



# City of University Park

City Hall  
3800 University Blvd.  
University Park, TX 75205

## Meeting Minutes City Council

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Tuesday, September 18, 2018

5:00 PM

Council Chamber

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### PRE-MEETING WORK SESSION(S)

*3:45 - 4:00 P.M. The City Council met in open work session to receive a briefing from staff regarding dockless electric scooters. No action was taken. Council Conference Room, 2nd floor, City Hall.*

[18-179](#) Discuss dockless electric scooters in University Park.

### 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: Mayor Pro Tem Taylor Armstrong
- B. PLEDGE OF ALLEGIANCE: Mayor Pro Tem Taylor Armstrong / Boy Scouts
- C. INTRODUCTION OF COUNCIL: Mayor Olin Lane, Jr.

Boy Scout Noah Lilly of Troop 70 was present as part of earning his Communication merit badge. He assisted Mayor Pro Tem Armstrong and the City Council in leading the Pledge of Allegiance.

**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 Parks & Recreation Gerry Bradley, Director of Public Works Jacob Speer, Fire Chief Randy Howell, Director of Community Development Patrick Baugh, Library Director Sharon Martin, Assistant City Manager Lea Dunn, Purchasing Manager Elizabeth Anderson, Director of Finance Tom Tvardzik, and Operations Coordinator Jodie Ledat.

**II. AWARDS AND RECOGNITION**

None

**III. CONSENT AGENDA****18-152**

Consider approval of an Interlocal Agreement for Food Establishment Inspection and Environmental Health Services between Dallas County Health and Human Services and the City of University Park.

City Manager Corder said that this is an agreement with the Dallas County Health and Human Services Department for food establishment inspections and environmental health services for fiscal year 2019 (FY19). In FY17, the City paid the County \$16,350 to inspect restaurants, kitchens, and food trucks in University Park (\$75 per inspection / 2 inspections per year).

**This agreement was approved.**

**18-181**

Consider approval of a resolution approving an Interlocal Agreement with Dallas County for continued participation in the Household Hazardous Waste Program.

City Manager Corder said that this is an agreement with Dallas County to participate in their Household Hazardous Waste Disposal Program. University Park residents may use the Home Chemical Collection Center to dispose of their paint, herbicides, pesticides, etc. The City has participated in this program since 1994.

**This resolution was approved.**

**18-185**

Consider approval of the minutes of the September 4, 2018 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 Prichard, 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

##### 18-178

Consider "LOVE" sculpture donation recommended location.

Director of Parks & Recreation Gerry Bradley gave a presentation. He said that the City Council accepted the Neuhoff family's offer to donate a sculpture on a long term loan basis at the August 7 meeting. Following acceptance, a citizen group convened to review potential locations for the sculpture. The group recommended locating the sculpture at the south end of the Williams Park Island, with the sculpture facing north.

**A motion was made by Councilmember Farley, seconded by Councilmember Biddle, to accept the recommended location of the LOVE sculpture. The motion carried by the following vote:**

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

##### 18-180

Consider approval of award of Bid # 2018-13 for Traffic Signal Improvements.

Purchasing Manager Elizabeth Anderson gave a presentation. She said that staff received one bid response from Durable Specialties to install traffic signals at three locations:

- Preston Road and Centenary Drive
- Preston Road and Villanova Street
- Hillcrest Avenue and Caruth Boulevard

The bid total is \$642,200. Elizabeth said that the City has had good experiences working with Durable Specialties in the past, and staff feels that the bid is fair and reasonable.

Councilmember Prichard asked if this was planned for in the upcoming budget. Robbie Corder said that the project was budgeted, but the budgeted amount was less than the bid total.

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

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

##### 18-182

Consider approval of an ordinance abandoning alley right-of-way adjacent to 3606 Lovers Lane.

**The Council postponed consideration of this item until a later date.**

[18-183](#)

Consider approval of an ordinance abandoning alley right-of-way adjacent to 3615 Amherst Avenue.

**The Council postponed consideration of this item until a later date.**

Enactment No: RES No. 18-032

[18-184](#)

Consider approval of a resolution authorizing appropriation of the City's share of field inspection and engineering services of the Turtle Creek Sewer interceptor with the Town of Highland Park.

Director of Public Works Jacob Speer gave a presentation. He said that in 2009 the City and the Town of Highland Park entered into an agreement to establish shared use/benefit of a 30" sanitary sewer trunk main along Turtle Creek. The City and the Town share equally in all operation, maintenance, and capital costs associated with the shared main.

The Town recently had a company perform an inspection of 115 feet of the sanitary sewer main and determined that portions of the main are in an advanced state of deterioration.

Freese and Nichols, the engineering firm that performed the limited inspection, proposed to do a more comprehensive inspection of the main with an estimated cost of \$153,000. The City's share of this inspection would be around \$76,500.

Based on the results of the evaluation, the engineer will make recommendations on the location, scope, and priority of necessary repairs. The engineer will also make an assessment of the remaining useful life of each segment of the shared main.

Councilmember Prichard asked if there's a way to inspect the sewer line on a semi-annual basis. Jacob said that the only way to inspect a sewer line is via a robot camera inside the line. He said that this particular main always has 8-10" of water in it, so traditional methods of inspection are not effective. This new technology allows use of sonar to detect trouble under the water. Councilmember Prichard asked if there's any equipment that can be put in the sewer line that would clean the full diameter of the sewer line. Jacob said "yes", there is, but the cleaning method uses high pressure water to knock away deposits on the pipe, and this doesn't work well if the pipe would be further damaged by the cleaning process. Councilmember Farley asked how old is the pipe. Jacob said it went into service in 1934. The Mayor asked where the section of pipe is located. Jacob said it is underneath Lakeside Drive a couple of blocks north of Wycliff. Councilmember Farley asked if the survey will come all the way to UP. Jacob said "yes", up to McFarlin.

Mayor Pro Tem Armstrong asked if the cost will be shared 50/50. Jacob said "yes." Councilmember Farley asked about the cost to replace the entire line. Jacob did not have an estimate. The Mayor asked if this is most problematic line in the City. Jacob said "yes", this transfers all sewer out of the City to the treatment center.

**A motion was made by Councilmember Prichard, seconded by Mayor Pro Tem Armstrong, that this resolution be adopted. 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. 18-0189

[18-186](#)

CONTINUATION OF PUBLIC HEARING: FY2019 Budget

Director of Finance Tom Tvardzik gave a presentation. He said that the proposed FY2019 budget of \$53,099,375 is 4.3% higher than the adopted FY2018 budget of \$50,893,909.

Highlights of the proposed budget include:

- A 6.7% increase (year-over-year) in the City's certified property tax base.
- A calculated property tax rate of 24.5379 cents per \$100 of taxable value (a decrease of .3382, or 1.4%, from FY2018).
- A 5.2% increase (\$986,197) in property tax revenue from FY2018.
- A balanced General Fund budget.
- No increase in water rates.
- No increase in sewer rates.
- No increase in sanitation rates.
- No increase to storm water rates.
- A 5% increase in "pay-as-you-go" capital project funding, to \$6.5 million.
- A 5% increase in equipment reimbursement rates.
- Addition of a 911/311 Dispatcher in Public Safety.
- The first round of a three year phase-in of personnel to staff the "in-house" MPY effort.
- A compensation adjustment of 1% for all City personnel, with additional position-specific adjustments within Public Safety.
- Increases in TMRS, FRRF and health-care funding.

Mayor Lane read a statement, "The City Council has held the required public hearings regarding the proposed fiscal 2019 budget and tax rate. We have 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. Before we continue, does anyone wish to speak regarding the proposed fiscal year 2019 budget?"

There were no speakers, so the Mayor closed the public hearing.

[18-187](#)

Consider approval of an ordinance adopting the FY2019 budget.

Director of Finance Tom Tvardzik gave a statement that this is the "ordinance adopting the Fiscal Year 2019 Budget. The budget totals \$53,099,375, which is a 4.3% increase from fiscal 2018. If approved, this budget will take effect October 1, 2018. 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 Armstrong, seconded by Councilmember Biddle, to approve the ordinance adopting the fiscal year 2019 budget. 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.18-033

[18-188](#)

Consider ratification of Tax Year 2018 (FY2019) tax revenue increase.

Director of Finance Tom Tvardzik stated that "now that the Fiscal Year 2019 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 2019 budget. It currently reads as follows:

This budget will raise more total property taxes than last year's budget by \$882,695 or 4.65%, and of that amount, \$282,280 is tax revenue to be raised from new property added to the tax roll this year."

**A motion was made by Mayor Pro Tem Armstrong, seconded by Councilmember Biddle, to ratify the property tax increase as reflected in the fiscal 2019 budget. The motion carried by the following vote:**

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

[18-189](#)

Consider approval of an ordinance levying the Tax Year 2018 (FY2019) property tax rate.

Director of Finance Tom Tvardzik stated, "Item 18-189 is the ordinance levying the 2018 tax rate, in support of the fiscal 2019 budget. Please note the proposed rate of 24.5379 cents per \$100 of taxable value is lower than the rate levied in the prior year. Property taxes on a \$100,000 home would decrease by \$3.38 under the new rate. However, the proposed rate (if passed) will be 4.31% higher than the calculated Effective Tax Rate of 23.5241 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 accounting for the overall increase in the taxable value of all properties that existed within the City both years. New construction is excluded for the purposes of the Effective Tax Rate calculation."

**A motion was made by Mayor Pro Tem Taylor Armstrong, seconded by Councilmember Randy Biddle, that the property tax rate be increased by the adoption of a tax rate of 24.5379 cents per hundred dollars of taxable value, which is effectively a 4.31 percent increase in the tax rate. 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. 18-034

[18-190](#)

Consider approval of an ordinance adopting the FY2019 Pay Plan.

Director of Finance Tom Tvardzik stated that this is the "ordinance levying the 2018 tax rate, in support of the fiscal 2019 budget. Please note the proposed rate of 24.5379 cents per \$100 of taxable value is lower than the rate levied in the prior year. Property taxes on a \$100,000 home would decrease by \$3.38 under the new rate. However, the proposed rate (if passed) will be 4.31% higher than the calculated Effective Tax Rate of 23.5241 cents per hundred. The Effective Tax Rate is the rate that would provide the City with the same amount of tax revenue as last year, after accounting for the overall increase in the taxable value of all properties that existed within the City both years. New construction is excluded for the purposes of the Effective Tax Rate calculation."

**A motion was made by Mayor Pro Tem Taylor Armstrong, seconded by Councilmember Randy Biddle, to approve the FY2019 pay plan 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. 18-035



[18-191](#)

Consider approval of an ordinance updating service credits and adopting a cost of living adjustment for qualifying members within the Texas Municipal Retirement System.

Director of Finance Tom Tvardzik stated that this is an "ordinance updating service credits, transfer service credits and adopting a cost-of-living adjustment for qualifying members of the Texas Municipal Retirement System, or TMRS. Consistent with the last time benefits were updated (in September of 2012, as part of the FY2013 budget), Service Credits will be updated at 100%, while the cost-of-living adjustment (or COLA) will be pegged at 70% of the Consumer Price Index change since that time.

All of these changes are incorporated in the fiscal 2019 budget, and will go in to effect on January 1, 2019 - consistent with the TMRS Plan Year."

**A motion was made by Mayor Pro Tem Armstrong, seconded by Councilmember Biddle, to approve the ordinance adopting the TMRS changes. 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. 18-036

## **V. PUBLIC COMMENTS**

None

## **VI. ADJOURNMENT**