



# City of University Park

City Hall  
3800 University Blvd.  
University Park, TX 75205

## Meeting Minutes City Council

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Tuesday, July 7, 2020

5:00 PM

Council Chamber

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### EXECUTIVE SESSION

*3:00 - 4:00 P.M. Pursuant to TGC§ 551.072, the City Council met in closed session to deliberate regarding the purchase, exchange and value of real property at 3420 Rankin; and, pursuant to TGC§ 551.071, to consult with the City Attorney regarding the City Code addressing signs, placards, and displays on public property. No action was taken. City Council Chamber, 2nd 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. City Council Chamber, 2nd floor, City Hall.*

### I. CALL TO ORDER

**Present:** 5 - Councilmember Randy Biddle, Mayor Pro Tem Gage Prichard, Councilmember Liz Farley, Mayor Tommy Stewart and Councilmember Mark Aldredge

- A. INVOCATION: Councilmember Mark Aldredge
- B. PLEDGE OF ALLEGIANCE: Councilmember Mark Aldredge
- C. INTRODUCTION OF COUNCIL: Mayor Tommy Stewart

Mayor Tommy Stewart asked the City Councilmembers to introduce themselves. He noted that Councilmember Liz Farley was joining the meeting via telephone and she confirmed aloud for the Chamber.

- D. INTRODUCTION OF STAFF: City Manager Robbie Corder

Staff in attendance included City Attorney Rob Dillard, Special Projects Coordinator Amanda Hartwick, Assistant Police Chief Bill Mathes, Fire Chief Randy Howell, and Director of Public Works Jacob Speer.

### II. CONSENT AGENDA

[20-097](#)

Consider approval of an Interlocal Cooperation Agreement for Joint Provision of a SRO Officer for FY2020-2021.

City Manager Corder said that this is an interlocal agreement with the Town of Highland Park for the joint provision of a School Resource Officer (SRO) for the Highland Park School District for the upcoming academic year. The City and the Town share the estimated costs of the program, including salary and benefits for the SRO. The City provides 75% of the estimated costs and the Town covers the remaining 25%. The estimated costs for the SRO are about \$100,000 per year.

**This agreement was approved.**

[20-098](#)

Consider approval of an Interlocal Cooperation Agreement for Joint Provision of a D.A.R.E. Officer for FY2020-2021.

City Manager Corder said that this is an interlocal agreement with the Town of Highland Park for the joint provision of a D.A.R.E. (Drug Abuse Resistance Education) officer for Highland Park Middle School for the upcoming academic year. Like the SRO agreement, this agreement provides for the City and the Town to share the estimated costs of the program, including salary and benefits. The City provides 75% of the estimated costs and the Town covers the remaining 25%. The estimated cost for the D.A.R.E. officer is about \$100,000 per year.

**This agreement was approved.**

[20-104](#)

Consider approval of a resolution appointing Board and Committee Members and Municipal Court Judges for the 2020-2022 term.

City Manager Corder said that this resolution approves the Board and Committee appointments for the 2020-2022 term for the City's various statutory and advisory committees. There are approximately 150 resident volunteers who serve on these committees.

**This resolution was approved.**

Enactment No: RES No. 20-014

[20-109](#)

Consider approval of resolution adopting the 2020 Dallas County Hazard Mitigation Action Plan.

City Manager Corder said that this resolution adopts the 2020 Dallas County Hazard Mitigation Action Plan (HazMAP). By adopting the plan every five years, the City remains eligible for pre-disaster and post-disaster federal funding for mitigation purposes. The plan is an extension of the Dallas County Emergency Management Plan and is a record of the county's potential hazards, risks and strategies to reduce the long-term consequences of natural hazards. The HazMAP outlines mitigation goals and identifies risk reduction strategies for hazards that threaten the County and municipalities filing under the County's plan. Robbie said that 21 cities including the County helped with the development of this 937-page document. In University Park, the Caruth Park flood control project was identified in the plan as a construction project.

**This resolution was approved.**

Enactment No: RES No. 20-015

[20-112](#)

Consider approval of a resolution joining the Town of Highland Park and the City of Dallas in the appointment of Mark Aldredge to serve as the alternate representative for the Cities to the Regional Transportation Council.

City Manager Corder said that this resolution appoints Councilmember Aldredge to serve as an alternate representative to the Regional Transportation Council (RTC). The RTC is an organization within the North Central Texas Council of Governments (NCTCOG) and handles regional transportation issues. This alternate representative position represents the City of University Park, the Town of Highland Park, and the City of Dallas.

Former Councilmember Armstrong served in the position most recently.

**This resolution was approved.**

Enactment No: RES No. 20-016

[20-111](#)

Consider approval of the minutes of the June 16, 2020 City Council meeting, with or without correction.

**The minutes were approved.**

## **Approval of the Consent Agenda**

**A motion was made by Councilmember Farley, seconded by Councilmember Aldredge, to approve the Consent Agenda. The motion carried by the following vote:**

**Aye:** 5 - Councilmember Biddle, Mayor Pro Tem Prichard, Councilmember Farley, Mayor Stewart, and Councilmember Aldredge

### III. MAIN AGENDA

#### 20-102

Consider approval of a request for final payment to John Burns Construction

Director of Public Works Jacob Speer gave a presentation. He said that this item is approval of a final payment to John Burns for completion of Mile-Per-Year work (replacement of water and sanitary sewer mains and pavement) on the west side of the city. He said there was a change order to reduce the scope of the project in November 2019. Additionally, John Burns Construction exceeded the allowable number of working days by 81 days, so they incurred \$40,500 in liquidated damages. The final payment amount of \$140,639.79 reflects the deduction of liquidated damages. The total final contract amount is \$3,582,295.86.

Mayor Pro Tem Prichard asked who inspects the work. Jacob said the City has three in-house inspectors in Engineering who inspect construction work. The inspectors are on-site daily for inspections and also complete a final inspection with punch-list items addressed.

**A motion was made by Mayor Pro Tem Prichard, seconded by Councilmember Biddle, that this final payment be approved. The motion carried by the following vote:**

**Aye:** 5 - Councilmember Biddle, Mayor Pro Tem Prichard, Councilmember Farley, Mayor Stewart, and Councilmember Aldredge

[20-110](#)

Consider approval of an In-House Mile per Year (MPY) Program Proposal.

Director of Public Works Jacob Speer gave an overview of the Mile-Per-Year in-house program. In March, the City Council advised staff to modify the program to address shortcomings. He said the in-house program has advantages, like fewer resident complaints, higher quality of work, and the potential for cost savings of up to \$500,000 annually. However, a benefit of contracting the work is the flexibility in reducing the scope of work if there are budget constraints. With the in-house project there are a lot of fixed overhead costs of extra staff, equipment, etc. A disadvantage of the in-house program is the difficulty of acquiring and training a skilled workforce, which can compromise the city's ability to deliver the higher quality work, etc. Jacob said the revised plan addresses this concern with hiring new staff with modified job descriptions and salary requirements. The revised positions will work under a newly-established division within Public Works. The revised program will cost more with increased salary requirements, but it should attract more experienced staff. A new superintendent role will manage the program and Jacob suggests hiring for this position first. Jacob suggests hiring one crew and evaluate the program after 12 to 18 months before hiring additional crews. If the program is successful, staffing will be expanded to four crews over time. The Public Works Advisory Committee reviewed a similar presentation on June 15 and recommended approval of the proposed revised program.

Mayor Stewart said that he is optimistic about the program and thanked Jacob for the effort and time.

**A motion was made by Councilmember Randy Biddle, seconded by Councilmember Mark Aldredge, to approve the In-House Mile per Year (MPY) Program as presented. The motion carried by the following vote:**

**Aye:** 5 - Councilmember Biddle, Mayor Pro Tem Prichard, Councilmember Farley, Mayor Stewart, and Councilmember Aldredge

[20-113](#)

Consider approval of the Contract of Sale for 4084 Lovers Lane - Shaddock Park.

City Manager Corder gave an overview of the purchase of the property at the northeast corner of Lovers Lane and Preston Road (4084 Lovers Lane) by Bill Shaddock and the agreement with him to acquire the property following construction of a park. Under the terms of the Letter of Understanding of April 8, the City will purchase the property for \$500,000. The City and Mr. Shaddock will split construction costs above \$500,000 on a 50/50 basis, with a maximum amount of construction costs capped at \$775,000, so the maximum price the City will pay for the property is \$637,500.

The proposed contract of sale for the property reflects the terms of the Letter of Understanding dated April 8. While the City is approving the sale contract, the closing will not be scheduled until final acceptance of the park is completed. Answering a question from Mayor Pro Tem Prichard from the pre-session, Robbie said that the donation value of the park from Mr. Shaddock to the City is the value of the land itself, which is approximately \$900,000.

Mayor Stewart said this a very generous gesture by Mr. Shaddock, and he believes it will be a beautiful park.

**A motion was made by Mayor Pro Tem Prichard, seconded by Councilmember Biddle, to approve this contract of sale. The motion carried by the following vote:**

**Aye:** 5 - Councilmember Biddle, Mayor Pro Tem Prichard, Councilmember Farley, Mayor Stewart, and Councilmember Aldredge

#### IV. PUBLIC COMMENTS

None

**V. ADJOURNMENT**

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

Considered and approved this the 21st day of July, 2020:

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Tommy Stewart, Mayor

ATTEST:

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Christine Green, City Secretary