



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, October 17, 2023

5:00 PM

Council Chamber

EXECUTIVE SESSION

3:30 - 4:00 P.M. Pursuant to TGC§ 551.075, the City Council met in closed session to discuss building security at City facilities. No action was taken. Livingston Conference Room, 1st Floor, City Hall.

PRE-MEETING WORK SESSION(S)

4:00 - 4:10 P.M. The City Council met in open work session to discuss upcoming City Council meeting dates. No action was taken. Council Conference Room, 2nd floor, City Hall.

[23-209](#) Discuss City Council meeting date

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

- A. INVOCATION: Councilmember Bob Myers
- B. PLEDGE OF ALLEGIANCE: Councilmember Bob Myers / Scouts
- 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 Dale Harwell, City Secretary Christine Green, Special Projects Coordinator Amanda Hartwick, Community Information Officer Paige Ruedy, Chief of Police Bill Mathes, Fire Chief Randy Howell, Acting Director of Public Works Jodie Ledat, Assistant City Manager Shanna Sims-Bradish, Director of Community Development Pat Baugh, Purchasing Manager Elizabeth Anderson, Police Administrative Assistant Dawn Kossmann, Director of Parks & Recreation Sean Johnson, Director of Communications & Marketing Steve Mace and wife Teri Mace, and retired City Manager Bob Livingston.

II. AWARDS AND RECOGNITION

[23-197](#)

Retirement - Director of Communications & Marketing Steve Mace

City Manager Robbie Corder presented a plaque to Director of Communications & Marketing Steve Mace on the occasion of his retirement after 18 years with the City. He highlighted Steve's previous career as a radio journalist and noted the impact of his tenure at the City: improvements to the City's website, The Arbor newsletter, creation of the mid-month UPdate newsletter, acting as staff lead for the Youth Advisory Commission, and staff liaison for the PTA Presidents' group. While at the City, Steve earned his Certified Public Communicator and Master Certified Public Communicator credentials from Texas Christian University (TCU). Robbie noted Steve's cool and collected professionalism in the face of adversity as he managed the City's response to various crises and events. Robbie said that City officials and staff benefited from Steve's ability to predict how media agencies would react to a developing story. Mayor Stewart thanked Steve for his contributions, in particular all the speeches he had written for him, and presented him with a retirement check.

III. CONSENT AGENDA[23-201](#)

Consider an ordinance revising the hours of enforcement for the Residential Parking Only designation in the 4400 block of Emerson

City Manager Corder said that this ordinance changes the hours of enforcement of a residential parking district on the 4400 block of Emerson to be 6 a.m. - 5 p.m., Monday - Friday, School Days. The hours of enforcement had been temporarily changed to All Times during a utility replacement in the alley associated with the City's Mile per Year project. With the completion of the project, the hours of enforcement will revert back to their pre-construction designation.

This ordinance was adopted.

Enactment No: ORD No. 23-025

[23-200](#)

Consider approval of Interlocal Agreement with Dallas County Hospital District - BioTel

City Manager Corder said that this is an interlocal agreement with the Dallas County Hospital District to continue a contract for BioTel Medical Control services. This contract allows the City's paramedics to operate under the license of the BioTel EMS System Medical Director at Parkland Hospital and provides access to other EMS services.

The total contract amount for this renewal term is \$87,158.90.

This agreement was approved.

[23-202](#)**Consider payment to Tyler Technologies for FY24 New World ERP Standard Software Maintenance**

City Manager Corder said that this is an approval for payment in the amount of \$80,643.97 to Tyler Technologies, for annual maintenance on the City's Enterprise Resource Planning software. This application is used for management of the City's accounting, payroll, utility, and human resources functions. The City has used this application since 1995.

This payment was approved.

[23-203](#)**Consider payment to CentralSquare for FY24 OneSolution Software Maintenance**

City Manager Corder said that this is a payment in the amount of \$126,804.08 to CentralSquare for annual maintenance of the OneSolution applications used by the Police and Fire Departments. These application are used for the Computer Aided Dispatch (CAD) System, records management, vehicle locator, and property and evidence storage. The City has used this application for more than 15 years.

This payment was approved.

[23-204](#)**Consider FY24 Computer Equipment Purchase from Dell Computer**

City Manager Corder said that this is the FY24 Computer Equipment Purchase from Dell in the amount of \$183,414.93 to replace 25 PCs, nine laptops, and nine ruggedized mobile laptops. Replacing computer hardware on a regular basis helps to protect the City's data. This purchase is via a State of Texas Department of Information Resources contract, so it satisfies statutory competitive bidding requirements.

This purchase was approved.

[23-205](#)**Consider an Interlocal Purchasing Agreement with the Town of Flower Mound**

City Manager Corder said that this is an Interlocal Purchasing Agreement with the Town of Flower Mound for cooperative purchasing. This allows the City to take advantage of contracts for products and services that have been competitively bid by Flower Mound and vice-versa. He said that there is no purchase request with this agenda item, but this agreement may be useful for future purchases. University Park participates in similar arrangements with a number of municipalities in the Dallas / Fort Worth area.

This agreement was approved.

[23-206](#)

Consider contract award for Post-Disaster Debris Monitoring Services

City Manager Corder said that this is a contract award for Post-Disaster Debris Monitoring Services with Witt O'Brien's on a stand-by basis. This is a service that the City might use in the event of a natural disaster where there is a significant amount of debris. The contractor will monitor the process and the amount of debris removed and assist with cost recovery.

Staff received three proposals in response to an RFP and selected Witt O'Brien's for a three-year contract with two optional annual renewals. There is no cost unless this contract is activated by the City's Emergency Manager.

This contract was approved.

[23-208](#)

Consider approval of the minutes of the October 3, 2023 City Council meeting, with or without corrections

The minutes were approved.

Approval of the Consent Agenda

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

Aye: 5 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, Councilmember Philbin, and Councilmember Myers

IV. MAIN AGENDA[23-207](#)

Consider approval of final payment to Whirlix Design, Inc. for replacement of the Curtis Park Playground

Director of Parks & Recreation Sean Johnson said that this is the final payment to Whirlix Design for completion of the Curtis Park playground. This payment is in the amount of \$144,127.34. The total project cost is \$472,563. He showed a slideshow of the March 2023 charette with fourth grade students from UP Elementary who helped to select the playground equipment.

He gave a preview of some upcoming improvements to the Curtis Park playground area including some stroller parking and free-form benches for caregivers. There may be a new activity pavilion with some amenities for picnicking.

Mayor Stewart complimented Sean and the Parks Department and said he has noticed many people enjoying the new playground. Councilmember Aldredge also congratulated Sean on the completion of this nice playground.

A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Bob Myers, to approve this payment. The motion carried by the following vote:

Aye: 5 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, Councilmember Philbin, and Councilmember Myers

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT

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

Considered and approved this 7th day of November, 2023:

Tommy Stewart, Mayor

ATTEST:

Christine Green, City Secretary