

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 8:12 A.M. ON TUESDAY, JUNE 20, 2023.

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

Future Agenda Discussion

Review and discuss conceptual plans and phasing for Lakeside Park Improvements. Chelsey Gordon, Assistant Director of Development Services, explained that the Town engaged John Armstrong, Principal Landscape Architect with Armstrong Berger, for landscape architectural services to Lakeside Park. Landscape improvements were identified in drainage and grading; landscape rehabilitation; hardscape improvements including sidewalk and bench pads; and an American Disability Act (“ADA”) compliant accessibility ramp east of the Exall Pedestrian Bridge. Landscape rehabilitation focuses on areas where tree canopy coverage, pedestrian traffic, and wildlife have compromised existing sod and ground cover. In response to a question raised by Mayor Beecherl, Ms. Gordon confirmed that Vinca Major and Asian Jasmine are options for ground cover. Further design work will identify landscape lighting, irrigation upgrades, and additional sod or ground cover replacement. Access to the park from Lakeside Drive requires visitors to climb stairs at Lexington Avenue or cross Euclid Avenue and walk back towards the Exall Pedestrian Bridge. The design of the ADA ramp will complement similar accessibility improvements made this past spring at the Teddy Bear Garden on the west side of the bridge. Staff recommends dividing the improvements into two phases. Lakeside Park Improvements Phase I will begin in winter 2023 and continue throughout spring 2024. Phase I will include hardscape and landscape improvements from the Exall Pedestrian Bridge at Lexington Avenue to Beverly Drive, as well as the ADA ramp at Lexington Avenue. Phase II will begin in fall 2024 and continue through winter 2025. Phase II will include hardscape and landscape improvements from the Exall Pedestrian Bridge south to Armstrong Avenue. In response to questions from Mayor Beecherl, Ms. Gordon explained that the last time the park was renovated was over ten years ago. Mayor Beecherl asked if there were any questions, to which there were none.

Review, discuss, and consider approval of an easement use agreement for improvements crossing the Town’s utility easement with the owner of a property located at 4441 Belfort Place. Matthew Boyle, Town Attorney, explained that the owners of 4441 Belfort (the “Property”) have asked for the Town’s consideration of an Easement Use Agreement (the “Agreement”). The Property consists of two lots, one side of the house is on Belfort Place, and the other side is on Rheims Place. The Property is bisected by a 10-foot wide public utility reservation (the “Easement”). Public utilities located within the Easement include electric, gas, sewer, and water. The Town previously entered into the Agreement in 1981 (the “1981 Agreement”) to allow certain encroachments within the Easement, specifically limited to a portion of the home which was built over the Easement line. In the 1981 Agreement, the owners of the Property agreed not to place any other improvements within the Easement. Based on the input from the Town Council, the Agreement has been revised only to grant permission to leave the existing generator and associated screening wall in place and to construct an eight-foot tall removable fence section. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Marc Myers, the Town

Council unanimously voted to approve the Agreement for improvements crossing the Town's utility easement with the owner of the property located at 4441 Belfort Place.

Review, discuss, and consider approval of the Interlocal Agreement Renewal with Dallas County for Community Development Block Grant Programs. Matthew Boyle, Town Attorney, explained that the Town has historically participated in the County's Federal Funds Program by entering into this type of Interlocal Agreement to ensure the County's ability to access the Town's allocated portion of funds. The Town's past practice has been not to make an application for the use of the funds, thereby leaving them available for the County or other eligible entity's use. Mayor Beecherl expressed concerns about Section II. Responsibility of Parties. Mr. Boyle agreed that section could be removed before signing. On a motion made by Council Member Don Snell, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve the Interlocal Agreement Renewal with Dallas County for Community Development Block Grant Programs with the modification.

Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council meeting agenda. The Mayor asked if any Town Council Member would like to request an item be placed on a future Town Council study session agenda for discussion or consideration. No item was brought forward for discussion.

Reports

Review and discuss the Highland Park Department of Public Safety's Texas Law Enforcement Agency Racial Profiling Report for 2022 and a report on the Highland Park Municipal Court best practices and disposition of citations for 2022. Paul Sandman, Director of Public Safety, explained that the Texas Code of Criminal Procedure requires reporting 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 from 2014 through 2022. Dr. Del Carmen performs quarterly audits on citations issued. Dr. Del Carmen was also engaged to review the Town's Municipal Court operations and recommend best practices to ensure that all defendants are treated equally while disposing of their citations. 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 development of the Fiscal Year 2023-24 Combined Operating and Capital Budget. Steve Alexander, CPA, Director of Administrative Services and CFO, opened the discussion by explaining that each year the staff develops a proposed budget in accordance with the Town Charter to submit to the Town Council for the ensuing fiscal year. The budget ultimately adopted by the Town Council is the result of a process that receives input from citizens, Town departments, Town management, and the Town Council. This report was an opportunity for staff to receive comments from the Council relating to the Fiscal Year 2023-24 Combined Operating

and Capital Budget (the "FY 2024 Budget") process and/or any items the Town Council would like the staff to consider, study, or incorporate into the FY 2024 Budget. While there will be additional opportunities for the Town Council to provide direction regarding the FY 2024 Budget, this meeting is designed to receive initial input from the Town Council at a time when the departments are in the process of making submittals to be incorporated into the Proposed Budget. In response to a question raised by Council Member Myers, Ms. Gordon explained that a more robust capital improvements plan for park and swimming pool improvements is under development. Mr. Alexander added that 10% of the budget comprises park improvements. In response to a question raised by Mayor Beecherl, Mr. Alexander explained that the 10-year financial model anticipates an increase in property tax revenue of 3.5% each year. Mayor Beecherl asked if there were any questions, to which there were none.

Review and discuss the monthly Financial and Investment Report for the period ending April 30, 2023. Karen Kurtin, C.P.A, Deputy Chief Financial Officer, presented highlights of the Financial and Investment Report. This report is for the period ending April 30, 2023, which marks the completion of the seventh month of the 2022 - 2023 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 58.3%. General and Utility Fund combined revenues amount to \$35,527,054, which is 77.2% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$24,609,405, or 53.2% of the Fiscal Year 2022-2023 Combined Budget. The total market value of the Town's cash and investment portfolio on April 30, 2023, was \$66,347,226, yielding an average weighted return of 4.54%, with an average maturity of 98 days. Mayor Beecherl asked the Town Council if they had any questions, to which there were none.

CLOSED SESSION

1. In accordance with the Texas Government Code, Section 551.076 – Deliberations Regarding Security Devices or Security Audits – the Town Council will convene into closed session to deliberate the implementation of Department of Public Safety manpower and resources.

Mayor Beecherl recessed the study session at 9:31 a.m. Mayor Beecherl convened a closed session at 9:36 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 implementation of Department of Public Safety manpower and resources.

Mayor Beecherl ended the closed session at 11:00 a.m. and reconvened the study session in the open session at 11:00 a.m. No final action, decision, or vote was taken during the closed session.

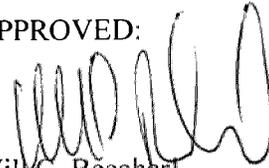
OPEN SESSION

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 action was taken.

Mayor Beecherl adjourned the meeting at 11:00 a.m.

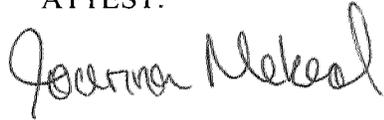
APPROVED on this 18th day of July 2023.

APPROVED:

A handwritten signature in black ink, appearing to read 'Will C. Beecher', written in a cursive style.

Will C. Beecher
Mayor

ATTEST:

A handwritten signature in black ink, appearing to read 'Joanna Mekeal', written in a cursive style.

Joanna Mekeal
Town Secretary