



# City of University Park

City Hall  
3800 University Blvd.  
University Park, TX 75205

## Meeting Minutes City Council

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Tuesday, May 16, 2017

5:00 PM

Council Chamber

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### EXECUTIVE SESSION

*3:00 - 4:00 P.M. Pursuant to TGC§ 551.071, the City Council met in closed session to receive advice from the City Attorney regarding a final payment to Rebcon, Inc., and per TGC§ 551.074 for an evaluation of the City Manager. No action was taken. Executive Conference Room, 1st Floor, City Hall.*

### 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

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

- A. INVOCATION: Director of Information Resources Dale Harwell
- B. PLEDGE OF ALLEGIANCE: Director of Information Resources Dale Harwell / 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, Community Development Director Patrick Baugh, Director of Finance Tom Tvardzik, Director of Human Resources Alicia Dorsey, Purchasing Manager Elizabeth Anderson, Director of Organizational Development Lea Dunn, CID Investigator Nancy Escobar, Records Clerk Kaela Moore, Police Administrative Assistant Dawn Kossmann, Direct Alarm Office Lieutenant Keith Burks, CID Investigator Bruce Marshall, CID Lieutenant John Ball, and Assistant Fire Chief Shane LeCroy.

## II. AWARDS AND RECOGNITION

[17-79](#)

Proclamation recognizing Public Works Week as May 22-26, 2017.

Mayor Lane read a proclamation declaring Public Works Week as May 22-26, 2017 and presented it to Director of Public Works Jacob Speer.

[17-87](#)

Retirement of Dorris Certain, Police Department

Chief of Police Greg Spradlin introduced Police Accreditation Manager Dorris Certain. He said that Dorris recently marked 40 years of service in law enforcement. She had long careers in both Carrollton and Plano, then came to the City of University Park to assist with the Police Department's reaccreditation efforts. She was on the Board of Commissioners for the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) and does onsite assessments for CALEA now. Chief Spradlin praised Dorris' efforts on behalf of the Police Department and said she would be greatly missed. Mayor Pro Tem Dawn Moore presented a retirement plaque to Dorris and Mayor Lane presented her with a check.

## III. CONSENT AGENDA

[17-86](#)

Receive the City's September 30, 2016 audit report and recommendations to management.

City Manager Robbie Corder said that the City Council received its audit report and recommendations for the year ending September 30, 2016 from auditing firm Crowe Horwath. The City received another clean audit report with an unqualified opinion from management. Staff reviewed the identified deficiencies and made the appropriate corrections.

**This audit report was received.**

[17-69](#)

Consider approval of HPHS Highlander Band's 4th March-a-thon Fundraiser.

City Manager Corder said that this is a request from the Highland Park High School Highlander Band to hold its 4th annual March-a-thon fundraiser on August 12 from 9:30 - 11 a.m. The band will use the same route as last year, beginning at the high school and ending in Snider Plaza, and is required to hire two off-duty police officers to accompany the band along the route.

**This request was approved.**

[17-81](#)

Consider awards for Bid# 2017-07, Re-bid for Utility Parts.

City Manager Corder said that this contract was rejected at the April 24 City Council meeting because the bids lacked the information needed to make proper award selections.

Bid #2017-07 for Utility Parts included 260 items that are stocked by the Warehouse for issue to the Utilities Division during repairs of the City's water and wastewater infrastructure. This bid is a one-year contract, with four optional annual renewals.

Staff recommends a primary contract and a secondary contract for most items. The secondary contract will only be used if the primary vendor is unable to supply the item.

The primary contracts award totals \$649,855.41 if all items are ordered in the quantities specified. Six vendors share the award: Aqua Metric, Atlas Utility Supply, B2O, Ferguson, Fortiline, and HD Supply.

The secondary contracts award totals \$503,575.72 if all items are ordered in the specified quantities.

**This bid award was approved.**

[17-71](#)

Consider approval of an ordinance amending the 2017 Sanitation Franchise ordinance.

City Manager Corder said that this ordinance adds one franchisee, Bin There Dump That Dallas, to the Sanitation franchise ordinance. There are currently 13 companies franchised to engage in the business of collecting, transporting, and disposing of solid waste using stationary compactors, discarded tire containers, portable toilets, and/or construction roll-off containers from commercial and industrial premises and development projects within the City through December 31, 2017.

**This ordinance was adopted.**

Enactment No: ORD No. 17-010

[17-80](#)

Consider approval of the minutes of the May 2, 2017 City Council meeting, with or without corrections.

**This Minutes was approved.**

## **Approval of the Consent Agenda**

**A motion was made by Councilmember Armstrong, seconded by Mayor Pro Tem Moore, 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

[17-78](#)

Receive report from Youth Advisory Commission on 2016-17 activities.

Community Information Officer Steve Mace introduced the four officeholders for this year's Youth Advisory Commission (YAC). Rodrigo Contreras, YAC Chairman, Patrick Walker, YAC Vice Chair, Will Elphinstone, YAC photographer, and Madeline Thomas, YAC Secretary, gave a presentation to the Council about the 2016-17 commission activities.

[17-64](#)

Consider the appointment of a special subcommittee to study further parking solutions for Snider Plaza.

Director of Organizational Development Lea Dunn said that as a result of the City's recent purchase of property near Snider Plaza, a roundtable meeting of Snider Plaza stakeholders was held to update participants on the current parking situation and solicit their input regarding parking issues and solutions. The roundtable, held on April 20, was attended by property owners, business owners and interested citizens. Karen Wahls, Principle of Strategic Community Solutions was the facilitator. Approximately 25 people attended the meeting.

The facilitator used keypad voting to capture information, and this was helpful in collecting feedback from the group. Lea covered the Potential Next Steps following the meeting. Based on the input received, there are several areas identified that need further study and input. Specifically, more information is needed on employee parking requirements, the costs and revenues of a potential parking garage and the potential for utilizing other strategies to reduce parking demand. She said that staff recommends that Council appoint a subcommittee consisting of representatives from the Snider Plaza property owners, business owners and members of Council to continue discussions.

**A motion was made by Mayor Olin Lane, seconded by Councilmember Randy Biddle, to establish a special subcommittee with Mayor Pro Tem Dawn Moore as the Chair, and Councilmember Gage Prichard as a member. The motion carried by the following vote:**

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

17-68

Consider approval of an ordinance approving Atmos rate increase.

Director of Information Resources Dale Harwell gave a presentation. He said that the City of University Park is a member of the Atmos Cities Steering Committee (ACSC), and that this group has recommends that all cities in the group approve the negotiated rate settlement with Atmos. This rate increase is requested to help recover Atmos' capital investments. The consumption charge for residential customers will increase from \$0.1138 to \$0.14 per hundred cubic feet (Ccf). The monthly bill impact for the typical residential customer consuming 46.8 Ccf will be an increase of \$2.04, or about 3.87%. The typical commercial customer will see an increase of \$6.27, or 2.37% on a monthly bill.

**A motion was made by Councilmember Randy Biddle, seconded by Councilmember Taylor Armstrong, to approve 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. 17-011

17-72

Consider approval of a proposal from Kimley-Horn for Engineering Services associated with the renovation and repairs of the Northwest Highway Elevated Water Storage Tank

Director of Public Works Jacob Speer gave a presentation. He said this proposal is for engineering services for renovation and repair of the Northwest Highway elevated water storage tank.

The Northwest Highway water tower is now 20 years old and needs some rehabilitation. Annual inspections have not identified major corrosion or locations of structural failure below the water line, but the coating system is no longer providing sufficient protection and is degrading. Additionally the cathodic protection system no longer functions and needs to be replaced and the most recent inspection found failures in the tank above the water line which require repair or replacement.

This proposal from Kimley-Horn in the amount of \$189,900 provides for engineering design, assistance with project bidding, and project construction administration and inspection.

**A motion was made by Mayor Pro Tem Moore, seconded by Councilmember Prichard, to approve this proposal. The motion carried by the following vote:**

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

[17-73](#)

Consider approval of an ordinance removing portions of the 4100 block of Lovers Lane from the Residential Parking District.

Director of Public Works Jacob Speer said that staff received a request to remove portions of the 4100 block of Lovers Lane from the Residential Parking District (RPD). The City received "opposed" responses from three residents on the block. The proposed solution is to remove the Highland Park ISD-owned properties from the RPD but leave the non-HPISD-owned properties in the RPD. Thus, the revisions to the parking district leave in place the Resident Only Parking designation in front of 4149 and 4125 Lovers Lane.

**A motion was made by Councilmember Taylor Armstrong, seconded by Councilmember Randy Biddle, to approve 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. 17-012

[17-83](#)

Conduct a public hearing on amending PD-33 to allow surface parking lots and athletic/playfield.

Mayor Lane opened the public hearing for Planned Development District number 33 (PD-33). Director of Community Development Pat Baugh gave a presentation. He said that the Highland Park Independent School District (HPISD) has requested a change to the uses allowed in PD-33 from multi-family to surface parking lots and athletic/playfield. HPISD is proposing to build 217 parking spaces and a playfield.

Changing the allowed uses in the PD-33 from multi-family to surface parking lots will replace parking areas that will be removed in the nearby high school campus as a result of new facility additions. Additionally, providing a playfield use on the southernmost parcel will provide an alternate area for various youth groups to practice and play while the elementary, middle and intermediate school campus play fields are taken out of service for their respective capital improvement projects. The streets and alleys will remain open to traffic, though parking lot access will not be encouraged by way of the alleys.

Councilmember Biddle asked Pat about reviewing the traffic in about six months and wondered who will pay for that study. Pat said that HPISD will pay for a traffic study in six months.

Mayor Lane closed the public hearing as there were no speakers.

[17-84](#)

Consider an ordinance amending Planned Development District PD-33 to allow surface parking lots and athletic/playfield.

**A motion was made by Mayor Pro Tem Dawn Moore, seconded by Councilmember Randy Biddle, to approve 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. 17-013

[17-85](#)

Conduct a public hearing on amending PD-19 to build two new additions to the existing school and site.

Mayor Lane opened the public hearing. Community Development Director Pat Baugh gave a presentation. He said that this is a proposal by HPISD to build two new additions to the existing middle school, HPMS/MIS. This 14 acre campus spans both the City of University Park and the Town of Highland Park. The requested amendment retains the current educational uses in Planned Development District number 19 (PD-19) and increases the building classroom area through addition of a three-story structure in each community and a single underground parking garage that will hold approximately 200 cars.

The three story additions are proposed at an overall height equal to the existing three story buildings' heights. The general exterior elevations will blend and match the existing structures and style of construction.

The Highland Park Planning Commission has forwarded a recommendation of approval to the Town Council for consideration in June.

Mayor Lane closed the public hearing as there were no speakers.

[17-77](#)

Consider an ordinance amending Planned Development District PD-19 to build two additions to the existing school and site.

Councilmember Biddle asked to add an amendment to have the school district take care of the trees along Key Street during construction. Councilmember Prichard asked why there was no cast stone along the windows. The HPISD rep said there will be some stone trim and a keystone over the windows.

**A motion was made by Councilmember Randy Biddle, seconded by Councilmember Taylor Armstrong, to approve this ordinance and also to ask the HPISD to maintain and water the trees along Key Street. 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. 17-014

[17-75](#)

Consider approval of a bid for landscape improvements to the Mockingbird Wall.

Director of Parks and Recreation Gerry Bradley gave a presentation. He said that this is a project for landscape design and installation along the Mockingbird Wall. The Parks Department met with the homeowners in the area to review this project. This project will be along the north side of the wall on the University Park side only. Staff received six bids for this project. Valle Verde Systems was the low bidder at \$94,255. Additionally, the Parks Department requests a project contingency of \$7,500.

**A motion was made by Councilmember Taylor Armstrong, seconded by Mayor Pro Tem Dawn Moore, to approve this bid award. 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**