safety

(HPDPS) has complied with this requirement since its inception in 2001. In response to the national dialogue involving law enforcement transparency of operations, the Town engaged an independent consultant, Dr. Alex Del Carmen, to review the data collection process and compile the resulting report. Dr. Del Carmen specializes in racial sensitivity training and bias-based profiling concerning law enforcement. Dr. Del Carmen has performed an independent third-party evaluation of the Department's data, practices, and procedures concerning bias-based contacts for 2014 through 2021. Dr. Del Carmen performs quarterly audits on citations issued. Dr. Del Carmen was also engaged to review the Town's Municipal Court operations and recommends best practices to ensure that all defendants are treated equally when they go through the process of disposing of their citations. Moreover, Dr. Del Carmen periodically monitors quantitative and qualitative data specific to the disposition of citations through the Town's Municipal Court to validate the fair and equal process provided to all defendants. The Town initiated an annual assessment of its court operations following Department of Justice findings from reviewing the City of Ferguson, Missouri municipal court operations. Following an extensive review of the data, Dr. Del Carmen presented a detailed review of his findings. He found no items of concern regarding the HPDPS's compliance with State law and no items of significant concern regarding the operation and oversight of the Municipal Court.

Review and discuss the monthly Financial and Investment Report for the period ending May 31, 2022. Karen Kurtin, CPA, Deputy Chief Financial Officer, reported on the Financial and Investment Report for the period ending May 31, 2022, which marks the completion of the eighth month of the 2021-22 fiscal year. Therefore, the Year-to-Date percentage for budgetary comparison purposes is 66.7%. General and Utility Fund combined revenues amount to \$30,665,311 which is 80.5% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$26,055,677 or 67.3% of the Fiscal Year 2021-22 Combined Budget. The total market value of the Town's cash and investment portfolio on May 31st was \$56,438,202, yielding an average weighted return of 0.73%, with an average maturity of 100 days.

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 FY 2022-23 proposed budget highlights, which included: expenditures by type and fund, sources of revenues, property taxes, change in estimated taxable values, impact of a change in the tax rate, sales taxes, water sales, impact of proposed adjustments to utility bills, inflation, change in operational budgets by department, compensation and benefits, the Texas Municipal Retirement System, and the Capital Improvement Plan and financial model.

Mayor Beecherl adjourned the study session meeting at 10:04 a.m.

APPROVED on this 16th day of August 2022.

APPROVED:



Will C. Beecherl
Mayor

ATTEST:

Holly Russell
Interim Town Secretary