



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, March 6, 2018

5:00 PM

Council Chamber

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: Director of Human Resources Alicia Dorsey

B. PLEDGE OF ALLEGIANCE: Director of Human Resources Alicia Dorsey / Scouts

Boy Scouts of Troop 82 Kellen Cason, Harrison Norris, Turner Russell, Dashell Whittaker, Nicholas Westerheide, and John Norris, and Davis Phillips (Troop 84), Michael Vanesko (Troop 68), and Jimmy Francis (Troop 838) were present as part of earning their Citizenship in the Community and Communication merit badges. They assisted the Director of Human Resources Alicia Dorsey and the City Council in leading the Pledge of Allegiance.

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 & Recreation Gerry Bradley, Director of Public Works Jacob Speer, Purchasing Manager Elizabeth Anderson, Director of Organizational Development Lea Dunn, Library Director Sharon Martin, Director of Human Resources Alicia Dorsey, Assistant Fire Chief Shane LeCroy, and Director of Community Development Patrick Baugh.

II. AWARDS AND RECOGNITION**III. CONSENT AGENDA**[18-034](#)

Consider approval of the purchase of a transfer trailer for the Sanitation Division.

City Manager Corder said that this is a planned replacement of a transfer trailer for the Sanitation Division. This trailer is used to haul household waste from the City's transfer station at 2525 University to the Garland landfill.

The City received two bids in response to Bid # 2018-02 in January. Spector Industries was the low bidder in the amount of \$59,563.

This purchase was approved.

[18-043](#)

Consider approval of an agreement of services between Canine Country Club & Wellness Center (CCC) and the City of University Park for animal impound services.

City Manager Corder said that this is a renewal of an agreement with Canine Country Club & Wellness Center (CCC) to provide animal impoundment services to University Park. The most recent contract expired at the end of 2017. The new contract is mostly the same, although the daily impoundment rate goes up by \$1.

This agreement was approved.

[18-045](#)

Consider approval of a tariff authorizing an annual Rate Review Mechanism (RRM) with Atmos Energy.

City Manager Corder said that this is an approval of changes to the Rate Review Mechanism (RRM) with Atmos Energy. The City is part of a group of 172 other cities that review the rate process for Atmos Energy. This is not the rate but the tariff that sets forth the parameters for how the City reviews that rate. He said there are two changes in particular that are occurring with this tariff. The first is a drop on return in equity from 10.5% to 9.8%. The second involves changes in tax law regarding income for corporations which drops from 35% to 21%. These two changes may produce an overall lower rate, although the benefits may not be realized for a few weeks or perhaps months.

This ordinance was adopted.

Enactment No: ORD No. 18-014

[18-047](#)

Consider approval of an ordinance amending the FY18 budget to increase the amount expended for swimming pool personnel and concession supplies.

City Manager Corder said that this is a budget amendment for the Holmes Aquatic Center. At the February 6 City Council meeting, the Council approved staff's recommendation to implement in-house concessions service at the pool. The City is in the process of rebuilding the building for the concession stand and bathrooms. The goal for staff has been to improve food quality and service at the pool and staff believes that bringing this service in-house is the best option. As part of the program, additional seasonal staff will be required to support the concessions operation, maintenance and food services. The proposed FY18 budget amendment is for \$64,363.

This ordinance was adopted.

Enactment No: ORD No. 18-010

[18-052](#)

Consider approval of the minutes of the February 20, 2018 City Council meeting, with or without corrections.

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

[18-044](#)

Consider approval of an ordinance amending the animal control regulations concerning the disposition of unredeemed animals.

City Manager Corder said that this ordinance is related to the agreement with Canine Country Club for animal impoundment. Chief Spradlin gave a presentation. He said that about 10% of animals impounded by the City are not claimed. With this ordinance, when impounded animals are not claimed, the City will be given ownership of the animal so that the City may place the animal up for adoption.

A motion was made by Mayor Pro Tem Moore, seconded by Councilmember Prichard, that this ordinance be adopted. 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. 18-011

18-046

Consider approval of an ordinance establishing the Over-65 and Disabled Homestead Exemption amount at \$387,000.

Director of Finance Tom Tvardzik said that in addition to the 20% homestead exemption that all homeowners are entitled to receive, the City offers an over-65 exemption and a disabled exemption to residents. The exemption is based on the prior year's certified residential market value for A11 properties - stand-alone single family homes. The market value of the A11 home in University Park increased to \$1,549,797 in calendar 2017. Multiplying the 2017 average value by 25% yields \$387,449, or \$387,000 (rounded to the nearest whole thousand).

The Finance Advisory Committee approved the exemption at its February 15 meeting. Staff recommends the exemption amount be increased from the current \$372,000 to \$387,000 for tax year 2018 (FY2019).

A motion was made by Councilmember Randy Biddle, seconded by Mayor Pro Tem Dawn Moore, to adopt this ordinance. 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. 18-012

18-048

Consider approval of a resolution revising fees associated with new and existing programming and pool pass fees at the Holmes Aquatic Center.

Director of Parks & Recreation Gerry Bradley gave a presentation showing proposed fees for aquatic programs, facility rentals, and pool pass fees.

At the February 6 City Council meeting, the Council approved the Park Department staff recommendation to revise fees for new and existing programming and pool pass fees at the Holmes Aquatic Center. This amendment to the fee resolution will implement the new and revised fees.

A motion was made by Councilmember Taylor Armstrong, seconded by Mayor Pro Tem Dawn Moore, to adopt this resolution. 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. 18-002

18-049

Consider an amendment to the Code of Ordinances regarding annual inspection requirements for backflow prevention devices.

Director of Public Works Jacob Speer gave a presentation. He said that one of the important functions that cities provide is ensuring and maintaining the quality and health of the public water supply. For this reason, cities are required to have backflow prevention devices placed on commercial devices like CO2 systems (soda fountains), dental equipment, nail salon equipment as well as all fire suppression systems. These devices prevent contaminants from entering the public water supply.

The backflow prevention devices are also required to be tested annually to ensure that they are in working order.

The City currently receives inspection reports for all new installations and "required" annual submittals. The City does not have a full inventory of devices in the City or a program to ensure all required inspections are performed.

Staff proposes to contract with SC Tracking Solutions to do a physical survey to identify all commercial devices in the City, notify utility customers of required annual testing, and receive inspection reports and verify compliance.

Registered testers would pay a fee to SC Tracking when they submit the report for each device. The City determines the submittal fee - staff proposed a filing fee of \$15 per device. SC Tracking would retain \$11.95 of that fee and remit back to the City anything collected over \$11.95.

Councilmember Prichard asked how the fee charged to the property owner for the inspection is determined. Jacob said that the state-licensed tester will charge a fee for the service. This is a private transaction between the property owner and the tester. Jacob said that the tester will then pay a fee to submit the test results to the City.

Mayor Pro Tem Moore asked if the homeowner would be penalized if the tester did not submit the backflow prevention inspection report. Jacob said yes, the homeowner is still responsible.

A motion was made by Councilmember Biddle, seconded by Councilmember Armstrong, to adopt this ordinance. 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. 18-013

[18-050](#)

Consider a resolution amending the Fee Schedule to provide for assessment and collection of a backflow device inspection report submittal fee.

Mayor Lane said that this item is a resolution amending the fee schedule to allow for assessment and collection of a \$15 submittal fee for backflow prevention device inspection reports.

A motion was made by Mayor Pro Tem Dawn Moore, seconded by Councilmember Gage Prichard, to adopted this resolution. 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. 18-003

[18-051](#)

Consider a request to abandon a drainage easement at 4116 University Boulevard.

City Manager Corder said that staff covered this item in the work session. The prospective buyers of 4116 University requested that the City abandon a drainage easement along the western portion of the lot. The Council indicated to staff that they would like to obtain an appraisal of the easement to determine its value.

A motion was made by Councilmember Armstrong, seconded by Councilmember Biddle, to direct staff to proceed with an appraisal of the drainage easement at 4116 University Blvd. The motion carried by the following vote:

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

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT