



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, July 20, 2021

5:00 PM

Council Chamber

PRE-MEETING WORK SESSION(S)

4:00 - 4:15 P.M. The City Council met in open work session to receive a budget information from staff. No action was taken. Council Conference Room, 2nd floor, City Hall.

4:15 - 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.

TO SPEAK ON AN AGENDA ITEM

Anyone wishing to address the Council on any item must fill out a green "Request to Speak" form and return it to the City Secretary. When called forward by the Mayor, before beginning their remarks, speakers are asked to go to the podium and state their name and address for the record.

I. CALL TO ORDER

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

- A. INVOCATION: Director of Communications & Marketing Steve Mace
- B. PLEDGE OF ALLEGIANCE: Director of Communications & Marketing Steve Mace
- C. INTRODUCTION OF COUNCIL: Mayor Tommy Stewart
- D. INTRODUCTION OF STAFF: City Manager Robbie Corder

Staff in attendance included City Attorney Rob Dillard, Director Marketing & Communications Steve Mace, Special Projects Coordinator Amanda Hartwick, Director of Information Services Dale Harwell, City Secretary Christine Green, Fire Chief Randy Howell, Fire Driver/Engineer Jason Salisbury, Chief of Police Bill Mathes, Director of Human Resources Cheree' Bontrager, Assistant City Manager Lea Dunn, City Engineer Katie Barron, and Public Works Operations Manager Jodie Ledat.

II. CONSENT AGENDA

[21-131](#)

Consider canceling the August 3 City Council meeting

City Manager Corder said that the August 3 meeting will be canceled due to some scheduling issues and a lack of agenda items. The next regularly-scheduled City Council meeting will on August 17, although there will be a brief meeting on August 10 to set the FY22 maximum tax rate.

The August 3 City Council meeting was canceled.

[21-128](#)

Consider approval of the minutes of the July 6, 2021 City Council meeting, with or without correction.

The minutes were approved.

Approval of the Consent Agenda

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

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

III. MAIN AGENDA

21-127

Consider proposed reorganization of the Human Resources Department and the addition of a Senior Human Resources Generalist position.

Assistant City Manager Lea Dunn said the Human Resources Department proposes to add a Senior Human Resources Generalist position to help address the increased workload of the department. She said that since 2017, the City has implemented a number of programs and initiatives to address recruitment, succession planning, training, benefit programs, employee recognition and engagement. These initiatives combined with the ongoing requirements and workload resulting from COVID-19, and the anticipation of a higher-than-usual turnover rate with increased retirements have exceeded the capacity of the current Human Resources Department (HR) to serve employees and meet City and departmental expectations and goals. She said that HR is currently organized with a Temporary Human Resources Clerk, Human Resources Generalist, and a Director of Human Resources. They propose adding the new position of Senior HR Generalist so that the department would be organized with a Full-Time HR Clerk, HR Generalist, Senior HR Generalist, and a Director of Human Resources. Lea said that the additional annual costs for the revised department staffing would be \$112,371. Since the additional position would be dedicated to managing all aspects of employee benefits, staff recommends that funding for this position be included in the self-insurance fund. These proposed reorganizational changes would be reflected in the FY22 budget. They also propose adding the position immediately which would add approximately \$12,000 to the remainder of FY21. She noted that the new position will also help with implementation of new employee benefits program.

Councilmember Prichard asked when the new person will begin. Lea said that HR hopes to have a new person on board within the next month, so there will be a one-month impact on the current budget.

Councilmember Farley asked if an HR staff member retires in three to five years, will HR hire a fourth person again. Lea said perhaps, although HR may be able to transition back to three people if the department has enough skilled staff. Councilmember Farley also asked if a portion of this is to transition the temporary employee to full-time. Lea said yes, part of the cost is \$10,000 to give the temporary person benefits.

A motion was made by Councilmember Gage Prichard, seconded by Councilmember Liz Farley, to approve this new position and reorganization of the Human Resources Department. The motion carried by the following vote:

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

[21-129](#)

Consider a proposal for design services for Miracle Mile landscape improvements

Robbie Corder said that this is a proposal for a design services for the Miracle Mile landscape improvements.

He said that City Engineer Katie Barron already discussed this in the pre-session meeting. He summarized the Council's request that staff ask Huitt-Zollars for a revised proposal to include the concept of a traffic roundabout at the intersection of Douglas and Lovers Lane, and then bring this proposal back to the Council for review at a future date.

Consideration of this agenda item was postponed

[21-130](#)

Consider an ordinance abandoning an easement at 6767 Turtle Creek Boulevard

Public Works Operations Manager Jodie Ledat said that on May 18, the City Council approved moving forward with abandonment of a utility easement that runs along the rear of the property at 6767 Turtle Creek Boulevard. Since then, the property owner rerouted the home's sanitary sewer service from the old main in the rear to the new main in the street. With this work complete, the old sewer main in the easement at the rear of the property is no longer active and the easement is no longer needed.

Jodie said that in March, the City Council indicated that it would abandon the utility easement for properties in the 6700-7000 blocks of Turtle Creek Boulevard and Golf Drive at no additional cost to the owner if the property owner pays to reroute their sewer service to the new main. Pursuant to this, this abandonment ordinance serves as a quit claim deed for the utility easement in the rear of the property at 6767 Turtle Creek Boulevard

Councilmember Farley said that there are eight more property owners in this area who still need to connect to the newer sewer line. She said that she appreciates this homeowner taking care of this.

A motion was made by Mayor Pro Tem Randy Biddle, seconded by Councilmember Mark Aldredge, to adopt this ordinance abandoning an easement at 6767 Turtle Creek Boulevard. The motion carried by the following vote:

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

Enactment No: ORD No. 21-019

IV. PUBLIC COMMENTS

None

V. ADJOURNMENT

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

Considered and approved this 17th day of August, 2021:

Tommy Stewart, Mayor

ATTEST:

Christine Green, City Secretary