

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 8:09 A.M. ON TUESDAY, OCTOBER 4, 2022.

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

Future Agenda Discussion

Review and discuss a petition from residents requesting "Resident Only Parking" on the east side of the 4600 block of Abbott Avenue, and north side of the 3400 block of Knox Street. Chief Wayne Kilmer, Assistant Director of the Department of Public Safety, explained the residents at 4608 Abbott Avenue have requested the Town Council designate the east side of the 4600 block of Abbott as "Resident Only Parking". Residents have also requested the north side of the 3400 block of Knox street be changed from "Two Hour Parking" to "Resident Only Parking". Residents have become increasingly concerned as the parking challenges have worsened recently due to construction and increased vehicular traffic as shopping patrons look for parking. Residents of the 4600 block of Abbott Avenue have petitioned the Town Council to establish a Resident Only Parking Program under Sec. 12.07.183, Ordinance 1976, of the Town of Highland Park. Sec. 12.07.182 of the Code of Ordinances includes the process for modifying a Resident-only parking area; and the Town is in receipt of the Petition to designate the east side of the 4600 block of Abbott Avenue and the north side of the 3400 block of Knox Street as "Resident Only Parking" without "Two Hour Parking." In answer to a question posed by Mayor Beecherl, Assistant Director Kilmer replied that the signage would result in pushing parking to the other side of the streets and possibly result in more resident petitions for "Resident Only Parking" as well. Council Member Myers remarked that there was still no known parking plan for the development in that area, to which Bill Lindley, Town Administrator, noted that a parking plan is expected in a few months' time. Assistant Director Kilmer let the Council know that there would be a public hearing on the issue on October 18, 2022, and then the Town Council could take action on the matter. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none.

Review and discuss bids submitted for Janitorial Services for Town Hall, Library, and the Service Center. Chelsey Gordon, Assistant Director of Development Services presented the results of the Request for Proposals ("RFP") for janitorial services. In Fiscal Year 2017, facilities maintenance bids were received, which included janitorial services for a one-year contract, with four, one-year renewal terms. The current contract with Night Line Janitorial Services expired on September 30, 2022, but was extended through October 2022, to give staff time to execute a new contract. A RFP went out for a three-year contract for janitorial services with three, one-year renewal options. The RFP was published in The Daily Commercial Record on August 22, and August 29, 2022. A pre-bid meeting was held on September 7, and received bids were opened on September 15, 2022. Six bids were received, with one incomplete bid being disqualified. The Town's RFP requested pricing based on the current janitorial scope of services for five days a week cleaning at Town Hall and the Library, as well as three days a week cleaning at the Service Center. The awarded contract

would begin on November 1, 2022, and end on October 31, 2025, with the Town reserving the option to renew the agreement for three, one-year options. Staff recommends approval of the best value bid submitted by Night Line Janitorial Services in the amount of \$35,743.44. Night Line Janitorial Services was the second lowest priced bid but ranked highest due to longevity and good working relationship with the Town. Bill Lindley, Town Administrator, confirmed that it is more cost effective to outsource janitorial services than to hire staff for the same purposes. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none.

Review and discuss a bid for contract labor services in the Parks Department. Chelsey Gordon, Assistant Director of Development Services explained the Town has contracted for landscape planting and related maintenance support for the last several years. The current contract provides for two workers for four days a week, working an eight-hour day, at a weekly cost of \$1,747.84. Contract labor was first introduced in 2016, as a one-year contract to examine how contracted labor services would work for the Parks Department. In Fiscal Year 2017, this contract was expanded and bids were received for a three-year contract, with two one-year renewal terms. The current contract with A & A Landscape expired on September 30, 2022, but was extended through October 2022, to give staff time to execute a new contract. The proposed contract provides for an additional day of work throughout each week to assist the Town in managing the increased workload resulting from added landscaping over the last year. Funding to accommodate the contract change is included in the Fiscal Year 2022-23 Adopted Budget. A Request for Proposals (“RFP”) went out for a three-year contract for parks maintenance labor, with four one-year renewal options. The RFP was published in *The Daily Commercial Record* on August 22, and August 29, 2022. A pre-bid meeting was held on September 7, and bids were opened on September 15, 2022. A total of six bids were received. The RFP requested a range of pricing from weekly, twice a week, and three times a week maintenance services for two and three-person crews. The most advantageous is based on two workers, five days a week, eight hours a workday. The bid submitted by A&A Landscaping is \$46,392.32 more than the current contract. The bid includes an annual escalator of 3%. This contract would begin on November 1, 2022, and end on October 31, 2025, with the Town reserving the option to renew the agreement for four one-year options. Staff recommends approval of the best value bid submitted by A&A Landscape. Ms. Gordon confirmed the question of Mayor Pro Tem Penfold that none of the contract labor is employed by the Town, and they do work under the supervision of Town Parks staff. She also explained to answered Mayor Beecherl’s question that the bid is equivalent to hiring a Parks Maintenance II and III employee based on the midpoint pay range. However, it does not take into account the cost of fuel, tools, and vehicles owned by the contractor. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none.

Consider a resolution regarding the Distribution Cost Recovery Factor proposed by Oncor Electric Delivery Company. Karen Kurtin, Deputy Chief Financial Officer, explained that on May 13, 2022, Oncor Electric Delivery Company LLC (“Oncor” or “Company”) filed an application with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by about \$251 million or approximately 4.5% over present revenues. The Company asks the Town to approve an 11.2% increase in residential rates and a 1.6% increase in street lighting rates. The impact of this requested increase on an average

residential customer using 1,300 kWh/month would be about \$6.02 per month. In a prior Town action, Oncor's rate request was suspended from taking effect for 90 days, the fullest extent permissible under the law. This time period has permitted the Town, through its participation with the Steering Committee of Cities Served by Oncor ("Steering Committee"), to determine that the proposed rate increase is unreasonable. Consistent with the recommendations of the experts engaged by the Steering Committee, Oncor's request for a rate increase should be denied. Accordingly, the purpose of the Resolution is to deny the rate change application proposed by Oncor. Once the Resolution is adopted, Oncor will have 30 days to appeal the decision to the Public Utility Commission of Texas where the appeal will be consolidated with Oncor's filing (i.e. PUC Docket No. 53601) currently pending at the Commission. All cities with original jurisdiction will need to adopt the Resolution prior to October 30, 2022. Staff recommends approval of the resolution denying the proposed rate change. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none.

Review and consider approval of an interlocal agreement with Dallas County for participation in the Household Hazardous Waste Program. Lori Chapin, Director of Engineering Services, explained the Town has participated with Dallas County and 16 other municipalities in the Dallas Area Household Hazardous Waste Network ("HHW Network") since its inception in 1994. The purpose of the HHW Network is to minimize or eliminate the improper disposal of household hazardous waste into landfills and/or stormwater sewers through reuse, recycling, education, collection, and disposal. Dallas County provides project management and operation of the HHW Network at the Home Chemical Collection Center (Collection Center), located at 11234 Plano Road, in Dallas, Texas. As a participant in the County Program, Town residents can take paint, solvents, garden chemicals, cleaners, polishes, pool chemicals, batteries, automotive fluids, oil filters, florescent lights, computers, and cell phones to the Collection Center for proper disposal. There is no direct charge to the resident for this service. A driver's license and a utility bill must be presented to the Collection Center as proof of residency in a participating municipality. As of January 2019, the Town provides three forms of HHW collection. These services include access to the Collection Center, an on-call collection service, and biannual local mobile collection events. Staff recommends approval of the interlocal agreement, which has been reviewed by the Town Attorney. Ms. Chapin explained in response to a question by Mayor Pro Tem Penfold that an average of 350 residents used the Collection Center's services in 2021-2022, which is about 60 visits per quarter. Ms. Chapin also explained that the Collection events the Town hosts are limited to two per year, and very successful. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none. On a motion by Council Member Snell, and seconded by Council Member Novakov, the Council unanimously agreed to accept the interlocal agreement.

Reports

Review and discuss the monthly Financial and Investment Reports for the period ending July 31, 2022. Karen Kurtin, Deputy Chief Financial Officer, presented the Financial and Investment Report for the period ending July 31, 2022, which marks the completion of the tenth month of the 2021-22 fiscal year. The Year-to-Date percentage for budgetary comparison purposes is 83.3%. General and Utility Fund combined revenues amount to \$36,023,230 which is 94.5% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$33,416,701 or 86.3% of the Fiscal Year 2021-22 Combined Budget. These reports were provided to the Finance & Audit Advisory Committee on September 23, 2022. Ms. Kurtin replied to a few questions of clarification concerning definitions and fund restrictions. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none.

CLOSED SESSION

- 1. In accordance with the Texas Government Code, Section 551.076 - the Town Council will convene into closed session to deliberate the deployment, or specific occasions for implementation, of security personnel or devices (school campus security).*
- 2. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – Personnel Matters – the Town Council will convene into closed session to conduct the annual performance evaluation of the Town Administrator.*

Mayor Beecherl recessed the study session at 8:58 a.m., and convened a closed session at 8:58 a.m., pursuant to: (1) In accordance with the Texas Government Code, Section 551.076 - the Town Council will convene into closed session to deliberate the deployment, or specific occasions for implementation, of security personnel or devices (school campus security); and (2) In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – Personnel Matters – the Town Council will convene into closed session to conduct the annual performance evaluation of the Town Administrator.

Mayor Beecherl ended the closed session at 10:45 a.m., and reconvened the study session in open session at 10:46 a.m. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 1. above, shall be made, if any. No motion was made.

Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 2. above, shall be made, if any. No motion was made.

Mayor Beecherl adjourned the Town Council meeting at 10:46 a.m.

APPROVED on this 18th day of October 2022.

APPROVED:



Will C. Beecherl
Mayor

ATTEST:



Holly Russell
Interim Town Secretary