



# City of University Park

City Hall  
3800 University Blvd.  
University Park, TX 75205

## Meeting Minutes City Council

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Tuesday, September 19, 2017

5:00 PM

Council Chamber

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### PRE-MEETING WORK SESSION(S)

*4:00 - 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

*Rollcall*

**Present:** 5 - Mayor Olin Lane, Councilmember Taylor Armstrong, Mayor Pro Tem Dawn Moore, Councilmember Randy Biddle and Councilmember Gage Prichard

- A. INVOCATION: Councilmember Taylor Armstrong
- B. PLEDGE OF ALLEGIANCE: Councilmember Taylor Armstrong / Boy Scouts
- C. INTRODUCTION OF COUNCIL: Mayor Olin Lane, Jr.
- D. INTRODUCTION OF STAFF: City Manager Robbie Corder

Staff in attendance included Community Information Officer Steve Mace, Director of Information Services Dale Harwell, Chief of Police Greg Spradlin, Communications Specialist/Deputy City Secretary Amanda Hartwick, City Secretary Christine Green, Director of Parks and Recreation Gerry Bradley, Director of Public Works Jacob Speer, Fire Chief Randy Howell, Library Director Sharon Martin, Director of Organizational Development Lea Dunn, Purchasing Manager Elizabeth Anderson, Director of Finance Tom Tvardzik, Controller Civic Yip, Director of Human Resources Alicia Dorsey, and Community Development Director Patrick Baugh.

### II. AWARDS AND RECOGNITION

[17-175](#) Proclamation in support of Blood Cancer Awareness Month, September 2017.

Mayor Lane read aloud the proclamation declaring September to be Blood Cancer Awareness Month. Alexis Meyer of the Leukemia and Lymphoma Society thanked the Mayor and made remarks about the work done by their organization.

### III. CONSENT AGENDA

[17-157](#) Consider approval of purchase of service contracts for public safety radio equipment.

City Manager Corder said that this item is a contract with Motorola to service the City's public safety radios and signal equipment. In FY 2018, the contracts will cost \$83,810.40 to service 85 radios and 44 pieces of signal equipment. The contracts are available through an HGAC contract and thus satisfy statutory purchasing requirements.

**These service contracts were approved.**

[17-181](#) Consider approval of the minutes of the September 5, 2017 City Council meeting minutes, with or without correction.

**The minutes were approved.**

### Approval of the Consent Agenda

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

**Aye:** 5 - Mayor Lane, Councilmember Armstrong, Mayor Pro Tem Moore, Councilmember Biddle, and Councilmember Prichard

### IV. MAIN AGENDA

[17-177](#)

## Continuation of Public Hearing on the FY2018 Budget.

Director of Finance Tom Tvardzik gave a presentation to continue the public hearing on the FY2018 budget. He said there are two types of funds: budgeted and non-budgeted. There are four budgeted funds: General, Utility, Sanitation, and Stormwater. These funds derive their revenues from taxes or user fees that are set by ordinance. There is a 1.2% expenditure increase over the last year between these four funds. The non-budgeted funds are the Self-Insurance Fund, Equipment Services, and Capital Projects. These funds derive their revenues from inter-fund transfers from budgeted funds. These transfers are approved as part of the budget process.

He explained the budget and tax rate adoption process whereby a budget is proposed, advisory committees review the budget, public hearings are held, and the City Council adopts the tax rate and budget.

He said that the proposed FY2018 budget of \$50,893,909 is 1.2% higher than the adopted FY2017 budget of \$50,266,924.

Highlights of the proposed budget include:

- A 2.2% increase (year-over-year) in the City's property tax base.
- A property tax rate of 24.8761 cents per \$100 of taxable value (same rate as FY2017).
- No increase in consumption-based water rates.
- No increase in usage-based sewer rates.
- A \$1 (10%) increase to the base (fixed) sewer fee.
- No increase in residential sanitation rates. (Newly rationalized Commercial sanitation fees should result in a 5% revenue increase within that account group.)
- A 5% across-the-board increase in storm water fees.
- A 5% increase in "pay-as-you-go" capital project funding, to \$6.2 million.
- An increase of two full-time positions - related to Public Safety.
- A market-based compensation adjustment of 3% for all City personnel.
- Increases in TMRS, FRRF and health-care funding.

Mayor Lane said that the City Council has held the required public hearings regarding the proposed 2018 budget and tax rate. The Council viewed presentations on the proposed budget, and considered the property tax rate necessary to support that budget. Notices regarding these public hearings have been published on the City's website and in the Park Cities News. He asked if anyone wished to speak. There were no speakers, so he closed the public hearing.

[17-178](#)

Consider approval of an ordinance adopting the FY2018 budget.

Director of Finance Tom Tvardzik said that this ordinance adopts the Fiscal Year 2018 Budget. The budget totals \$50,893,909, which is a 1.2% increase from fiscal 2017. If approved, this budget will take effect October 1, 2017. Relevant aspects of the proposed budget have been reviewed and approved by three different City Advisory Committees - the Finance Advisory Committee, the Employee Benefits Committee, and the Property, Casualty, and Liability Committee. The budget and related tax rate have also been the subject of at least three separate public hearings.

**A motion was made by Mayor Pro Tem Moore, seconded by Councilmember Prichard, to approve the ordinance adopting the fiscal year 2018 budget. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lane, Councilmember Armstrong, Mayor Pro Tem Moore, Councilmember Biddle, and Councilmember Prichard

Enactment No: ORD No. 17-030

[17-179](#)

Consider ratification of FY2018 tax increase.

Director of Finance Tom Tvardzik said now that the Fiscal Year 2018 budget has been approved, Texas Local Government Code section 102.007(c) requires that the City Council take a separate vote ratifying the property tax increase reflected in that budget. The statement of increase requiring ratification has been published in the Park Cities News, the newspaper of record, and is also on the cover of the City Manager's Fiscal Year 2018 budget. It reads as follows:

"THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$404,407 OR 2.19%, AND OF THAT AMOUNT, \$339,847 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR."

**A motion was made by Mayor Pro Tem Moore, seconded by Councilmember Biddle, to ratify the property tax increase as reflected in the FY2018 budget. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lane, Councilmember Armstrong, Mayor Pro Tem Moore, Councilmember Biddle, and Councilmember Prichard

[17-180](#)

Consider approval of an ordinance levying the 2017 (FY2018) tax rate.

Director of Finance Tom Tvardzik said that this is the ordinance levying the 2017 tax rate, in support of the fiscal 2018 budget. Please note the proposed rate of 24.8761 cents per \$100 of taxable value is unchanged from the prior year. However, the adopted rate (if passed) will be 2.19% higher than the calculated Effective Tax Rate of 24.3419 cents per hundred. As you know, the Effective Tax Rate is the rate that would provide the City with the same amount of tax revenue as last year, after taking in to account the overall increase or decrease in the aggregate taxable value of all properties within the City, that existed in both years. New construction is excluded for the purposes of the Effective Tax Rate calculation."

**A motion was made by Mayor Pro Tem Moore, seconded by Councilmember Armstrong, to approve the 2017 property tax rate ordinance, in support of the FY2018 budget. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lane, Councilmember Armstrong, Mayor Pro Tem Moore, Councilmember Biddle, and Councilmember Prichard

Enactment No: ORD No. 17-031

[17-182](#)

Consider approval of an ordinance adopting the FY2018 Pay Plan.

Director of Finance Tom Tvardzik said that this ordinance adopts the pay plan for Fiscal Year 2018. He said the budget includes a 3% across-the-board increase for all employees in the upcoming year. Additionally, merit-based increases will continue to be available to qualifying personnel.

He said the 2018 pay plan has been reviewed by the Employee Committee.

**A motion was made by Mayor Pro Tem Dawn Moore, seconded by Councilmember Randy Biddle, to approve this ordinance adopting the FY2018 Pay Plan. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lane, Councilmember Armstrong, Mayor Pro Tem Moore, Councilmember Biddle, and Councilmember Prichard

Enactment No: ORD No. 17-032

[17-183](#)

Consider approval of a resolution amending the Master Fee Schedule.

Director of Finance Tom Tvardzik said that this resolution amends certain items within the City's master fee schedule. This amendment increases the base sewerage fee by \$1, sunsets the irrigation meter installation incentive, increases storm water fees by 5%, rationalizes dumpster fees for all commercial customers, adjusts utility service construction fees to more accurately reflect their cost, and recognizes the cost to evacuate and dispose of items containing refrigerant.

He said all of these changes are incorporated in the fiscal 2018 budget, and will go in to effect on October 1, 2017, if passed.

**A motion was made by Mayor Pro Tem Moore, seconded by Councilmember Prichard, to approve the resolution adopting the FY2018 Fee Schedule changes. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lane, Councilmember Armstrong, Mayor Pro Tem Moore, Councilmember Biddle, and Councilmember Prichard

Enactment No: RES No. 17-014

## **V. PUBLIC COMMENTS**

None

## **VI. ADJOURNMENT**