

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, JANUARY 9, 2024.

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

Future Agenda Discussion

Review, discuss, and consider approval of the patrol vehicle replacement plan. Chuck McGinnis, Director of Public Safety, explained that the Department of Public Safety (“DPS”) has \$362,290 allocated in the vehicle replacement fund to replace five patrol vehicles this year. Three vehicles have near or above 100,000 miles. The extended warranty expires at 100,000 miles. The other two vehicles are reserved for the supervisors and have fewer miles; however, the extended warranty will expire near the end of this fiscal year. Production for Chevrolet, Ford, and Dodge patrol vehicles has been drastically reduced nationwide for manufacturing reasons. Currently, three police patrol-rated, 2022 Chevy Tahoes, are assigned to the Criminal Investigations Division (“CID”), all with 10,000 miles or less. CID does not require patrol-rated vehicles to conduct business. Staff recommends converting the CID vehicles to patrol vehicles with the necessary patrol equipment and repaint. DPS would then replace the CID vehicles with Toyota Highlanders. DPS staff also recommends executing an agreement with the Town’s approved patrol vehicle outfitter, Defender Supply, to purchase two Ford Hybrid Law Enforcement Interceptor SUVs to replace the two supervisor vehicles. In response to a question raised by Council Member Myers, Chief McGinnis explained that the hybrid option extends the motor's lifespan. There is approximately an 18-month wait from the time of agreement until receipt of vehicles due to supply chain issues. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council unanimously voted to approve the patrol vehicle replacement plan.

Review, discuss, and consider approval of renewing the software enterprise agreement with Microsoft Licensing through Software House International. Shone Doville, Information Technology Manager, explained that the Town's desktop computer technology services have been provided by Microsoft's client/server platform. Microsoft offers an Enterprise Licensing Agreement as a way for organizations to centralize software licensing, purchasing, and management. The purchase of licensing is based on the total number of users served. Each user license is a bundle of relevant software and services the Town uses. This agreement allows the Town to standardize to the most current software versions, including cloud services delivering a more collaborative work environment. In response to a question raised by Council Member White, Mr. Doville explained that Software House International (“SHI”) is a vendor approved by the Texas Department of Information Resources, providing a competitive bid price negotiated by the State. The licensing agreement is between Microsoft and the Town, purchased through SHI. The Information Technology Department will deploy the new software licensing to the Town's computers and servers. Microsoft will provide access to current and future upgrades, online user training, training vouchers, documentation, and cloud services for email, collaboration, authentication, and user file storage. This agreement provides software and services for 135 desktop/laptop computers and 53 servers for the Town. In response to a question raised by Council Member White, Mr. Doville explained the annual pricing for this agreement is \$101,953.78 and the rate is secured for three years. While this number is based on the number of users, Microsoft has modified its pricing structure, resulting in the cost of this service being higher than the \$74,000

budgeted for FY 2024. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council unanimously voted to approve the renewal of the software enterprise agreement with Microsoft Licensing through Software House International.

Review, discuss, and consider approval of a resolution authorizing the Town to enter into the Advance Funding Agreement with the Texas Department of Transportation. Lori Chapin, P.E., Director of Engineering, explained that the Transportation Improvement Project includes a total reconstruction of the Wycliffe Dam along with channel and roadway improvements between the eastern Town limits and Oak Lawn Avenue. The total estimated cost for the Transportation Improvement Project is approximately \$14M. To receive funding from the Texas Department of Transportation ("TXDOT"), the Town must enter into an Advance Funding Agreement ("AFA"). The AFA is an agreement under which TXDOT and the Town allocate participation and jointly provide for the implementation of a specific project. TXDOT requires a resolution that authorizes the Town to enter into the agreement. Ms. Chapin noted a correction in the resolution stating "Oak Lawn Avenue" replaced "Lakeside." That correction was made to the resolution presented today. As part of this agreement, the Town will be eligible to receive an estimated \$8M, and reimbursement will be based on eligible construction costs. Should costs increase between now and when the project is constructed, there may be an opportunity to request additional funds through the North Central Texas Council of Governments ("NCTCOG"). In response to a question raised by Council Member Novakov, Ms. Chapin explained that the Town's portion of the payment would be approximately \$4M; then another \$1M for the 30" sewer line which is shared between the Town and the City of University Park. Council Member Snell suggested that the title "Town Administrator" be added to Tobin Maples' signature to avoid any personal responsibility. Ms. Chapin confirmed that the change will be made before signing. On a motion made by Council Member Marc Myers, seconded by Council Member Leland White, the Town Council unanimously voted to approve a resolution authorizing the Town to enter into the Advance Funding Agreement with the Texas Department of Transportation.

Review, discuss, and consider a resolution casting the Town's vote in a run-off election for the Board of Directors of the Dallas Central Appraisal District. Joanna Mekeal, Town Secretary, explained that on November 7, 2023, the Town Council reviewed and discussed the nominees for the Board of Directors of the Dallas Central Appraisal District ("DCAD"). On December 5, 2023, the Town Council approved a resolution for Brett Franks to serve on the DCAD Board of Directors. DCAD is conducting a runoff election for the position of its Board of Directors. With 22 votes cast, the run-off election is required since none of the six candidates received a majority vote of the 30 possible votes. A runoff between the two top finishers, Michael Hurtt and Brett Franks, is necessary. The Town Council agreed to cast the vote for Brett Franks. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council unanimously voted to approve a resolution casting the Town's vote to Brett Franks in a run-off election for the Board of Directors of the Dallas Central Appraisal District.

Review, discuss, and consider approval of an ordinance amending the Fiscal Year 2023-24 Adopted Budget. Karen Kurtin, CPA, Director of Finance, explained that an amendment to the budget totaling \$3,700,000 is proposed to fund the purchase of real property at 5000 Holland Avenue, including anticipated costs to manage the site. This amendment will be funded by the Town's Reserve Fund. Additionally, an amendment is being proposed to complete a needs assessment of the Department of Public Safety facility and the Service Center to identify needed improvements and determine related estimated costs. The anticipated cost of this assessment is

\$125,000 and will be funded through the Capital Projects Fund. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve an ordinance amending the Fiscal Year 2023-24 Adopted Budget.

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.

Mayor Pro Tem Craig Penfold requested staff and the Town Council discuss and review the horse-drawn carriage tours early this year.

Council Member Leland White requested a high-level report on how the Town could utilize artificial intelligence (“AI”) and understand what is available.

Reports

No items are assigned to this category.

CLOSED SESSION

1. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.072 – REAL ESTATE – the Town Council will convene into closed session to deliberate the purchase, exchange, lease, or value of real property, to wit: water and wastewater system improvements and expansion.

Mayor Beecherl recessed the study session at 8:39 a.m. Mayor Beecherl convened a closed session at 8:40 a.m., pursuant to: (1) In accordance with the Texas Government Code, Section 551.072 – REAL ESTATE – the Town Council will convene in closed session to deliberate the purchase, exchange, lease, or value of real property, to wit: water and wastewater system improvements and expansion.

Mayor Beecherl ended the closed session at 8:47 a.m., and reconvened the study session in open session at 8:47 a.m. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

1. 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.

Mayor Beecherl adjourned the meeting at 8:48 a.m.

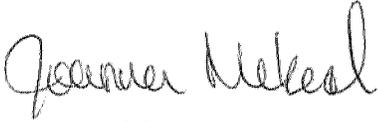
APPROVED on this 23rd day of January 2024.

APPROVED:



Will C. Beecher
Mayor

ATTEST:



Joanna Mekeal
Town Secretary