



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, December 5, 2017

5:00 PM

Council Chamber

EXECUTIVE SESSION

3:30 - 4:00 P.M. Pursuant to TGC§ 551.071, the City Council met in closed session to consult with the City Attorney regarding traffic enforcement in school zones. 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

Rollcall

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

A. INVOCATION: Mayor Olin Lane, Jr.

B. PLEDGE OF ALLEGIANCE: Mayor Olin Lane, Jr. / Boy Scouts

Boy Scouts Jack Overcash (Troop 35) and Tie Smith (Troop 70) were present as part of earning their Communication merit badge.

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, Public Works Operations Coordinator Jodie Ledat, Director of Public Works Jacob Speer, Director of Human Resources Alicia Dorsey, Fire Chief Randy Howell, Director of Finance Tom Tvardzik, Director of Organizational Development Lea Dunn, Library Director Sharon Martin, Purchasing Manager Elizabeth Anderson, and Director of Community Development Patrick Baugh.

II. AWARDS AND RECOGNITION

None

III. CONSENT AGENDA

[17-218](#)

Consider approval of a request to purchase a pick-up truck for the Public Works Department.

City Manager Corder said that this is a planned replacement of a vehicle for Infrastructure Maintenance. The new vehicle is a Ford F250XL Super Duty Crew Cab with a shorter bed to navigate the City's alleyways. The truck is available from Chastang Enterprises for \$29,978 via an HGAC contract. HGAC contracts have been competitively bid and thus satisfy statutory purchasing requirements.

This purchase was approved.

[17-223](#)

Consider approval of a request to purchase four Police vehicles.

City Manager Corder said that this is a purchase of three police patrol vehicles and one vehicle for the police warrant officer. These are planned replacements, and the old vehicles will be sold at auction. The three 2018 Chevrolet Tahoe PPV models will cost \$36,458.33 per vehicle and will come with an extended warranty. The fourth vehicle for the warrant officer will not include the warranty as this vehicle will not be driven as frequently. The price for this vehicle is \$32,380. The total purchase price for the four vehicles and three warranty plans is \$141,754.99. The vehicles are available from Caldwell Country Chevrolet via a BuyBoard contract, BuyBoard contracts have been competitively bid and satisfy statutory purchasing requirements.

This purchase was approved.

[17-219](#)

Consider approval of a request to purchase a pick-up truck for the Parks Department.

City Manager Corder said that this is a planned replacement of a 2003 Parks Department pick up truck. The Parks Department uses this truck for a variety of tasks, including mosquito control, hauling heavy equipment and pulling trailers. The new truck is a 2018 Ford F350XL Super Duty Crew Cab with hydraulic lift gate. This vehicle is available from Chastang Enterprises for \$35,078 via an HGAC contract. HGAC contracts have been competitively bid and satisfy statutory purchasing requirements.

This purchase was approved.

[17-231](#)

Consider approval of a request to purchase flatbed truck for the Parks Department.

City Manager Corder said that this is a planned replacement of a Parks Department 2002 model brush truck. The new truck will be purchased by Parks but can be used by multiple departments to clear storm debris, haul pallets of grass, sacks of fertilizer, large utility supplies, and more. The new 2019 Freightliner 108SD truck chassis with a Steller Slider Lift Hoist is available from Freightliner of Austin for \$118,089 via a BuyBoard contract. BuyBoard contracts have been competitively bid and thus satisfy statutory purchasing requirements.

This purchase was approved.

[17-225](#)

Consider approval of an ordinance amending Article 5.05, Division 2, "Firemen's Relief and Retirement Fund" to provide for payroll deductions and payments by City.

City Manager Corder said that this item is an amendment to Chapter 5, Article 5.05, Division 2 of the Code of Ordinances. This is a housekeeping item that reflects changes approved at the September 5 City Council meeting. The Council approved ordinance 17/27 which implemented House Bill 3056 provisions by amending the Texas Local Fire Fighters Retirement Act (TLFFRA) to allow the City to address long-term funding concerns of the Fire Department's pension system.

This ordinance was adopted.

Enactment No: ORD No. 17-036

[17-224](#)

Consider approval of the minutes of the November 7, 2017 City Council meeting, 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

[17-227](#)

Consider an abandonment request at 6815 Baltimore Drive.

Director of Public Works Jacob Speer gave a presentation. He explained that this property at 6815 Baltimore has a 15' easement dating back to 1921. He said the City may have originally planned to build a road or alley through the easement. The City does not need the easement as there is no infrastructure there.

Jacob said that he is seeking direction from the Council as to whether they want to abandon the easement. If so, they will arrange for an appraisal of the property, at the property owner's expense, to determine fair market value (FMV) of the proposed abandonment.

Councilmember Prichard asked if the City has a responsibility to notify the other three property owners who also have the easement on their property. Jacob said he doesn't believe it's a responsibility, but it might be a good idea to let them know.

A motion was made by Mayor Pro Tem Dawn Moore, seconded by Councilmember Taylor Armstrong, to seek an appraisal of the right-of-way to be abandoned and bring it back for consideration at a future City Council meeting to determine a sale price. The motion also included a recommendation to notify the other property owners bordering the right-of-way in case they also want to purchase the additional land. The motion carried by the following vote:

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

[17-230](#)

Consider approval of a contract with Huitt-Zollars, Inc. for general engineering services.

Director of Public Works Jacob Speer gave a presentation. He said that following the retirement of the City Engineer in July 2016, staff began searching for an engineer to fill the vacancy. After multiple job postings, interviews, and job offers, the position remains unfilled.

Public Works would like to work with an engineering firm on a temporary basis to fulfill the City's engineering needs. The City issued a Request for Qualifications (RFQ) for general engineering services and received 18 responses. Huitt-Zollars received the RFQ highest score and subsequently submitted a proposal.

The proposed agreement outlines the hourly rates for general engineering services and provides a process for developing subsidiary, project-specific agreements for larger scale efforts.

Staff recommends approval of the contract with Huitt-Zollars, Inc. for general engineering services.

A motion was made by Councilmember Gage Prichard, seconded by Councilmember Randy Biddle, to approve this contract. The motion carried by the following vote:

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

17-228

Consider approval of a Project Specific Agreement with Dallas County for partial funding of pavement restoration on Preston Road and Hillcrest Avenue.

Director of Public Works Jacob Speer gave a presentation. He said that Dallas County has a program to use county funds to help reimburse communities in the county for their work to maintain and extend the life of major thoroughfares in Dallas County. University Park has two major thoroughfares, Hillcrest and Preston Road. Staff submitted a request to Commissioner Cantrell's office for reimbursement of a mill and overlay project that is tentatively scheduled for summer 2018. This project includes Preston Road from Lovers Lane to Northwest Highway and Hillcrest Avenue from Daniel to Potomac. The City will pay for all costs associated with the project and submit a reimbursement request to Dallas County for \$250,000. The estimated project cost is \$647,331.57. The proposed agreement is independent of any other cost-sharing agreements for roadway improvement projects.

Staff recommends City Council approval of the Project Specific Agreement with Dallas County.

A motion was made by Councilmember Taylor Armstrong, seconded by Councilmember Gage Prichard, to approved this agreement. The motion carried by the following vote:

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

17-232

Consider approval of an ordinance amending FY2018 budget to carry forward FY2017 encumbrances.

City Manager Corder said that this is a routine annual budget amendment to bring forward funds encumbered at the end of the prior fiscal year. These encumbrances are in the form of purchase orders that were not concluded by year-end. Approval of these FY2017 encumbrances (open purchase orders) moves the corresponding budget amount from FY2017 to FY2018, thereby making the funds available for expenditure in the current fiscal year. The encumbrances in this budget amendment total \$402,576.

A motion was made by Councilmember Randy Biddle, seconded by Councilmember Taylor 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. 17-037

[17-222](#)

Consider approval of hiring a private company to conduct a security assessment for the University Park City Hall and Peek Center.

Chief Greg Spradlin gave a presentation. He said that with workplace violence increasing across the country the Police Department researched ideas for providing a safer workplace for University Park employees and visitors to municipal facilities. The group received bids and liked Guidepost Solutions, a national firm with an office in Plano. This company specializes in physical, technical, operational, and organizational security assessments.

The goal is to create a master plan that identifies potential threats and assesses the probability of an occurrence, evaluates our facilities and operational vulnerabilities, and proposes solutions to address the identified threats.

Staff recommends approval of a contract with Guidepost Solutions to conduct a security assessment of City Hall and Peek Center facilities for a total of \$19,400.

A motion was made by Councilmember Biddle, seconded by Councilmember Armstrong, that this security assessment be approved. The motion carried by the following vote:

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

[17-233](#)

Discuss and provide direction on updating the City of University Park Master Plan.

Director of Community Development Patrick Baugh gave a presentation about updating the 1989 Master Plan. He said that the City Council identified this update as a goal at its planning workshop in 2014. Pat provided a tentative timeline for crafting the Master Plan with assistance from a consultant. Following selection of a consultant via an RFP process, he expects the update to take about 24 months.

He suggested that the consultant's general scope of work should be:

1. Verify accomplishments since last update
2. Verify items in the Master Plan that are more maintenance in nature - establish maintenance level goals (Example: 3. All streets maintained at a Pavement Condition Index of 80%)
3. Conduct public engagement process
4. Craft goals, with public participation, for new destinations and accomplishments
5. Craft an economic model or funding plan
6. Verify with public
7. Present to appointed and elected bodies in public forums

He said that staff is seeking direction from the City Council on the proposed Master Plan update process, consultant scope and timing of updating the plan.

Councilmember Armstrong asked if Pat had considered using the City's committees in this process. Pat said "yes", the committees will be an integral part of the process.

Mayor Lane suggested that the City staff and committees have enough talent to work on the update without help from a consultant.

Councilmember Prichard said that he would like to postpone the Master Plan update process for at least year to allow for the multiple construction projects going on throughout the City to conclude and determine what impact these projects may have.

City Manager Corder asked the Council to consider beginning the Master Plan update process now by engaging the committees and seeking input from residents.

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT