



City of West University Place

A Neighborhood City

CITY COUNCIL

Bob Higley, Mayor
Kevin Trautner, Mayor Pro Tem
Lauri Lankford, Councilmember
John P. Barnes, Councilmember
Ed Sobash, Councilmember

STAFF

David J. Beach, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

City Council Meeting Agenda

Notice is hereby given of a **workshop and regular meeting** of the West University Place City Council to be held on **Monday, August 12, 2019** beginning at **5:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items:

Note: All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

WORKSHOP (5:30 PM in the Bill Watson Conference Room)

1. Employee Benefits

Matters related to the City's Employee benefits. *Recommended Action: Discuss. Mr. James Urban, HR Director and Mr. Julian Fontana, HUB/IPS Consultants*

2. Adjourn Workshop

REGULAR MEETING (6:30 PM in the Council Chambers)

Call to Order

Matters related to the notice of this meeting

Pledge of Allegiance

RECESS REGULAR MEETING OF THE CITY COUNCIL AT APPROXIMATELY 6:30 P.M. TO CONVENE A MEETING OF THE CITY OF WEST UNIVERSITY PLACE EMPLOYEE BENEFITS TRUST (EBT) FOR WHICH A SEPARATE EBT AGENDA HAS BEEN POSTED.

RESUME REGULAR MEETING AFTER ADJOURNING EBT MEETING

3. Transfer of Funds to Employee Benefits Trust

Matters related to the consideration and action on authorizing the transfer of funds from the City of West University Place to the City of West University Place Employee Benefits Trust to pay for employee-related benefits beginning with the October 2019 contribution. *Recommended Action: Authorize the transfer of funds. Mr. James Urban, Human Resources Director and Mr. Julian Fontana, IPS Advisors* [see Agenda Memo 3]

4. Public Comments

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer his/her comments until such time the item is discussed. Speakers are advised that

comments cannot be received on matters which are the subject of a public hearing once the hearing has been closed. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

5. Appointment of Members to Boards and Commissions

Matters related to adoption of a resolution appointing and/or reappointing members to the Zoning and Planning Commission, Zoning Board of Adjustments, Building and Standards Commission, Parks Board, Recycling and Solid Waste Reduction Board, and the Senior Services Board. *Recommended Action: Adopt resolution appointing and/or reappointing members to the boards and commissions. Mayor Pro Tem Kevin Trautner* [see Agenda Memo 5]

6. Software Maintenance and Support Contract

Matters related to approving the annual contract and authorizing the City Manager to make payment on the invoice to Harris ERP in the amount of \$66,319.22 for software maintenance and support. *Recommended Action: Approve contract and authorize payment to Harris ERP in the amount of \$66,319.22 for software maintenance and support. Mr. Tim Dang, Interim IT Director* [see Agenda Memo 6]

7. Amendments to Chapter 30 of the Code of Ordinances

Matters related to amending Chapter 30, Articles IV and VI of the Code by amending Section 30-53, Members; Acting Chief, and repealing Section 30-114, Fire Department, to remove references to an employee position schedule. *Recommended Action: Approve ordinance amending Chapter 30 of the Code of Ordinances. Mr. James Urban, Human Resources Director* [see Agenda Memo 7]

8. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

Approve City Council Meeting Minutes of July 22, 2019 and Special Meeting Minutes of July 31, 2019, August 1, 2019, August 2, 2019 and August 3, 2019. [see Action Minutes]

9. Adjourn Regular Meeting

In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheel chair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.

I certify that the attached notice and agenda of items to be considered by the West University Place City Council on August 12, 2019 was posted on the Municipal Building bulletin board on August 9, 2019 at approximately 2:30 o'clock p.m.

Thelma A. Gilliam

Thelma A. Gilliam, TRMC, CMC, City Secretary

(SEAL)

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	August 12, 2019	AGENDA ITEM:	3
DATE SUBMITTED:	August 7, 2019	DEPARTMENT:	Administration
PREPARED BY:	J. Urban, Director, Human Resources	PRESENTER:	Julian Fontana, IPS Advisors J. Urban, Director, Human Resources
SUBJECT:	Transfer of Funds to Employee Benefits Trust		
ATTACHMENTS:	None		
EXPENDITURE REQUIRED:	\$1,979,100 (approximate) based on current participation levels (vacancies, retirees, and any employee changes during open enrollment can change actual city contribution total).		
AMOUNT BUDGETED:	\$2,120,300		
ACCOUNT NO.:	510-1000-71510 (Employee Medical) 510-1000-71511 (Retiree Medical) 510-1000-71513 (Employee Dental) 510-1000-71514 (Employee Vision) 510-1000-71516 (Life, AD&D and Disability)		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

The City's employee health benefits plan year is from October to September of each year, which requires the City's to issue Request for Proposals (RFP) starting in June and select an insurance provider by the end of August at the latest to ensure adequate time for the enrollment period.

MEDICAL INSURANCE:

The City issued an RFP on June 4, 2019, for medical plan benefits and to establish estimates for the costs of the plans. The RFP respondents were asked to quote the current plan offered by the City, as well as, two alternatives. The City received responses from Blue Cross Blue Shield, TML Health, and United Healthcare. Aetna did not respond to the RFP and Cigna declined to quote on the request.

Based on the responses, the City's benefit consultant and staff are proposing that the Employee Benefits Trust utilize Blue Cross Blue Shield as the health insurance provider to employees.

As a result of our positive claim history, the City is able to make positive adjustments to the health plan for both the employees and the City. These adjustments help move the benefits towards market expectations, while starting to minimize the City's cost fluctuation to providing employee healthcare without making significant changes to the cost of coverage either to the City or its employees.

DENTAL COVERAGE:

Although we experienced good claims history with medical, that was not the case with our dental plan and there will be a increase in the cost. The City's benefit consultant and staff are recommending renewal with our current carrier Guardian. This renewal will allow the City to issue an RFP for dental coverage as we move to transition to a calendar year plan for January 1, 2020.

VISION COVERAGE:

There are no changes recommended to the City's coverage with Superior Vision since our current agreement has a rate guarantee for three years. This coverage will be included with the RFP process for a calendar year plan for January 1, 2020.

LIFE INSURANCE, SHORT AND LONG-TERM DISABILITY:

The City's benefit consultant and staff are recommending a switch to Dearborn National for Basic Life, Short-Term, and Long-Term Disability. There will be a slight increase in switching from our current provider Sunlife to Dearborn, which will be more than offset by a percent discount on medical rates because of Dearborn's affiliation with Blue Cross Blue Shield.

The specifics of these recommendations will be discussed during the workshop of the Employee Benefits Trust on August 12, 2019. The action on this agenda formalizes the process of funding the City of West University Place Employee Benefits Trust through a transfer of funds from the City of West University Place. The total estimated annual increases (decreases) for each plan are as follows:

- Medical (BCBS): (\$210,434)*
*Medical costs do not include plan design changes that will fund Health Savings Account (HSA) contributions on the standard plan at a rate of approximately \$187,000. Net savings to medical after HSA contributions (\$23,434).
- Dental (Guardian): \$29,554
- Vision (Superior Vision): No Change
- Life, AD&D, Short-Term and Long-Term Disability (Dearborn National): \$6,432

The approximate net increase to these benefits for the plan year beginning on October 1, 2019 through September 30, 2020 is \$12,552.

RECOMMENDATION

Staff recommends that City Council authorize the continued transfer of funds on a monthly basis from the City of West University Place to the City of West University Place Employee Benefits Trust beginning with the October 2019 contribution.

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	August 12, 2019	AGENDA ITEM:	5
DATE SUBMITTED:	August 7, 2019	DEPARTMENT:	City Council
PREPARED BY:	T. Gilliam, City Secretary	PRESENTER:	K. Trautner, Mayor Pro Tem
SUBJECT:	Appointing Members to Boards and Commissions		
ATTACHMENTS:	Resolution		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

After interviewing approximately 80 candidates to serve on the City's various boards and commissions, City Council met in a special meeting on August 3 to discuss the interviews and agree on the candidates to appoint/reappoint to the Zoning and Planning Commission, the Zoning Board of Adjustment, the Building and Standards Commission, the Parks and Recreation Board, the Senior Services Board, and the Recycling and Solid Waste Reduction Board. The appointments/reappointments are being confirmed by adoption of the attached resolution.

RECOMMENDATION

Staff recommends that Council approve the resolution appointing/reappointing members to the various boards and commissions.

City of West University Place
Harris County, Texas

RESOLUTION NUMBER XXXX-XX

A RESOLUTION APPOINTING OR REAPPOINTING MEMBERS TO THE ZONING AND PLANNING COMMISSION, ZONING BOARD OF ADJUSTMENT, BUILDING AND STANDARDS COMMISSION, PARKS AND RECREATION BOARD, THE RECYCLING AND THE SOLID WASTE REDUCTION BOARD, AND THE SENIOR SERVICES BOARD OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE:

Section 1. The following persons are appointed or reappointed to serve as members of the **Zoning and Planning Commission** for a specific term of the specific position indicated below, under and subject to Article V of the City Charter, the Zoning Ordinance of the City and applicable State Law.

<u>APPOINTEE</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>TERM ENDING</u>
Richard Wilson	Position 1, Chair	September 1, 2019	August 31, 2021
John Cutrer	Position 2	September 1, 2019	August 31, 2021
Winfield Campbell	Position 3	September 1, 2019	August 31, 2021
Sylvette Bobb	Position 4	September 1, 2019	August 31, 2021
David Kuykendall	Position 5	September 1, 2019	August 31, 2021
Bob Powell	Position 6	September 1, 2019	August 31, 2021
Brian Brantley	Position 7	September 1, 2019	August 31, 2021

Section 2. That the following persons are appointed or reappointed to serve as members of the **Zoning Board of Adjustment** for specific terms of the specific position indicated below, under and subject to Article V of the City Charter, the Zoning Ordinance of the City and applicable State Law.

<u>APPOINTEE</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>TERM ENDING</u>
Steven Segal	Position 1, Chair	September 1, 2019	August 31, 2021
Neil Martin	Position 2	September 1, 2019	August 31, 2021
Donald Yurewicz	Position 3	September 1, 2019	August 31, 2021
Edward Nikonowicz	Position 4	September 1, 2019	August 31, 2021
Janet Parisi	Position 5	September 1, 2019	August 31, 2021
Jay Cohen	Alternate A	September 1, 2019	August 31, 2021
John Clayton Brett	Alternate B	September 1, 2019	August 31, 2021
Sergio Amelio	Alternate C	September 1, 2019	August 31, 2021
Brennan Reilly	Alternate D	September 1, 2019	August 31, 2021

Section 3. That the following persons are appointed or reappointed to serve as members of the **Building and Standards Commission** for a specific term of the specific position indicated below, under Chapter 18 of the Code of Ordinances and Chapter 54 of the Texas Local Government Code.

<u>APPOINTEE</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>TERM ENDING</u>
Bruce Beneke	Position 1, Chair	September 1, 2019	August 31, 2019
Mimi Tsai	Position 2	September 1, 2019	August 31, 2019
James Craig	Position 3	September 1, 2019	August 31, 2019
David Bonner	Position 4	September 1, 2019	August 31, 2019
Charles Marshall	Position 5	September 1, 2019	August 31, 2019
Eddie Matthews	Alternate A	September 1, 2019	August 31, 2019
Gerry Spedale	Alternate B	September 1, 2019	August 31, 2019
Muddy McDaniel	Alternate C	September 1, 2019	August 31, 2019
Diana Pardo Rodriguez	Alternate D	September 1, 2019	August 31, 2019

Section 4. That the following persons are appointed or reappointed to serve as members of the **Parks and Recreation Board** for a specific term of the specific position indicated below, under and subject to Chapter 2, as last amended by Ordinance 1751.

<u>APPOINTEE</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>TERM ENDING</u>
Samantha Morrison	Position 1	September 1, 2019	August 31, 2021
Peter Billipp	Position 2, Chair	September 1, 2019	August 31, 2021
Jeffrey Chen	Position 3	September 1, 2019	August 31, 2021
Will Bertron	Position 4	September 1, 2019	August 31, 2021
Maryann Lio Grahmann	Position 5	September 1, 2019	August 31, 2021
Lindsey Fairs Swiger	Position 6	September 1, 2019	August 31, 2021
Laura Turley	Position 7	September 1, 2019	August 31, 2021
Mardi Turner	Position 8	September 1, 2019	August 31, 2021
Mary McCulloch	Position 9	September 1, 2019	August 31, 2021
Nina Pilson	Position 10	September 1, 2019	August 31, 2021
Brett Bingham	Position 11	September 1, 2019	August 31, 2021

Section 5. That the following persons are appointed or reappointed to serve as members of the **Recycling and Solid Waste Reduction Board** for a specific term of the specific position indicated below, under and subject to Chapter 2, as last amended by Ordinance 1751.

<u>APPOINTEE</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>TERM ENDING</u>
Orval Lee Marlow II	Position 1, Chair	September 1, 2019	August 31, 2021
Shreya Sheth	Position 2	September 1, 2019	August 31, 2021
Yvonne Jacobs	Position 3	September 1, 2019	August 31, 2021
Keith Little	Position 4	September 1, 2019	August 31, 2021
Rick Mifflin	Position 5	September 1, 2019	August 31, 2021
Steve Steltzer	Position 6	September 1, 2019	August 31, 2021
Jerome Brown	Position 7	September 1, 2019	August 31, 2021
Susie Hairston	Position 8	September 1, 2019	August 31, 2021
Pamela Castro	Position 9	September 1, 2019	August 31, 2021
Jennifer Sickler	Position 10	September 1, 2019	August 31, 2021
Matt Swiger	Position 11	September 1, 2019	August 31, 2021

Section 6. That the following persons are appointed or reappointed to serve as members of the **Senior Services Board Board** for a specific term of the specific position indicated below, under and subject to Chapter 2, as last amended by Ordinance 1751.

<u>APPOINTEE</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>TERM ENDING</u>
Stan McCandless	Position 1	September 1, 2019	August 31, 2021
Judy Faulkner	Position 2	September 1, 2019	August 31, 2021
George Hilderbrandt	Position 3	September 1, 2019	August 31, 2021
George Baker	Position 4	September 1, 2019	August 31, 2021
Joan Johnson	Position 5	September 1, 2019	August 31, 2021
Carlos De La Torre	Position 6	September 1, 2019	August 31, 2021
Karen Kenny	Position 7	September 1, 2019	August 31, 2021
Selby Clark	Position 8, Chair	September 1, 2019	August 31, 2021
Carol O'Neill	Position 9	September 1, 2019	August 31, 2021
Tom Brombacher	Position 10	September 1, 2019	August 31, 2021
Candace TenBrink	Position 11	September 1, 2019	August 31, 2021
Candyce Beneke	Position 12	September 1, 2019	August 31, 2021
Susan Davis	Position 13	September 1, 2019	August 31, 2021
Ann Crowley	Position 14	September 1, 2019	August 31, 2021
Elizabeth Wilder	Position 15	September 1, 2019	August 31, 2021

Section 7. All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of the conflicts only.

Section 8. If any word, phrase, clause, sentence, paragraph, section or other part of this resolution or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this resolution and the application of such word, phrase, clause, sentence, paragraph, section or other part of this resolution to any other persons or circumstances shall not be affected thereby.

Section 9. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this resolution was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

PASSED AND APPROVED this 12th day of August, 2019.

ATTEST: (SEAL)

SIGNED:

Thelma A. Gilliam, City Secretary

Bob Higley, Mayor

RECOMMENDED:

APPROVED AS TO LEGAL FORM:

David J. Beach, City Manager

Alan Petrov, City Attorney

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	August 12, 2019	AGENDA ITEM:	6
DATE SUBMITTED:	July 23, 2019	DEPARTMENT:	Information Technology
PREPARED BY:	T. Dang, Interim IT Director	PRESENTER:	T. Dang, Interim IT Director
SUBJECT:	Software Maintenance and Support		
ATTACHMENTS:	Annual Maintenance & Support Contract		
EXPENDITURE REQUIRED:	\$65,602.06		
AMOUNT BUDGETED:	\$66,000.00		
ACCOUNT NO.:	502-8010-73101		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

The City provides employees with a variety of software to perform their job functions. Since 2008, the City has used Harris Enterprises for financial and community development applications commonly referred to as “Innoprise,” which includes the following applications:

- Financial Suite (Accounting, Budgeting, Accounts Receivable, General Ledger, Purchasing/Inventory);
- Customer Information System (Utilities Billing);
- Community Development Suite (Occupational Licenses, Building Permits, Planning & Zoning, Citizen Access); and
- Centralized Cash Receipts

The City must contract with Harris Enterprises because it is the sole source provider of maintenance and support for its software. Annual maintenance and support is essential to ensure that the City will receive regular software enhancements as they become available, assistance with installing and configuring upgrades, technical troubleshooting support and general assistance with utilizing the software.

The contract is for a term of three (3) years for the total cost of \$205,795.31 (FY 2020: \$65,602.06; FY 2021: \$68,554.15; and FY 2022: \$71,639.10). Funds for this purchase have been budgeted in the FY 2020 Information Technology budget and funds for subsequent years will be approved during the annual budget process.

The City Attorney has reviewed the contract and approved it as to form.

RECOMMENDATION

Staff recommends that City Council approve a three-year contract with Harris Enterprises in the amount of \$205,795.31 and authorize the City Manager to execute the contract.



The City of West University Place

Governmental Rider (Rev. 8/1/2019)

1. Application. This Governmental Rider applies to, is part of, and takes precedence over any conflicting provision in or attachment to the Contract (Contract) of Harris Enterprise (Vendor), which is attached and described as follows:

Annual maintenance and support for the Innoprise software application for a three year term.

2. Payment Provisions. The City's payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code.

3. Multiyear Contracts. If the City's city council does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution)

4. Liability and Indemnity. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision.. (Section 5, Article XI, Texas Constitution)

5. Confidentiality. Any provision in the Contract that attempts to prevent the City's disclosure of information that is subject to public disclosure under federal or Texas law or regulation, or court or administrative decision or ruling, is invalid. (Chapter 552, Texas Government Code)

6. Tax Exemption. The City is not liable to Vendor for any federal, state, or local taxes for which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item.

7. Contractual Limitations Period. Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

8. Governing Law and Venue. Texas law governs this Contract and any lawsuit on this Contract must be filed in a court that has jurisdiction in Harris County, Texas.

9. Special Conditions.

A. As required by Section 2252.908, Texas Government Code, if this Contract requires an action or vote by the City Council before the contract may be signed, or has a value of at least \$1 million, then the City may not enter into such Contract unless the Vendor submits a disclosure of interested parties to the City at the time the Vendor submits the signed Contract to the City. The Vendor agrees to submit such disclosure as required by Section 2252.908 of the Texas Government Code on the form 1295, prescribed by the Texas Ethics Commission, unless the Vendor is a publicly traded entity or a wholly owned subsidiary of same, in which case no disclosure is required.

B. As required by Chapter 2270, Texas Government Code, Vendor hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Contract. For purposes of this verification, "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory, but does not include an action made for ordinary business purposes. This Section 9B applies only to contracts with a value of \$100,000 or more that are to be paid wholly or partly from public funds of the City, between the City and any company with 10 or more full time employees.

C. Chapter 2252, Texas Government Code, Vendor certifies that, at the time of execution of this Contract neither the Vendor, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapter 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

CITY OF WEST UNIVERSITY PLACE:

VENDOR:

Signed

Click here to insert printed name

Click here to insert title

Click here to insert date

Signed

Printed Name: _____

Title: _____

Date: _____



520 Zang St
Suite 200, Broomfield, CO, 80021
Phone: (303)-226-0050
Fax: (303)-339-0413

1224 Fern Ridge Parkway
Suite 100, Creve Coeur, MO, 63141
Phone: (800) 383-6029
Fax: (314) 275-8776

PROPRIETARY AND CONFIDENTIAL
Quote

Customer: West University Place, City of, TX
Contact Name: Tim Dang

Quote #: ERP1410
Suite: Innoprise

Subject: WES01: Innoprise Annual Maintenance - 3-Year Term

Description:

This quote outlines the annual maintenance and support fees for the Innoprise software application for the City of West University Place, TX (WES01), for a period of three (3) years, beginning June 1, 2019 through May 31, 2022.

June 1, 2019 - May 31, 2020 - TOTAL \$65,602.06:

Building Permits - \$8,864.73

CIS - \$19,502.41

Code Enforcements - \$1,340.10

Financials - \$25,689.99

Occupational Licenses - \$8,864.73

Planning & Zoning - \$1,340.10

June 1, 2020 - May 31, 2021 (4.5% increase applied at time of renewal) - TOTAL \$68,554.15:

Building Permits - \$9,263.64

CIS - \$20,380.01

Code Enforcements - \$1,400.41

Financials - \$26,846.04

Occupational Licenses - \$9,263.64

Planning & Zoning - \$1,400.41

June 1, 2021 - May 31, 2022 (4.5% increase applied at time of renewal) - TOTAL \$71,639.10:

Building Permits - \$9,680.51

CIS - \$21,297.11

Code Enforcements - \$1,463.43

Financials - \$28,054.11

Occupational Licenses - \$9,680.51

Planning & Zoning - \$1,463.43

TOTAL YEARS 1 / 2 / 3 = \$205,795.31

Total Price : \$205,795.31

Additional Terms:

Invoicing for maintenance fees occurs on an annual basis, in one-year increments, based on the Customer's current renewal period. As part of this agreement, Harris Enterprise Resource Planning will invoice the Customer for each year separately, typically within sixty (60) days of the renewal period. The total amount for each renewal year will not vary from the fees outlined in this agreement, with the exception to the addition, or reduction, of modules and/or licenses by the Customer. Addition, or reduction, of modules and/or licenses by the Customer will occur at the start of the next renewal term. Harris Enterprise Resource Planning requires a minimum of sixty (60) days' notice, in writing, in the event that the Customer wishes to cancel all, or part, of the services provided as part of this agreement. Failure to provide notice in the required timeframe will result in an invoice being generated, due and payable upon invoicing, for any applicable maintenance fees to encompass this sixty-day timeframe. As part of this agreement, should the Customer elect to cancel all services prior to the agreed-upon term end date, the Customer will be required to pay sixty (60) percent of any unpaid maintenance fees at the time of cancellation, for any remaining portion of this agreement that has not been paid by the Customer. This invoice will be generated once the cancellation notice is received, and will be due and payable by the Customer within thirty (30) days from the date listed on the invoice. All invoices for annual maintenance are subject to the Annual Software Support Maintenance Terms & Conditions, which can be found online at: <https://harriserp.na2.teamsupport.com>.

This quote is valid until: 9/7/2019

Prepared by: [Lane Melton](#)

Prepared On: 8/8/2019

Accepted by: _____

Approval Date:

Project: _____

Work Order #:

P.O.#:

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	August 12, 2019	AGENDA ITEM:	7
DATE SUBMITTED:	August 6, 2019	DEPARTMENT:	City Administration
PREPARED BY:	J. Urban, Director Human Resources	PRESENTER:	J. Urban, Director Human Resources
SUBJECT:	Amendments to Chapter 30 of the Code of Ordinances		
ATTACHMENTS:	1. Ordinance 1773 2. Proposed Ordinance Amending Chapter 30		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

During the budget process, the Fire Department was evaluating some alternative staffing options in response to the difficulty in finding and hiring qualified firefighter/paramedics. As a result of these discussions, Section 30-114 of the Code of Ordinances, adopted by Ordinance 1773 in 2004, came to the attention of staff.

Section 30-114 sets out specific staffing levels for the Fire Department as well as the minimum and maximum salary ranges for the respective positions and has not been amended or revised since its original adoption in 2004.

The result is that the salary ranges in the ordinance do not match subsequent budget ordinances, which sets forth the salary ranges for the positions along with staffing levels. This includes the most recent budget adopted in 2018 that reflected salary levels at higher amounts than those listed from 2004. The information contained in Section 30-114 of the Code of Ordinances is best determined in the budget process each year to allow a greater degree of flexibility in both staffing levels and the salary ranges. The Fire Department is the only department that has an Employee Position Schedule set out specifically in the Code. After review, the simplest course of action would be to repeal Section 30-114 of the Code of Ordinances, thereby leaving salary and staffing levels to City Council during the budget process.

Additionally, Ordinance 1773 amended Section 30-53 of the Code to remove language relating to positions in the fire department and reference the "Employee Position Schedule" of 30-114. This amendment will need to be revised as well to reflect the repeal of Section 30-114, including the Employee Position Schedule.

The City Attorney has approved as to legal form.

RECOMMENDATION

Staff recommends that City Council approve the ordinance repealing Section 30-114 of the Code of Ordinances to reflect current practices and to amend Section 30-53 to reflect the repeal of the Employee Position Schedule of the Fire Department on the first of two readings.

Ordinance No. 1773

AN ORDINANCE RELATING TO THE FIRE DEPARTMENT; ADOPTING A SCHEDULE OF EMPLOYEE POSITIONS WITH RATES OF COMPENSATION; AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS; AND CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE:

Section 1. The Code of Ordinances of the City of West University Place, Texas is hereby amended by adding an "Employee Position Schedule" to read in its entirety as set out in Appendix A, which is attached and made a part of this ordinance. Section 9.302 of the Code of Ordinances of the City of West University Place, Texas is hereby amended as set out in Appendix B, which is attached and made a part of this ordinance.

Section 2. This Ordinance applies from and after the Effective Date, except that changed rates of compensation shall apply to each regular pay period beginning on or after the Effective Date. In all other circumstances, rates of compensation in effect immediately before the Effective Date ("Prior Rates") shall govern. The Prior Rates are continued in effect for this purpose.

Section 3. All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

Section 4. If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

Section 5. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

Section 6. This Ordinance shall take effect on the tenth day following adoption and signature ("Effective Date").

PASSED, APPROVED, AND ADOPTED on first reading on August 23,
2004.

Councilmembers Voting Aye:
Councilmembers Voting No:
Councilmembers Absent:

PASSED, APPROVED and ADOPTED on second reading **AND SIGNED** on
September 13, 2004.

Councilmembers Voting Aye:
Councilmembers Voting No:
Councilmembers Absent:

Attest: [Signature]
City Secretary (Seal)

Signed: [Signature]
Mayor

Recommended: [Signature]
City Manager

Reviewed: [Signature]
City Attorney

Appendix A Employee Position Schedule

Fire Department

Positions are hereby created, established and classified for the Fire Department, as set out in this schedule. The duties of each position are as prescribed in the City's Charter, ordinances, resolutions, motions, rules, regulations, administrative orders, departmental rules and orders and job descriptions, as amended from time to time. The salary for each position is prescribed by this schedule. This schedule takes the place of all lists, classifications and schedules previously adopted or observed. The department is hereby reorganized as shown in this schedule, and any position not included in this schedule is abolished.

Position		Salary <i>(per year, unless otherwise indicated)</i>			Other provisions
Description	Number Authorized <i>See Note 1</i>	Minimum base pay <i>See Note 2</i>	Maximum base pay <i>See Note 2</i>	Additional pay items	
Fire Chief	1	\$ 74,905.75	\$ 100,373.70	Incentive pay and longevity pay, in addition to regular City benefits. <i>See Note 3</i>	
Fire Marshal	1	\$ 57,645.26	\$ 77,470.41		Must be certified peace officer.
Administrative Assistant	1	\$ 34,934.24	\$ 46,948.68		
IT/Communications Specialist	1	\$ 57,645.26	\$ 77,470.41		
Captain	3	\$ 57,645.26	\$ 77,470.41		If designated as arson investigator for a shift, must be certified peace officer.
Lieutenant	3	\$ 48,037.32	\$ 64,558.67		
Fire Fighter/Paramedic	15	\$ 37,676.64	\$ 50,634.25		Must be certified as Paramedic. If designated as arson investigator for a shift, must be certified peace officer.
Fire Fighter/EMT, part-time	12	\$ 13.67 per hour	(same as minimum)		Must be certified as EMT or Paramedic.

Note 1: The number of positions that may be filled is also limited by the annual budget.

Note 2: The actual rate of compensation for each employee is determined by the City Manager, within the parameters set by this schedule.

Note 3: Incentive pay is determined by the City Manager, not to exceed: (i) \$90 per month for academic degrees held, (ii) \$90 per month for professional (fire-fighter) certifications, plus (iii) \$120 per month for in-service training and other certifications. Longevity pay is \$5.00 per month for each year of service in the department, for full-time employees only. City benefits and eligibility are determined by the City Council from time to time. Eligibility for incentive pay, longevity pay and benefits may vary.

Appendix B

Amend Section 9.302 as follows:

Sec. 9.302. Members; Acting Chief.

The fire department shall consist of the positions shown in the Employee Position Schedule of this Code. ~~following members: fire chief, captains, lieutenants, fire fighters.~~ The Fire Chief shall designate another member of the department to be acting chief in the absence or unavailability of the Fire Chief. If the Fire Chief is unable or fails to designate the acting chief, the City Manager shall make such designation.

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS; AMENDING CHAPTER 30, ARTICLES IV AND VI OF THE CODE OF ORDINANCES OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS BY AMENDING SECTION 30-53, MEMBERS; ACTING CHIEF, AND REPEALING SECTION 30-114, FIRE DEPARTMENT, TO REMOVE REFERENCES TO AN EMPLOYEE POSITION SCHEDULE AND CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT.

WHEREAS, the City Code of the City of West University Place currently contains an employee position schedule for the City's Fire Department in Chapter 30 of the City Code; and

WHEREAS, the Fire Department employee position schedule as set out in Chapter 30 of the City Code is obsolete and has been replaced by the employee positions authorized in the City's annual operating budget.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS, THAT:

Section 1. Chapter 30, Articles IV and VI, of the Code of Ordinances of the City of West University Place, Texas are hereby amended by amending Section 30-53, Members; Acting Chief, and repealing Section 30-114, Fire Department, to remove references to an employee position schedule in Chapter 30 of the City Code. The amended Section 30-53 shall read as set forth in Appendix A, attached. All other portions of Chapter 30 of the Code of Ordinances not specifically amended hereby remain in full force and effect.

Section 2. All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

Section 3. If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

Section 4. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

City of West University Place
Harris County, Texas

Section 5. This Ordinance takes effect immediately upon its passage and adoption on second reading.

PASSED, APPROVED AND ADOPTED ON FIRST READING on the ____ day of _____, 2019.

PASSED, APPROVED AND ADOPTED ON SECOND READING, AND SIGNED, on the ____ day of _____, 2019.

Attest: _____
City Secretary (Seal)

Signed: _____
Mayor

Recommended: _____
City Manager

Approved as to legal form: _____
City Attorney

City of West University Place
Harris County, Texas

Appendix A

(Language to be added shown by underline, language to be deleted shown by strike-out).

(Amending Section 30-53, Code of Ordinances)

Chapter 30. Fire and Medical Emergencies

Article IV. - Fire Department

Sec. 30-53. - Members; acting chief.

The fire department shall consist of the positions set forth in the annual operating budget adopted by the City Council ~~shown in the employee position schedule in article VI.~~ The fire chief shall designate another member of the department to be acting chief in the absence or unavailability of the fire chief. If the fire chief is unable or fails to designate the acting chief, the city manager shall make such designation.

(Repealed Section 30-114, Code of Ordinances)

Chapter 30. Fire and Medical Emergencies

~~Article VI Employee Position Schedule~~

~~Sec. 30-114. - Fire Department~~

~~_____ Positions are hereby created, established and classified for the fire department, as set out in this schedule. The duties of each position are as prescribed in the city's charter, ordinances, resolutions, motions, rules, regulations, administrative orders, departmental rules and orders and job descriptions, as amended from time to time. The salary for each position is prescribed by this schedule. This schedule takes the place of all lists, classifications and schedules previously adopted or observed. The department is hereby reorganized as shown in this schedule, and any position not included in this schedule is abolished.~~

Position		Salary- (per year, unless otherwise indicated)			Other- provisions
Description	Number- Authorized (See Note 1)	Minimum base pay (See Note 2)	Maximum base pay (See Note 2)	Additional pay items	
Fire Chief	4	\$ 74,905.75	\$ 100,373.70	Incentive pay and longevity pay, in addition to	

Position		Salary- (per year, unless otherwise indicated)			Other- provisions
Description	Number- Authorized- (See Note 1)	Minimum base pay (See Note 2)	Maximum base pay (See Note 2)	Additional pay items	
				regular City benefits. (See Note 3)	
Fire Marshal	1	\$ 57,645.26	\$ 77,470.41		Must be certified peace officer.
Administrative Assistant	1	\$ 34,934.24	\$ 46,948.68		
IT/Communications Specialist	1	\$ 57,645.26	\$ 77,470.41		
Captain	3	\$ 57,645.26	\$ 77,470.41		If designated as arson investigator for a shift, must be certified peace officer.
Lieutenant	3	\$ 48,037.32	\$ 64,558.67		
Firefighter/Paramedic	15	\$ 37,676.64	\$ 50,634.25		Must be certified as Paramedic. If designated as arson investigator for a shift, must be certified peace officer.
Firefighter/EMT, part- time	12	\$ 13.67 per hour	(same as minimum)		Must be certified as EMT or Paramedic.

~~Note 1: The number of positions that may be filled is also limited by the annual budget.~~

~~Note 2: The actual rate of compensation for each employee is determined by the city manager, within the parameters set by this schedule.~~

~~Note 3: Incentive pay is determined by the city manager, not to exceed: (i) \$90.00 per month for academic degrees held, (ii) \$90.00 per month for professional (firefighter) certifications, plus (iii) \$120.00 per month for in-service training and other certifications. Longevity pay is \$5.00 per month for each year of service in the department, for full-time employees only. City benefits and eligibility are determined by the city council from time to time. Eligibility for incentive pay, longevity pay and benefits may vary.~~

~~{Ord. No. 1773, § 1, 9-13-2004}~~



The City of West University Place

A Neighborhood City

CITY COUNCIL

Bob Higley, Mayor
Kevin Trautner, Mayor Pro Tem
John P. Barnes, Councilmember
Lauri Lankford, Councilmember
Ed Sobash, Councilmember

STAFF

David J. Beach, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL ACTION MINUTES

The City Council of the City of West University Place, Texas, met in a workshop and regular session on **Monday, July 22, 2019**, in the Municipal Building, 3800 University, West University Place.

WORKSHOP

Call to Order. Mayor Higley called the meeting to order at approximately 5:30 p.m. in the Municipal Building Bill Watson Conference Room. Council and Staff in attendance were: Councilmembers Barnes, and Sobash, City Manager Beach, City Secretary Gilliam (arrived at 5:31 p.m.), City Attorney Petrov, and Interim Public Works Director Barrera. Mayor Pro Tem Trautner and Councilmember Lankford were absent.

1. Community Improvement Program

Matters related to an update on the Community Improvement Program. *Recommended Action: Hear update and take any desired action. Mr. Dave Beach, City Manager*

City Manager Beach gave an update on the City's Community Improvement Program. No action taken.

2. Adjourn Workshop

Councilmember Sobash moved to adjourn the workshop. Mayor Higley seconded the motion and adjourned at approximately 6:25 p.m.

REGULAR MEETING (6:30 PM in the Council Chambers)

Call to Order. Mayor Higley called the meeting to order at approximately 6:32 p.m. in the Municipal Building Council Chambers. Council and Staff in attendance were: Councilmembers Barnes, and Sobash, City Manager Beach, City Secretary Gilliam, City Attorney Petrov, Interim Public Works Director Barrera, and Police Chief Walker. Mayor Pro Tem Trautner and Councilmember Lankford were absent.

City Secretary Gilliam confirmed that the Notice of the meeting was posted as required by law.

Boy and Girl Scouts with Troop 55 and Troop 1314, respectively, led the Pledge.

3. Public Comments

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items.

Public comments were as follows:

- Wayne Beckermann, on behalf of Jim Cooper who represents Ms. Terry Bowman, spoke regarding bees and said he thinks the situation has been lost in the conversation about the

benefits of bees. He said the bees are still next to Ms. Bowman's home and so he would like Council to think of solutions to solve that particular situation.

- Simon Jones, a resident of Houston who works for Ms. Bowman, said there are hundreds of bees in Ms. Bowman's flowers and so it's a matter of time before someone gets stung.
- Sunny Lyles, 4143 Southwestern, is a friend of Ms. Bowman and said the issue is not about bees or no bees, but rather about a resident, her dog, and her workers who were confronted and stung by bees. He said an ordinance would provide protection for residents, the Council, and the City.

4. Boards and Commissions Updates

Matters related to updates from the Zoning and Planning Commission, Zoning Board of Adjustments, Building and Standards Commission, Parks Board, Recycling and Solid Waste Reduction Board, Friends of West U Parks Fund, and Senior Services Board. *Recommended Action: Hear updates and take any desired action. Chair Peter Billipp (PRB); Chair Selby Clark (SSB); Chair Sami Morrison (FWUPF); Chair Orval Marlow (RSWRB); Chair Richard Wilson (ZPC); Vice-Chair Steven Segal (ZBA); and Vice-Chair Eddie Matthews (BSC)*

The Chair or Vice Chair of each board/commission gave a brief update on recent accomplishments and future goals.

5. Zoning and Planning Commission Report on the Projection of Balconies in the Front Yard Setback and Consideration of an Ordinance by City Council

Matters related to an ordinance amending the Zoning Ordinance and Code of Ordinances of the City of West University Place, Texas, regarding the projection of balconies in the front yard setback and containing findings and other provisions relating to the subject. *Recommended Action: Approve ordinance on the first of two readings. Ms. Debbie Scarcella, City Planner and Mr. Richard Wilson, Chair of the Zoning and Planning Commission*

ZPC Chair Wilson reported on this item, followed by a brief discussion that resulted in Mayor Higley suggesting that Chair Wilson take the ordinance back to the ZPC to wordsmith and bring back before Council at a later date. Chair Wilson agreed and no action was taken.

6. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

Approve City Council Meeting Minutes of July 8, 2019.

B. Quarterly Investment Report

Matters related to consideration and acceptance of the City's June 2019 Quarterly Investment Report. *Recommended Action: Consider and accept the City's June 2019 Quarterly Investment Report. Mr. Harrison Nicholson, Treasurer*

C. CenterPoint Energy Houston LLC Electric Rates

Matters related to an ordinance denying rate increase request and revised rate schedules and maintaining current rates in effect. *Recommended Action: Approve ordinance denying the CenterPoint rate increase request and revised rate schedules and maintaining current rates in effect. Mr. Alan Petrov, City Attorney*

D. Budget Amendment Ordinance

Matters related to an ordinance amending the Budget of the City of West University Place, Texas for the fiscal year beginning January 1, 2019 and ending December 31, 2019; containing findings and provisions related to the subject; and declaring an emergency. *Recommended Action: Approve ordinance amending the 2019 Budget. Marie Kalka, Finance Director*

E. Interlocal Agreement with Harris-Galveston Subsidence District

Matters related to an Interlocal Agreement with Harris-Galveston Subsidence District. *Recommended Action: Approve the Interlocal Agreement with Harris-Galveston Subsidence District and authorize the City Manager to execute the contract. Mr. Gerardo Barrera, Interim Public Works Director*

Councilmember Barnes moved to approve the Consent Agenda as presented. Councilmember Sobash seconded the motion. **MOTION PASSED.**

Ayes: Higley, Barnes, Sobash
Noes: None
Absent: Lankford, Trautner

7. Executive Session

Notice is hereby given that the City Council will convene into Executive Session in accordance with the following provision of Chapter 551 of the Texas Code: **Section 551.071 (Consultation with outside legal counsel regarding review of zoning and land use process).**

Mayor Higley recessed the regular meeting at 7: 47 p.m. to convene into executive session.

8. Close Executive Session and Reconvene Regular Meeting

Matters related to any action resulting from the Executive Session.

Councilmember Sobash moved to close the executive session and reconvene the regular meeting at 8:15 p.m. Councilmember Barnes seconded the motion. **MOTION PASSED.**

Ayes: Higley, Barnes, Sobash
Noes: None
Absent: Lankford, Trautner

No action taken.

9. Adjourn Regular Meeting

With no other business before the Council, Councilmember Branes moved to adjourn the meeting at approximately 8:15 p.m. Councilmember Sobash seconded the motion. **MOTION PASSED.**

Ayes: Higley, Barnes, Sobash
Noes: None
Absent: Lankford, Trautner

Prepared by: Thelma A. Gilliam, City Secretary
Council Approved:



The City of West University Place

A Neighborhood City

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John P. Barnes, Councilmember
Ed Sobash, Councilmember

STAFF

David J. Beach, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL SPECIAL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in a special meeting on **Wednesday, July 31, 2019**, in the Municipal Building, 3800 University, West University Place.

Call to Order. Mayor Higley called the meeting to order at approximately 5:03 p.m. in the Municipal Building Bill Watson Conference Room. Council and Staff in attendance were: Mayor Pro Tem Trautner, Councilmembers Barnes, Lankford, and Sobash, City Secretary Gilliam, and Executive Assistant/Assistant City Secretary Evelyn.

1. Interview Applicants for the City's Boards/Commissions

City Council interviewed applicants for the City's Building and Standards Commission, the Zoning Board of Adjustments, the Zoning and Planning Commission, the Recycling and Solid Waste Reduction Board, the Parks Board and the Senior Services Board.

2. Adjourn

With no other business before the Council, Mayor Higley adjourned the meeting at approximately 9:15 p.m.

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approved: _____



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STAFF

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Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL SPECIAL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in a special meeting on **Thursday, August 1, 2019**, in the Municipal Building, 3800 University, West University Place.

Call to Order. Mayor Higley called the meeting to order at approximately 5:03 p.m. in the Municipal Building Bill Watson Conference Room. Council and Staff in attendance were: Mayor Pro Tem Trautner, Councilmembers Barnes, Lankford, and Sobash, City Secretary Gilliam, and Executive Assistant/Assistant City Secretary Evelyn.

1. Interview Applicants for the City's Boards/Commissions

City Council interviewed applicants for the City's Building and Standards Commission, the Zoning Board of Adjustments, the Zoning and Planning Commission, the Recycling and Solid Waste Reduction Board, the Parks Board and the Senior Services Board.

2. Adjourn

With no other business before the Council, Mayor Higley adjourned the meeting at approximately 9:20 p.m.

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approved: _____



The City of West University Place

A Neighborhood City

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John P. Barnes, Councilmember
Ed Sobash, Councilmember

STAFF

David J. Beach, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL SPECIAL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in a special meeting on **Friday, August 2, 2019**, in the Municipal Building, 3800 University, West University Place.

Call to Order. The meeting came to order at approximately 5:05 p.m. in the Municipal Building Bill Watson Conference Room. Council and Staff in attendance were: Mayor Higley (arrived at approximately 5:20), Councilmembers Barnes, Lankford, and Sobash, City Manager Beach, City Secretary Gilliam, and Executive Assistant/Assistant City Secretary Evelyn. Mayor Pro Tem Trautner was absent.

1. Interview Applicants for the City's Boards/Commissions

City Council interviewed applicants for the City's Building and Standards Commission, the Zoning Board of Adjustments, the Zoning and Planning Commission, the Recycling and Solid Waste Reduction Board, the Parks Board and the Senior Services Board.

2. Adjourn

With no other business before the Council, Mayor Higley adjourned the meeting at approximately 10:30 p.m.

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approved: _____



The City of West University Place

A Neighborhood City

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John P. Barnes, Councilmember
Ed Sobash, Councilmember

STAFF

David J. Beach, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL SPECIAL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in a special meeting on **Saturday, August 3, 2019**, in the Municipal Building, 3800 University, West University Place.

Call to Order. Mayor Higley called the meeting to order at approximately 9:00 a.m. in the Municipal Building Bill Watson Conference Room. Council and Staff in attendance were: Mayor Pro Tem Trautner, Councilmembers Barnes, Lankford, and Sobash, and City Secretary Gilliam.

1. Discuss and Select Candidates to Serve on the City's Boards/Commissions

City Council selected the following candidates to serve in the noted positions on the City's Boards and Commissions for the term beginning September 1, 2019 and ending August 31, 2021:

Building and Standards Commission

Bruce Beneke	Position 1, Chair
Mimi Tsai	Position 2
James Craig	Position 3
David Bonner	Position 4
Charles Marshall	Position 5
Eddie Matthews	Alternate A
Gerry Spedale	Alternate B
Muddy McDaniel	Alternate C
Diana Pardo Rodriguez	Alternate D

Zoning Board of Adjustment

Steven Segal	Position 1, Chair
Neil Martin	Position 2
Donald Yurewicz	Position 3
Edward Nikonowicz	Position 4
Janet Parisi	Position 5
Jay Cohen	Alternate A
John Clayton Brett	Alternate B
Sergio Amelio	Alternate C
Brennan Reilly	Alternate D

Zoning and Planning Commission

Richard Wilson	Position 1, Chair
John Cutrer	Position 2
Winfield Campbell	Position 3
Sylvette Bobb	Position 4
David Kuykendall	Position 5
Bob Powell	Position 6
Brian Brantley	Position 7

Recycling and Solid Waste Reduction Board

Orval Lee Marlow II	Position 1, Chair
Shreya Sheth	Position 2
Yvonne Jacobs	Position 3
Keith Little	Position 4
Rick Mifflin	Position 5
Steve Steltzer	Position 6
Jerome Brown	Position 7
Susie Hairston	Position 8
Pamela Castro	Position 9
Jennifer Sickler	Position 10
Matt Swiger	Position 11

Parks and Recreation Board

Samantha Morrison	Position 1
Peter Billipp	Position 2, Chair
Jeffrey Chen	Position 3
Will Bertron	Position 4
Maryann Lio Grahmann	Position 5
Lindsey Fairs Swiger	Position 6
Laura Turley	Position 7
Mardi Turner	Position 8
Mary McCulloch	Position 9
Nina Pilson	Position 10
Brett Bingham	Position 11

Senior Services Board

Stan McCandless	Position 1
Judy Faulkner	Position 2
George Hilderbrandt	Position 3
George Baker	Position 4

Joan Johnson	Position 5
Carlos De La Torre	Position 6
Karen Kenny	Position 7
Selby Clark	Position 8, Chair
Carol O'Neill	Position 9
Tom Brombacher	Position 10
Candace TenBrink	Position 11
Candyce Beneke	Position 12
Susan Davis	Position 13
Ann Crowley	Position 14
Elizabeth Wilder	Position 15

A resolution to confirm the appointments will be considered at the August 12, 2019 City Council meeting.

2. Adjourn

With no other business before the Council, Mayor Higley adjourned the meeting at approximately 9:50 a.m.

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approved: _____