



# City of University Park

City Hall  
3800 University Blvd.  
University Park, TX 75205

## Meeting Minutes City Council

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Tuesday, September 2, 2025

5:00 PM

Council Chamber

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### EXECUTIVE SESSION

*3:30 - 4:00 P.M. Pursuant to TGC§ 551.071, the City Council met in closed session to consult with the City Attorney regarding a license agreement at 3904 Lovers Lane. No action was taken. Council Conference Room, 2nd Floor, City Hall.*

### PRE-MEETING WORK SESSION(S)

*4:00 - 4:10 P.M. The City Council met in open work session to receive agenda item briefings from staff. No action was taken. Council Conference Room, 2nd floor, City Hall.*

[25-194](#) Protection of Snider Plaza New Plantings, Fountain and Infrastructure

*4:10 - 5:00 P.M. The City Council met in open work session to receive agenda item briefings from staff. No action was taken. Council Conference Room, 2nd floor, City Hall.*

### I. CALL TO ORDER

#### ROLL CALL

**Present:** 3 - Mayor Tommy Stewart, Councilmember Bob Myers and Councilmember Melissa Rieman

**Absent:** 2 - Mayor Pro Tem Mark Aldredge and Councilmember Phillip Philbin

- A. INVOCATION: City Manager Robbie Corder
- B. PLEDGE OF ALLEGIANCE: City Manager Robbie Corder
- C. INTRODUCTION OF COUNCIL: Mayor Tommy Stewart

**D. INTRODUCTION OF STAFF: City Manager Robbie Corder**

Staff in attendance included City Attorney Rob Dillard, Director of Information Services Andy Atencio, City Secretary Christine Green, Special Projects Coordinator Amanda Hartwick, Chief of Police Bill Mathes, Community Information Officer Paige Ruedy, Assistant City Manager Shanna Sims-Bradish, Director of Engineering Katie Barron, Library Director Jackie Lott, Purchasing Manager Elizabeth Anderson, Director of Finance Tom Tvardzik, Director of Human Resources Talia Gregory, Director of Parks & Recreation Sean Johnson, and Fire Chief Randy Howell.

**II. AWARDS AND RECOGNITION**

None

**III. CONSENT AGENDA****[25-189](#)**

Consider approval of the purchase of two Ford Maverick Trucks

City Manager Corder said that this is a request to purchase two replacement pickup trucks for the Building Inspectors in the Community Development Department. These trucks were originally approved for purchase by the City Council and ordered from a different dealership, but the order was not fulfilled. This purchase of two 2025 Ford Maverick trucks is from Randall Reed's Planet Ford Dallas-Love Field in the amount of \$30,305.75 each, or \$60,611.50 total.

**This purchase was approved.**

**[25-193](#)**

Consider approval of a request from Ascent Mentors to reserve Williams Park

City Manager Corder said that this is a reservation request for the use of Williams Park on September 21 from 1:30 - 5 p.m. from Ascent Mentors. This is a local non-profit group that pairs mentors with Highland Park High School students, and this is their Match Day event.

**This reservation request was approved.**

[25-196](#)

Consider approval of a resolution ratifying the Dallas County Tax Office as 2025 Designated Officer/Employee

City Manager Corder said that this is a resolution to ratify the Dallas County Tax Office as the 2025 Designated Officer/Employee. He said that this results from Senate Bill (SB) 2 from 2019 which requires the City to designate a formal person as responsible for calculating the tax rate. The City uses these tax rate calculations for the City's No New Revenue Rate and the Voter Approval Rate. He said that the City has always used the Dallas County Tax Office to make the rate calculation and this resolution formally recognizes the relationship.

**This resolution was approved.**

Enactment No: RES No. 25-014

[25-197](#)

Consider approval of a resolution adopting the FY2026 Investment Policy

City Manager Corder said that this resolution adopts the City's FY26 Investment Policy. He said that there are no changes to the policy this year. The policy outlines what the City can and cannot invest its cash in. He said that there are primary objectives associated with that relating to safety and liquidity yield and prudence so that the City doesn't invest in anything that loses money. The policy also identifies the City's investment officers, and eligible investments, brokers, dealers, banks and financial institutions that the City may use.

This policy was reviewed and recommended for approval by the Finance Advisory Committee at its June 12 meeting.

**This resolution was approved.**

Enactment No: RES No. 25-015

[25-195](#)

Consider approval of the minutes of the August 19, 2025 City Council meeting, with or without correction

**The minutes were approved.**

## **Approval of the Consent Agenda**

**A motion was made by Councilmember Myers, seconded by Councilmember Rieman, to approve the Consent Agenda. The motion carried by the following vote:**

**Aye:** 3 - Mayor Stewart, Councilmember Myers, and Councilmember Rieman

## **IV. MAIN AGENDA**

[25-199](#)

## First Public Hearing - FY2026 Budget

Mayor Stewart opened the public hearing.

Director of Finance Tom Tvardzik provided an overview of the FY26 budget. He said that the budget is a six-month process that ends with the City Council adoption of the budget on September 16.

The proposed FY2026 budget of \$72,447,126 (all budgeted funds) is 3.5% higher than the adopted FY2025 budget of \$69,987,157 (net of fund balance usage). The General Fund budget of \$44,038,125 is 3.8% (or \$1,620,728) higher than FY2025.

Highlights of the proposed budget include:

- A 9.7% increase (year-over-year) in the City's certified taxable value
- A proposed property tax rate of 21.8565 cents per \$100 of taxable value, which is a decrease of 1.1399 cents (or 4.96%), from FY2025
- A 4.27% increase (\$1,150,935) in projected property tax revenue from FY2025
- A 4.96% increase (\$325,000) in sales tax revenues
- A 15.8% increase (\$305,000) in building permits and license fees
- A balanced General Fund budget
- A 4% increase in water rates due to cost increases from the Dallas County Park Cities Municipal Utility District
- A 4% increase in wastewater rates due to cost increases from Dallas Water Utilities
- A 9% increase in sanitation rates for FY2026
- A 50% increase in current storm water rates to cover future costs
- A 10.8% increase in PAYGO capital project funding (to \$9.5 million, net)
- No premium on equipment reserve funding rates
- City-wide compensation/benefits change as follows:
  - 3% cost of living adjustment for all positions, effective January 1
  - Merit increases (as needed)
  - Increase in both employer and employee health benefit costs, effective January 1

Mayor Stewart said that the public hearing will be continued until the next City Council meeting on September 16.

25-198

Consider approval of a resolution adopting the FY2026 Financial Management Policies

Director of Finance Tom Tvardzik said that this resolution adopts the FY26 Financial Management Policies. These policies take into account:

- Annual budgets and budget transfer authority
- Adherence to Generally Accepted Accounting Principles (GAAP)
- Financial reporting and auditing
- Revenue, expenditure, and fund balance management
- Capital project expenditures, debt management, long-term financial planning, internal controls, and cash management (including compliance with a separate investment policy)

Staff proposed several updates to the policies to be consistent with Government Finance Officers Association (GFOA) best practices and current operational needs.

He said that the Finance Advisory Committee reviewed the proposed changes and recommended approval of the FY26 Financial Management Policies at its June 12 meeting.

**A motion was made by Councilmember Rieman, seconded by Councilmember Myers, that this resolution be approved. The motion carried by the following vote:**

**Aye:** 3 - Mayor Stewart, Councilmember Myers, and Councilmember Rieman

**Excused:** 2 - Mayor Pro Tem Aldredge, and Councilmember Philbin

Enactment No: RES No. 25-016

25-192

Consider approval of a Guaranteed Maximum Price Proposal – Fondren Building, Phase 1, Stage 2

Purchasing Manager Elizabeth Anderson said that this is a request to approve a Guaranteed Maximum Price (GMP) Proposal from CGC General Contractors for the Fondren Building, Phase 1, Stage 2 in the amount of \$1,875,642.45. This portion of the project includes the installation of restrooms, interior office walls, and the gun range at the 5620 Fondren Drive facility. She said that this phase is expected to be complete by early November 2025.

This funding is from the SMU Land Sale Reserve Fund.

**A motion was made by Councilmember Bob Myers, seconded by Councilmember Melissa Rieman, to approve this GMP Proposal. The motion carried by the following vote:**

**Aye:** 3 - Mayor Stewart, Councilmember Myers, and Councilmember Rieman

[25-200](#)

Consider approval of an addition to the scope of work with SYB Construction for the Snider Plaza Surface Improvements project

Director of Engineering Katie Barron said that this scope of work addition is for additional landscaping improvements into SYB Construction's Snider Plaza Improvements contract. In June, the Council awarded tree contracts for Snider Plaza. The landscaping is the remaining piece.

She showed several photos of landscaping beds in Snider Plaza with mockups of the proposed landscaping to be installed and listed the specific shrubs and groundcover plants that will be installed. She said that the City will procure and plant the planter pots and seasonal color itself, so this piece of the scope was removed.

She said that SYB will use its irrigator subcontractor to perform the work. This will add \$611,785.52 to SYB Construction's existing contract for Snider Plaza.

Councilmember Rieman asked if it was taken into consideration how much water these plants require. Katie said the plants require less water because they are native plants.

**A motion was made by Councilmember Rieman, seconded by Councilmember Myers, to approve this addition to the scope of work with SYB Construction. The motion carried by the following vote:**

**Aye:** 3 - Mayor Stewart, Councilmember Myers, and Councilmember Rieman

[25-201](#)

Consider approval of an ordinance establishing paid parking at Burleson Park for SMU football game days

Special Projects Coordinator Amanda Hartwick said that the Snider Plaza Parking Task Force previously made recommendations to the City Council on parking options for employees of Snider Plaza. As they considered paid parking for Snider Plaza, they also looked at paid parking in other areas of the community. She said that while the City Council postponed action on the idea of paid parking in Snider Plaza, staff is proposing to implement paid parking at Burleson Park on SMU football gamedays. There are five remaining home games scheduled at SMU for the 2025 season, and there are a total of 114 spaces around the park. The City would engage Parking Systems of America to administer the paid parking on game days.

She said that the Parks Advisory Committee reviewed this idea at their August 21 meeting and are in favor of the program

Councilmember Rieman asked if the 114 parking spaces in the paid parking area include handicapped spaces. Amanda said that these spaces were not used in the count of 114 but will follow up with Parking Systems of America. Councilmember Myers asked if Parking Systems of America will differentiate between parks users and game attendees. City Manager Corder said that said that there will still be 2-hour parking limits on the Durham side parking spots for use by park users.

Councilmember Rieman noted that the restrictions will begin at 12:01 a.m. on game days, so it's important to communicate with SMU students about the need to move their cars in advance.

**A motion was made by Councilmember Melissa Rieman, seconded by Councilmember Bob Myers, to adopt this ordinance. The motion was approved by the following vote:**

**Aye:** 3 - Mayor Stewart, Councilmember Myers, and Councilmember Rieman

**Excused:** 2 - Mayor Pro Tem Aldredge, and Councilmember Philbin

Enactment No: ORD No. 25-020

## V. PUBLIC COMMENTS

None

## VI. ADJOURNMENT

As there was no further business, Mayor Stewart adjourned the meeting.

Considered and approved this 16th day of September 2025:

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Tommy Stewart, Mayor

ATTEST:

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Christine Green, City Secretary