



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, November 5, 2019

5:00 PM

Council Chamber

EXECUTIVE SESSION

3:00 - 4:00 P.M. Pursuant to TGC§ 551.071, the City Council met in closed session to discuss confidential legal matters with the City Attorney. 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, Mayor Pro Tem Taylor Armstrong, Mayor Pro Tem Randy Biddle, Councilmember Gage Prichard and Mayor Pro Tem Liz Farley

A. INVOCATION: Mayor Pro Tem Taylor Armstrong

B. PLEDGE OF ALLEGIANCE: Mayor Pro Tem Taylor Armstrong / Scouts

Boy Scouts Jackson Maddox, William Turner, Oliver Burke, Andrew Kerry, Jay Miller, Luke Feuer, Brant Briner, and Walker Stevenson of Troop 577 were present as part of earning their Communication and Citizenship in the Community merit badges. They assisted the Mayor and 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, Fire Chief Randy Howell, Purchasing Manager Elizabeth Anderson, Director of Finance Tom Tvardzik, Assistant City Manager Lea Dunn, Director of Human Resources Alicia Dorsey, Library Director Sharon Martin, Director of Community Development Patrick Baugh.

II. AWARDS AND RECOGNITION

None

III. CONSENT AGENDA**[19-184](#)**

Consider approval of annual Stop Loss Coverage Renewal.

City Manager Corder said that this item will approve the annual Stop Loss Coverage program. This is the maximum amount of money that the City will pay on individual claims on employee health insurance. In the past, the City has had a stop loss amount of \$93,500. This amount will increase to \$110,000 to offset the increasing cost of these insurance claims. The Employee Benefits Committee reviewed this at their meeting on September 18 and recommended approval.

This renewal was approved.

[19-181](#)

Consider approval of a request from Hyer Preschool Association (HPA) to hold its 5K Faster Stronger Fun Run.

City Manager Corder said that this request approves the annual Hyer 5K fun run, a fundraiser event for the Hyer Preschool Association. The run is scheduled for May 2 from 9 - 11 a.m., and the route is in the neighborhood around the school, beginning and ending in Smith Park. Two off-duty police officers will be hired to assist with traffic.

This request was approved.

[19-183](#)

Consider approval of an Interlocal Agreement with DART for participation in the Street Repair Program.

City Manager Corder said that this Interlocal Agreement with Dallas Area Rapid Transit (DART) is required as part of the City's participation in the Street Repair Program. This program allows for cost recovery for certain improvements related to street maintenance. Staff has prepared a reimbursement request in the amount of \$137,669 related to 2018 traffic signal replacements, and this agreement is required in order to be eligible for reimbursement.

This Interlocal Agreement was approved.

[19-188](#)

Consider approval of payment to Tyler Technologies for New World ERP Standard Software Maintenance for FY20.

City Manager Corder said that this is a contract with Tyler Technologies for annual maintenance of New World Systems, the City's Enterprise Resource Planning (ERP) software. The City uses New World Systems for its financial management system, human resources system, and utility billing system.

The contract cost is \$65,719.38, an increase of almost 4% due in part to new maintenance costs for Benefits Administration and eBenefits Administration modules.

This payment was approved.

[19-185](#)

Consider approval of the minutes of the October 15, 2019 City Council meeting, with or without corrections.

The October 15, 2019 City Council meeting minutes were approved.

[19-190](#)

Consider approval of the minutes of the October 17, 2019 City Council Work Session, with or without corrections.

The October 17, 2019 City Council meeting minutes were approved.

Approval of the Consent Agenda

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

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

IV. MAIN AGENDA

[19-186](#)

Conduct a Public Hearing regarding an amendment to the Special Sign District for the multiple occupancy building at 6565 Hillcrest (Hilltop Plaza).

Director of Community Development Patrick Baugh said that Foxtrot Market in the new Hilltop Plaza development requested an amendment to the Special Sign District to allow them to substitute two sign locations on the outside of the building in order to display a smaller sign from within the building behind the storefront glass windows.

He said that the Zoning and Development Advisory Committee reviewed this request at its meeting on October 23 and recommended approval.

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

[19-187](#)

Consider approval of an ordinance amending the Special Sign District standards for the multiple occupancy building at 6565 Hillcrest (Hilltop Plaza).

A motion was made by Councilmember Randy Biddle, seconded by Mayor Pro Tem Taylor Armstrong, to adopt this ordinance amending the Special Sign District at 6565 Hillcrest (Hilltop Plaza). The motion carried by the following vote:

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

Enactment No: ORD No. 19-028

[19-182](#)

Consider approval of contract awards for Demolition and Fence Construction at 4236 Lovers Lane.

Purchasing Manager Elizabeth Anderson said that the City purchased the property at 4236 Lovers Lane in September to use the land to reconfigure and improve the intersection at Douglas Avenue and Lovers Lane as part of the Miracle Mile redevelopment effort.

She said that the City now needs to demolish the existing structures on the property to make room for a wider roadway. Staff sought multiple quotes for the demolition of the house, and Lloyd D. Nabors Demolition provided the lowest estimate. After a scope adjustment to include tree removal at the property, the final estimate from Lloyd Nabors is \$16,295. This amount includes demolition and haul-off, rat abatement, erosion control, and sod replacement.

Elizabeth said that staff also sought quotes to have an eight foot fence built around the property to protect the privacy and safety of the residents nextdoor to 4236 Lovers Lane. The low estimate for this project is B&S Fence Company, for \$8,650.

The grand total amount for this work is \$24,945 and work can begin in four to six weeks.

Mayor Pro Tem Armstrong asked if the land would be sodded after it is cleared. Elizabeth said yes. Councilmember Farley asked if the nextdoor neighbors had been notified of these plans, and City Manager Corder said yes.

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

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

[19-189](#)

Consider approval of a parking license agreement with SPC Park Plaza Partners.

City Manager Corder said that this parking license agreement is between the City and SPC Park Plaza Partners, the owners of Hilltop Plaza. He said that parking has been an issue in Snider Plaza for years, and this agreement is a step towards addressing parking concerns.

SPC Park Plaza Partners is offering use of up to 50 parking spaces in the garage at a rate of \$0.65 per hour. Tenants of Snider Plaza could use the parking garage at this discounted rate. Relocating up to 50 vehicles to the Hilltop Plaza parking garage will help make space available for customers within the plaza.

Parking in the garage for the general public is free for the first hour and then \$3 per hour after that.

The license agreement requires the City to manage access to the allotted parking spaces within the garage. Staff will develop policies and procedures for implementation of this license agreement, including long-term management by a public parking district. Use of the parking spaces will be billed to the City as used - there is no minimum payment or advance payment required.

A motion was made by Mayor Pro Tem Taylor Armstrong, seconded by Councilmember Liz Farley, to approve this agreement. The motion carried by the following vote:

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

[19-193](#)

Consider award of contracts for landscape design services and consulting.

City Manager Corder said that these contracts are for consulting and landscape design services in Snider Plaza.

The City Council rejected all submissions for landscape design services associated with improvements in Snider Plaza during the June 4 City Council meeting. The original scope of the submissions that were rejected included development of concept plans for landscaping and hardscaping to follow water, sanitary sewer, and storm sewer improvements in Snider Plaza. The City Council asked staff to explore alternatives to the scope so that concepts as envisioned in the Snider Plaza Master Plan (2008) could be developed into final design documents.

The first contract is with the Catalyst Group in the amount of \$49,000 to serve as a consultant in this process.

The second contract is with Space Between Design Studio for landscape design services in an amount not to exceed \$183,000.

Councilmember Prichard asked about the amount to exceed figure of \$183,000 for the landscape design services and would there be any credit back to the City for unused time. Robbie said that the City will be billed at a flat rate, and the number of hours used will determine the final invoice amount.

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

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

[19-191](#)

Consider authorizing project phasing and final design of stormwater improvements.

City Manager Corder said that this item was discussed in the pre-session regarding final design phasing for the stormwater project in the northeast section of the city. This is the area around Caruth Park along Southwestern between Turtle Creek and Hillcrest, along Hillcrest and also along Airline to address area flooding during heavy rainfalls.

Robbie said that staff needs more information before asking for approval on the sequencing and the phasing of this project.

[19-192](#)

Consider approval of a resolution establishing the FY2020 Capital Projects Budget.

Director of Finance Tom Tvardzik said that this resolution will carry forward Capital Projects Budget dollars from FY19 to FY20.

City staff met with the Capital Projects Review Committee (CPRC) on October 14, 2019 to review and approve the list of upcoming Capital Projects. The FY2020 budget is the first year of the Capital Improvements Program, which is a 5-year summary of upcoming and "in-progress" capital projects. the CPRC recommended that the City Council approve the FY2020 project budget (and FY2019 rollover),

After the October CPRC meeting, the City Manager requested \$500,000 be added to the FY2020 budget to cover potential costs of converting the property at the corner of Lovers and Preston into a city park. While the City anticipates a private party will donate the property for that use, it does not yet have an estimate of how much (if any) of the conversion costs will be paid by the donor.

Adding this \$500,000 placeholder creates a recommended FY2020 Budget of \$22,627,643.

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

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

Enactment No: RES No. 19-016

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT

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

Considered and approved this the 19th day of November, 2019:

Olin Lane, Jr., Mayor

ATTEST:

Christine Green, City Secretary