



# City of University Park

City Hall  
3800 University Blvd.  
University Park, TX 75205

## Meeting Minutes City Council

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Tuesday, December 17, 2013

5:00 PM

Council Chamber

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### EXECUTIVE SESSION

3:39 - 4:10 P.M. *The City Council met in closed session pursuant to Texas Government Code §551.072 to discuss confidential real estate matters. Present were Mayor Davis, Mayor Pro Tem Clark, Councilmember Begert, Councilmember Moore and Councilmember Stewart. Staff present included City Manager Bob Livingston, Assistant City Manager Robbie Corder, Director of Public Works Bud Smallwood, Assistant Director of Public Works Jacob Speer, and Director of Parks Gerry Bradley. No action was taken. Executive Conference Room, 1st floor, City Hall.*

### PRE-MEETING WORK SESSION(S):

4:15 - 4:35 P.M. *Director of Parks Gerry Bradley reviewed a petitioned request to improve landscaping on city-owned rights-of-way located on the south side of the 2800 and 2900 blocks of McFarlin Blvd. Mr. Bradley displayed photographs of the site to show the Council the condition of the area. He mentioned that several of the homes have rear-access drives constructed through the right-of-way which could present challenges to improve the location. He said approximated the cost to improve the site could be around \$200,000. Mr. Bradley suggested contracting with a landscape architect for a tentative design plan for the Council to review. He said the fee for the design plan would be approximately \$15,000. He also said a site survey would need to be conducted at an additional cost. Mayor Davis asked Mr. Bradley to bring more information to an upcoming meeting. No action was taken. Council Conference Room, 2nd floor, City Hall.*

4:35 - 4:50 P.M. *Director of Public Works Bud Smallwood reviewed a plan to construct decorative medians along Preston Road, north from Lovers Lane to Northwest Highway. Mr. Smallwood said the approximate cost to install and landscape the medians could be \$2.5 to \$2.6 million. He also said he proposed to notify all homeowners one block to the east and one block to the west of Preston prior to detailed Council consideration because of concerns related to left turns into and out of alleys. After some discussion, Mayor Davis asked Mr. Smallwood to provide different options for the Council to review to an upcoming meeting. No action was taken. Council Conference Room, 2nd floor, City Hall.*

4:50 - 5 P.M. *The Council met in open work session to receive agenda briefings from staff. Purchasing Agent Christine Green reviewed replacement vehicle and trailer purchases, Director of Finance Tom Tvardzik reviewed an ordinance carrying forward open purchase orders from the prior fiscal year and Library Director Sharon Martin discussed the amended meeting room policy for the rooms available for public lease. City Manager Livingston asked City Attorney Dillard to create a lease agreement with an indemnification agreement for anyone requesting use of the rooms. Mr. Dillard said he will provide that to staff prior to the next meeting. Ms. Martin also stated a fee resolution amendment will be brought to the Council's next meeting for their consideration. No action was taken. Council Conference Room, 2nd floor, City Hall.*

**I. CALL TO ORDER****ROLLCALL**

**Present:** 5 - Mayor W. Richard Davis, Mayor Pro Tem Bob Clark, Councilmember Bob Begert, Councilmember Dawn Moore and Councilmember Tommy Stewart

- A. INVOCATION: Assistant City Manager Robbie Corder
- B. PLEDGE OF ALLEGIANCE: Asst. City Manager Corder
- C. INTRODUCTION OF COUNCIL: Mayor W. Richard Davis
- D. INTRODUCTION OF STAFF: City Manager Bob Livingston

*Seated on the dais were City Manager Bob Livingston and City Attorney Robert L. Dillard, III.*

*Staff present included: Assistant to the City Manager George Ertle, Assistant Director of Public Works Jacob Speer, Purchasing Agent Christine Green, Director of Finance Tom Tvardzik, Director of Parks Gerry Bradley, Human Resources Director Luanne Hanford, Assistant City Manager Robbie Corder, Chief of Police Greg Spradlin, Library Director Sharon Martin, Community Information Officer Steve Mace, Director of Information Services Jim Criswell and City Secretary Liz Spector.*

**II. AWARDS AND RECOGNITION**

NONE

**III. CONSENT AGENDA**

**A motion was made by Councilmember Moore, seconded by Mayor Pro Tem Clark, to approve the Consent Agenda. The motion carried by the following vote:**

**Aye:** 5 - Mayor Davis, Mayor Pro Tem Clark, Councilmember Begert, Councilmember Moore, and Councilmember Stewart

- A. [13-292](#) Consider approval of cooperative purchases of vehicle and equipment replacements

*Consent agenda approval authorized purchase of replacement vehicles and equipment through BuyBoard and TXMAS for the Parks, Utilities, Infrastructure Maintenance, Police, Sanitation and Traffic divisions in the aggregate amount of \$502,927.21.*

- B. [13-294](#) Consider approval to purchase transfer trailers for the Sanitation Division

*Consent agenda approval authorized purchase of two transfer trailers for the Sanitation Division from Steco in the total amount of \$102,792.*

- C. [13-296](#) Consider and act on an ordinance amending the FY2014 budget to carryforward FY2013 encumbrances

*Consent agenda approval adopts an ordinance amending the FY2014 Budget to encumber open purchase orders in the amount of \$571,518.*

Enactment No: 13/037

- D. [13-297](#) Consider minutes of the December 3, 2013 City Council Meeting with or without corrections

*Minutes of the December 3, 2013 City Council Meeting were approved as submitted.*

#### IV. MAIN AGENDA

- A. [13-291](#) Consider amendment to the University Park Public Library's Meeting Room Policy

**A motion was made by Councilmember Begert, seconded by Councilmember Stewart, that this Action Item be approved subject to Council approval of fee changes and subject to the liability policy and usage policy. The motion carried by the following vote:**

**Aye:** 5 - Mayor Davis, Mayor Pro Tem Clark, Councilmember Begert, Councilmember Moore, and Councilmember Stewart

#### V. PUBLIC COMMENTS

*No requests to address the Council were received.*

#### VI. ADJOURNMENT

*As there was no further business, Mayor Davis adjourned the meeting at 5:10 p.m.*

*Considered and approved this 7th day of January 2014:*

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*Mayor W. Richard Davis*

ATTEST:

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*Elizabeth Spector, City Secretary*