



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, June 4, 2019

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, Mayor Pro Tem Taylor Armstrong, Councilmember Randy Biddle, Councilmember Gage Prichard and Councilmember Liz Farley

A. INVOCATION: Councilmember Randy Biddle

B. PLEDGE OF ALLEGIANCE: Councilmember Randy Biddle / Scouts

Boy Scout Rowan Ryan of Troop 82 was present as part of earning his Citizenship in the Community merit badge. He assisted the Councilmember Biddle 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 Director of Communications & Marketing Steve Mace, Director of Information Services Dale Harwell, Chief of Police Greg Spradlin, Special Projects Coordinator Amanda Hartwick, City Secretary Christine Green, Director of Public Works Jacob Speer, Public Works Operations Coordinator Jodie Ledat, Fire Chief Randy Howell, Assistant City Manager Lea Dunn, Director of Parks & Recreation Gerry Bradley, Director of Finance Tom Tvardzik, Library Director Sharon Perry, Purchasing Manager Elizabeth Anderson, and Director of Community Development Patrick Baugh.

II. AWARDS AND RECOGNITION

Mayor Lane highlighted a display check of \$300,000 received from the Friends of the Library for operation of the Library.

III. CONSENT AGENDA

[19-078](#)

Consider approval of an Interlocal Cooperation Agreement for Joint Provision of a D.A.R.E. Officer for FY2019-2020.

City Manager Corder said that this is an Interlocal Cooperation Agreement with the Town of Highland Park and the Highland Park Independent School District to provide a D.A.R.E. (Drug Abuse Resistance Education) officer at the middle school. The City will pay 75% of the officer's costs and the Town will pay 25%. This agreement is for the 2019-20 school year.

This agreement was approved.

[19-079](#)

Consider approval of an Interlocal Cooperation Agreement for Joint Provision of a SRO Officer for FY2019-2020.

City Manager Corder said that this is another interlocal agreement with the Town of Highland Park and the Highland Park Independent School District to provide a School Resource Officer at Highland Park High School. The City will pay 75% of the officer's costs and the Town will pay 25%. This agreement is for the upcoming 2019-20 school year.

This agreement was approved.

[19-083](#)

Consider approval of a resolution adopting the City's Investment Policy.

City Manager Corder said that this resolution adopts the City's Investment Policy. This policy is adopted annually, and identifies the objectives of safety, liquidity, yield, and prudence for the investment of public funds. It also describes eligible investments, requires approval of investment vendors, requires diversification of the portfolio, and designates the City's investment officers.

The Finance Advisory Committee reviewed this policy at its April meeting and recommended approval.

This resolution was approved.

Enactment No: RES No. 19-003

[19-084](#)

Consider approval of a resolution adopting Financial Management Policies.

City Manager Corder said that this resolution adopts the City's Financial Management Policies. Though not required by statute, it is considered a best practice to review these policies annually.

He noted that the policies include additional language this year that addresses the target balance in the Equipment Services Fund. This target is identified in the policy as 25% of the replacement value of all assets within the fund, including a 3% inflationary factor.

The Finance Advisory Committee reviewed the policies at its April meeting and recommended approval.

This resolution was approved.

Enactment No: RES No. 19-004

[19-080](#)

Consider approval of the minutes of the May 21, 2019 City Council meeting, with or without corrections.

The minutes were approved.

Approval of the Consent Agenda

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

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

IV. MAIN AGENDA

[19-076](#)

Consider approval of an update to the Ambulance (MICU) Fee Schedule.

Fire Chief Howell gave a presentation. He said that the current emergency medical services fees have been in place since 2011, so it's time to update the fees to be more in line with those in neighboring cities and to help offset the increase in costs of personnel, equipment, and supplies.

Councilmember Biddle said he'd like to have these fees reviewed more regularly so that the fees don't increase so much at one time.

A motion was made by Councilmember Randy Biddle, seconded by Councilmember Liz Farley, to approve these fee changes. The motion carried by the following vote:

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

[19-077](#)

Consider award of RFP # 2019-01 for Janitorial Services.

Purchasing Manager Elizabeth Anderson said that staff recommends award of a new janitorial services contract to Regent Services in the amount of \$99,946.20 per year. This is a one year award with the option to renew for four additional years. There were four finalists in this Request for Proposals (RFP), and three were asked to provide "Best and Final" offers. The current contract with UBM is at the end of its term and required a new RFP process.

A motion was made by Councilmember Gage Prichard, seconded by Mayor Pro Tem Taylor Armstrong, to approve this contract award. The motion carried by the following vote:

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

[19-081](#)

Consider rejecting all submissions for RFQ # 2018-21, Landscape Architecture.

Purchasing Manager Elizabeth Anderson said that staff issued a Request for Qualifications (RFQ) to qualify a landscape architecture firm to develop design concepts for Snider Plaza as part of a project to relocate the aging utilities under Snider Plaza. Staff received nine Statements of Qualification (SOQs) and met with several firms to discuss the exact scope of work for this project. Because of multiple possibilities and project approaches that staff was not aware of at the start of this process, staff decided that it would be best to reject these RFQs. She recommended that staff refine the scope, come up with an agreeable budget number, and try again with a new RFQ.

A motion was made by Mayor Pro Tem Taylor Armstrong, seconded by Councilmember Randy Biddle, to reject all submissions for RFQ #2018-21 for Landscape Architecture Services and have staff prepare a new set of requirements and issue a new request for qualifications. The motion carried by the following vote:

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

[19-082](#)

Consider an ordinance amending the 2019 sanitation franchises

Director of Public Works Jacob Speer said that this ordinance adds three vendors to the current list of sanitation franchisees.

A motion was made by Councilmember Liz Farley, seconded by Councilmember Gage Prichard, to adopt this ordinance. The motion carried by the following vote:

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

Enactment No: ORD No. 19-017

[19-085](#)

Consider approval of a resolution amending the Fee Schedule in Appendix A of the Code of Ordinances establishing Residential Construction Permit Fees.

Director of Community Development Patrick Baugh gave a presentation. He said that House Bill 852 (HB852) regulating the basis for calculating building permit fees for residential construction and improvement went into effect on May 21.

The statute provides that the value of the work cannot be the basis for the fees charged for a permit to construct or improve dwellings.

Patrick said that staff has reviewed previous permit revenues and calculated replacement fees based on empirical data using a unit cost per square foot. The intent is to continue a relative 'no change' in permit fees to the applicant and no impact on revenues to the City of University Park.

The new permit fees will be calculated at \$0.60/square foot for remodels and additions, and new construction remains the same at \$0.95/square foot.

A motion was made by Councilmember Randy Biddle, seconded by Mayor Pro Tem Taylor Armstrong, to adopt this resolution. The motion carried by the following vote:

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

Enactment No: RES No. 19-005

V. PUBLIC COMMENTS

Mayor Lane recognized Jack Meyers, president of HPHS alumni association, who was in attendance.

VI. ADJOURNMENT

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

Considered and approved this 18th day of June, 2019:

Olin Lane, Jr., Mayor

ATTEST:

Christine Green, City Secretary