



# City of West University Place

*A Neighborhood City*

## CITY COUNCIL

Susan Sample, Mayor  
John Montgomery, Mayor Pro Tem  
John P. Barnes, Councilmember  
Melanie Bell, Councilmember  
Shannon Carroll, Councilmember

## STAFF

David Beach, City Manager  
Scott Bounds, Olson & Olson, City Attorney  
Thelma Gilliam, City Secretary

## City Council Meeting Agenda

Notice is hereby given of a **Regular Meeting** of the West University Place City Council to be held on **November 7, 2022** beginning at **6:30 p.m.** in the **Municipal Building, located at 3800 University Boulevard**, for the purpose of considering the agenda of items listed.

Residents can attend in-person, by telephone, or via Zoom. To attend the meeting via telephonic means, please call [346-248-7799](tel:346-248-7799) or you can join <https://us02web.zoom.us/j/89972497816>. **The Meeting ID Number is 899 7249 7816.** Should you have difficulty entering the meeting or need assistance during the meeting, email [westuzoom@westutx.gov](mailto:westuzoom@westutx.gov).

**Any person interested in speaking via Zoom** on any item on the regular agenda or during public comments must submit his/her request via email to the City Secretary at [tjilliam@westutx.gov](mailto:tjilliam@westutx.gov) at least **two (2) hours prior to the start of the meeting**. The request must include the speaker's name, address, and the phone number that will be used for the call, and the agenda item number or description, if applicable. Speakers will remain in a queue and muted until their time to speak. Handouts or other information must be emailed to [tjilliam@westutx.gov](mailto:tjilliam@westutx.gov) no later than 24 hours prior to the start of the meeting. The information will be provided to Mayor and Council in advance of the meeting.

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.

The agenda packet is accessible to the public on the City's website. A recording of this meeting will be made available to the public within three (3) business days after the meeting. **To obtain a hard copy of the agenda packet, please contact the City Secretary via the email address above.**

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Agenda items are as follows:

1. **Call Regular Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comments**

This is an opportunity for citizens to speak to the Council relating to agenda and non-agenda items. Speakers are required to register in advance and must limit their presentations to three minutes each.

If the topic the speaker wishes to address is on the agenda, the speaker may 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 on matters on the agenda must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments.

Persons making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. This rule does not prohibit criticism of the City or criticisms of actions or omissions of the City.

**4. Citizens Academy Graduation Ceremony**

Matters related to recognizing and giving awards to graduates of the Citizens Academy. *Recommended Action: Award participants with a certificate of completion of the program and naming them as ambassadors for the City. Ms. Bianca Cuccerre* [See Agenda Memo 4]

**RECESS REGULAR MEETING OF THE CITY COUNCIL 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 CITY COUNCIL MEETING AFTER ADJOURNMENT OF THE EBT MEETING**

**5. Tri-Sports Reimbursement and Capital Expenditure Requests**

Matters related to Tri-Sports 2022 Capital Expenditure Request. *Recommended Action: Staff recommends that City Council authorize the City Manager to approve the reimbursements and capital project expenditures related to the 2022 Tri-Sports Memorandum of Understanding for an amount not to exceed \$100,000. Ms. Susan White, Parks and Recreation Director* [See Agenda Memo 5]

**6. Public Works Maintenance Facility – Construction Manager Contract**

Matters related to awarding a contract and associated contract amendment for construction manager at-risk services. *Recommended Action: Award the contract to Christensen Building Group for construction manager-at-risk services for the design of the new public works facility and authorize the City Manager to execute the contract. Mr. Dave Beach, City Manager* [See Agenda Memo 6]

**7. Public Works Maintenance Facility Design Update**

Matters related to an update on the design of the Public Works Maintenance Facility. *Recommended Action: Discuss and provide feedback. Mr. Dave Beach, City Manager* [See Agenda Memo 7]

**8. ERP and UB Software Systems – Rejection of Proposals**

Matters related to rejection of proposals received for software and implementation software and implementation services for an Enterprise Resource Planning (ERP and Utility Billing (UB) Software Systems Environment. *Recommended Action: Reject all bids received for software and implementation services for ERP including HCM and UB software system environments. Ms. Marie Kalka, Finance Director* [See Agenda Memo 8] repair

**9. 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 Meeting Minutes**

Approve City Council Minutes of October 24, 2022. *Recommended Action: Approve City Council Minutes of October 24, 2022. Ms. Thelma Gilliam, City Secretary* [See Agenda Memo 9A]

**B. Resident Requests for Parking Restrictions**

Matters related to a parking policy for resident requests for parking restrictions. *Recommended Action: Discuss and take any desired action. Mr. Ken Walker, Police Chief* [See Agenda Memo 9B]

**C. Monthly Finance Report for August 2022**

Matters related to the City's monthly financial report. *Recommended Action: Receive the City's August 2022 Monthly Financial Report. Ms. Marie Kalka, Finance Director* [See Agenda Memo 9C]

**10. 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 this notice and agenda of items to be considered by the West University Place City Council on November 7, 2022 was posted on the Municipal Building bulletin board on November 3, 2022, at approximately 9:00 o'clock a.m.

(SEAL)

*Thelma A. Gilliam*  
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Thelma A. Gilliam, City Secretary