

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 8:08 A.M. ON TUESDAY, JUNE 18, 2024.

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

Future Agenda Discussion

Review, discuss, and take action on a request to extend the construction timeframe for a residential remodel currently under construction at 4669 Edmonson Avenue. Chelsey Gordon, Assistant Director of Development Services, explained that the owners of 4669 Edmondson Avenue are requesting a two-month permit extension on a construction permit issued for a residential remodel. The initial building permit was issued on January 11, 2022. Due to time loss and subsequent need for a Board of Adjustment hearing, staff moved the permit expiration date by four months to May 2024. In addition, a staff extension of two months was granted as allowed by the Town ordinance, moving the permit's current expiration date to July 11, 2024. Progress inspections were completed throughout the project. On May 24, 2024, the contractor indicated they would need additional time to complete the project and requested a formal Town Council extension to move the permit expiration date to September 11, 2024. Randy Clowdus, General Contractor of Clowdus Construction, has identified that additional time is requested due to several additions to the original plans and a delay in installing the cabinets. The Town has received three site maintenance-related complaints and three parking complaints from the neighbors. With the exception of these complaints, the construction site is generally kept in good order. On a motion made by Council Member Marc Myers, seconded by Council Member Leland White, the Town Council unanimously voted to approve the request to extend the construction timeframe for a residential remodel currently under construction at 4669 Edmonson Avenue using the existing fee structure of 50% of the permit fee.

Review, discuss, and act on a resolution appointing the Town's representative to the Dallas Area Rapid Transit Board of Directors. Joanna Mekeal, Town Secretary, explained the bylaws for the Dallas Area Rapid Transit Authority ("DART") provide for the Town of Highland Park ("the Town"), the City of University Park, the City of Richardson, and the Town of Addison to aggregate their populations to share the appointment of a representative to DART's Board of Directors to serve a two-year term ending June 30, 2026. Since November 2011, Gary A. Slagel, former Mayor of the City of Richardson, has served as the Town's representative. His term expires on June 30, 2024. Mr. Slagel wishes to continue serving on the DART Board. Mr. Slagel thanked the Town Council for their consideration. On a motion by Town Council Member Lydia Novakov, seconded by Council Member Alan Friedman, the Town Council voted unanimously to approve a resolution appointing Gary A. Slagel as the Town's representative to the Dallas Area Rapid Transit Board of Directors.

RESOLUTION NO. 009-24

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, REAPPOINTING GARY A. SLAGEL TO THE AGGREGATED POSITION OF REPRESENTATIVE TO THE DALLAS AREA RAPID TRANSIT AUTHORITY BOARD OF DIRECTORS, WHICH FRACTIONAL ALLOCATION

MEMBERSHIP IS SHARED WITH THE CITY OF RICHARDSON, THE CITY OF UNIVERSITY PARK, AND THE TOWN OF ADDISON; AND PROVIDING AN EFFECTIVE DATE.

Review, discuss, and take action on a resolution confirming the appointment of the alternate representative to the North Central Texas Council of Governments Regional Transportation Council. Joanna Mekeal, TRMC, Town Secretary, explained that the Town of Highland Park and the City of University Park share the appointment of an alternate member to the Regional Transportation Council (“RTC”). The RTC is the independent transportation policy body of the federally required Metropolitan Planning Organization and is staffed through the North Texas Council of Governments. The RTC's 44 members include officials from the metropolitan area and representatives from each of the area's transportation providers. The Mayor of Highland Park and the Mayor of University Park recommend that Town Council Member Marc Myers be appointed as an alternative representative to the RTC. Council Member Myers added that he is happy to serve on the RTC. On a motion by Council Member Lydia Novakov, seconded by Council Member Alan Friedman, the Town Council voted unanimously to approve a resolution confirming the appointment of the alternate representative, Town Council Member Marc Myers, to the North Central Texas Council of Governments Regional Transportation Council.

RESOLUTION NO. 010-24

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, JOINING IN THE APPOINTMENT OF AN ALTERNATE REPRESENTATIVE FOR THE CITY OF DALLAS, THE TOWN OF HIGHLAND PARK, AND THE CITY OF UNIVERSITY PARK TO THE REGIONAL TRANSPORTATION COUNCIL OF THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS; AND PROVIDING AN EFFECTIVE DATE.

Review, discuss, and take action approving a resolution amending purchasing guidelines set out in the Town's Financial Management Policy. Steve Alexander, Assistant Town Administrator, explained that the Town of Highland Park (“Town”) maintains a set of financial management policies that provide guidelines in planning and directing the Town in its day-to-day financial affairs. Section V. Expenditure/Expense Control, Section D. Purchasing of the Statement of Financial Policies sets out guidelines pertaining to the process for purchasing goods and services. The Town's practice of purchasing goods and services in accordance with this policy requires that any item purchased in excess of the financial threshold set out in Section 252 of the Local Government Code (currently \$50,000) be presented to Town Council for approval. The wording of the policy; however, suggests that any purchase not required to be competitively bid under state law can be made without Town Council approval, regardless of the amount, while any purchase made by contract must be approved by the Town Council. If followed in this manner, there is an opportunity for major purchases to be made without Town Council approval while minor purchases made by contract would require Town Council approval. Staff is recommending that the wording of the policy be amended to state clearly that any purchase over the competitive bidding threshold set out in Section 252 of the Local Government Code requires the approval of Town Council. As it relates to receiving competitive sealed bids, Section 252 of the Local Government Code provides that for purchases required to be competitively bid, the Town may receive bids through electronic submission. In order to do this, the Town Council must approve a policy that ensures the identification, security, and confidentiality of electronic bids or proposals and ensures

the electronic bids or proposals remain effectively unopened until the proper time. An amendment to the policy is being recommended by Town staff to accommodate the Town receiving bids through electronic submission. On a motion by Mayor Pro Tem Don Snell, seconded by Council Member Marc Myers, the Town Council voted unanimously to approve a resolution amending purchasing guidelines set out in the Town's Financial Management Policy.

RESOLUTION NO. 011-24

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE STATEMENT OF FINANCIAL MANAGEMENT POLICIES CLARIFYING THE FINANCIAL THRESHOLD FOR PURCHASE OF GOODS AND SERVICES BY CONTRACT AND INCORPORATING RULES AND GUIDELINES FOR RECEIVING SEALED BIDS AND PROPOSALS ELECTRONICALLY.

Review, discuss, and take action on OpenGov software for Permitting and Licensing and Asset Management. Tobin Maples, AICP, Town Administrator, Lori Chapin, PE, Director of Engineering, and Chelsey Gordon, Assistant Director of Development Services, explained that the Town currently utilizes paper-based manual processes, in addition to the Citizen Request Management ("CRM") system, to manage the maintenance of the Town's asset management. CRM is a citizen request platform that is not set up to track work performed entirely. It is limited to the subject and comments and cannot track time spent on resources and materials. Asset management is a systematic approach to organizing and controlling every aspect of maintenance tasks from initiation to completion. It includes defining the work scope, scheduling, assigning tasks, executing work, and recording outcomes. After thoroughly reviewing asset management systems, OpenGov Asset Management stands out as it provides an all-in-one solution for asset tracking, work planning and tracking, resource management, and reporting. The asset domains will include transportation, sidewalks, signals, parks and recreation, facilities, stormwater, water distribution, and wastewater collection. In addition, the Town has been utilizing MyGov for its permitting and licensing software since 2013. In early 2024, staff was informed that the current version for permitting and licensing would be discontinued as of December 31, 2024. With the impending change, staff began looking at the system to determine if upgrading to the newest version of MyGov or moving to a different, more robust platform was beneficial. Staff discovered that OpenGov would provide desired features and modernize the permitting process from applicant submission to permit issuance and inspections. Representatives from OpenGov demonstrated the capabilities of the OpenGov software. A large portion of the cost is related to OpenGov professional services, which covers implementation of the software for both permitting and licensing and asset management. The project kickoff is scheduled for mid-June 2024, with the anticipated launch date for the permitting and licensing to begin in December 2024. It is anticipated that there will be a month or two overlap with the current MyGov system. The Texas DIR Contract DIR-TSO-4227 was used for the contract pricing through Vertosoft. Since the Town would be purchasing both permitting and licensing and asset management, the Town is receiving a discount of 40 percent. The initial term for the permitting & licensing software services will be June 18, 2024, through September 30, 2024. The financial impact will be \$171,459, plus \$8,400 for travel/expenses for FY 2024. On a motion by Mayor Pro Tem Don Snell, seconded by Council Member Lydia Novakov, the Town Council voted unanimously to approve OpenGov software for Permitting and Licensing and Asset Management.

Review and discuss the term limits for the Board of Adjustment and Zoning Commission. Joanna Mekeal, TRMC, Town Secretary, stated that at the request of Mayor Will C. Beecherl, this item is provided as an opportunity to discuss the term limits of the Board of Adjustment ("BOA") and Zoning Commission ("ZC"). The Town Charter requires members of the BOA and ZC to be appointed by the Mayor with the concurrence of the Town Council for two-year terms; however, there is no established limit to the number of terms in the Charter. Ordinance No. 2059, approved by the Town Council on February 4, 2020, established term limits for the BOA and ZC members beginning June 2020 for no more than three successive two-year terms. Mayor Beecherl added that the BOA and ZC only meet a few times a year, and extending the timeframe would be more beneficial for institutional knowledge. The Town Council Members agreed that five two-year terms would be sufficient. Mrs. Mekeal confirmed that a proposed ordinance of the amended terms will be included in a future Town Council meeting.

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 comment was made.

Reports

Review and discuss the development of the Fiscal Year 2024-25 Combined Operating and Capital Budget. Steve Alexander, Assistant Town Administrator, stated that per the Town Charter, staff develops a proposed budget each year to submit to the Town Council for the ensuing fiscal year. The budget ultimately adopted results from a process that receives input from citizens, Town Departments, Town Management, and the Town Council. The purpose of this agenda item is to provide an opportunity for staff to receive comments from the Town Council regarding the Fiscal Year 2024-25 Combined Operating and Capital Budget (the "FY 2025 Budget") process and any items the Town Council would like the staff to consider, study, or incorporate into the FY 2025 Budget. While there will be additional opportunities for the Town Council to provide direction regarding the FY 2025 Budget, this meeting is designed to receive input from the Town Council when the Proposed Budget is being developed. Mr. Alexander reviewed the high-level report on property taxes, user fees, compensation and benefits, new programs, and the capital improvement plan.

CLOSED SESSION

1. In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.071 - CONSULTATION WITH ATTORNEY - the Town Council will convene into closed session for consultation with and legal advice from the Town Attorney regarding pending or contemplated litigation (Sam C. Tamborello v. Town of Highland Park - Case No. 3-24CV1356-E).

Mayor Beecherl recessed the study session at 9:40 a.m. Mayor Beecherl convened a closed session at 9:55 a.m., pursuant to: (1) In accordance with Texas Government Code Chapter 551, Subchapter D Section 551.089 - CONSULTATION WITH ATTORNEY - the Town Council will convene into closed session for consultation with and legal advice from the Town Attorney regarding pending or contemplated litigation (Sam C. Tamborello v. Town of Highland Park - Case No. 3-24CV1356-E).

Mayor Beecherl ended the closed session at 10:23 a.m., and reconvened the study session in open session at 10:23 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.

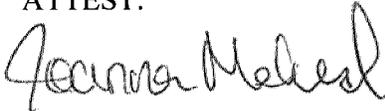
Mayor Beecherl adjourned the meeting at 10:23 a.m.

APPROVED on this 16th day of July 2024.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:



Joanna Mekeal
Town Secretary