



# 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 **Workshop and Regular Meeting** of the West University Place City Council to be held on **November 14, 2022** beginning at **6:00 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/84380828122>. **The Meeting ID Number is 843 8082 8122.** 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 [tgilliam@westutx.gov](mailto:tgilliam@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 [tgilliam@westutx.gov](mailto:tgilliam@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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### WORKSHOP (6:00 PM)

Agenda items are as follows:

1. **Call Workshop to Order**
2. **Update on Traffic Study and Regulatory and Supplemental Traffic Signs**  
Matters and discussion related to an update on the previous traffic study and the process for installation of regulatory and supplemental traffic signs. *Recommendation Action: Discuss and provide feedback and/or staff direction.* **Mr. Gerardo Barrera, Public Works Director** [see Agenda Memo 2]
3. **Adjourn Workshop**

## REGULAR MEETING (6:30 PM)

### 4. Call Regular Meeting to Order

### 5. Pledge of Allegiance

### 6. 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.

### 7. Appointment of IT Director

Matters related to appointing Russell Brown as IT Director. Recommended Action: *Approve the City Manager's appointment of Russell Brown to the position of IT Director and give his Oath of Office.* **Mr. Dave Beach, City Manager** [See Agenda Memo 7]

### 8. West U Centennial

Matters related to The City's Centennial. Recommended Action: *Discuss and provide feedback.* **Ms. Bianca Cuccerre, Communications Coordinator** [See Agenda Memo 8]

### 9. Poor Farm Ditch Update

Matters related to an update from Harris County on Poor Farm Ditch. Recommendation: *Discuss and provide feedback.* **Mr. Dave Beach, City Manager** [See Agenda Memo 9]

### 10. Additional Water Modeling Update

Matters related to additional water modeling results. Recommended Action: *Discuss, provide feedback and/or take any desired action.* **Mr. Gerardo Barrera, Public Works Director and Ms. Carol Harrison, City Engineer** [See Agenda Memo 10]

### 11. 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 November 7, 2022. Recommended Action: *Approve City Council Minutes of November 7, 2022.* **Ms. Thelma Gilliam, City Secretary** [See Agenda Memo 11A]

**12. Recess Regular Meeting and Convene Executive Session**

Council will meet in an executive session in accordance with Sections 551.071 and 551.072 of Chapter 551 of the Texas Government Code to consult with the City Attorney and to deliberate the purchase, exchange, lease, or value of real property, respectively.

**13. Adjourn Executive Session and Reconvene Regular Meeting**

Council will reconvene the regular meeting and take action from Executive Session, if any.

**14. 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 14, 2022 was posted on the Municipal Building bulletin board on November 11, 2022, at approximately 8:30 o'clock a.m.

(SEAL)

*Thelma A. Gilliam*

Thelma A. Gilliam, City Secretary



# AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	11.07.2022	<b>Agenda Item</b>	7
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	D. Beach, City Manager
<b>Reviewed by City Attorney</b>	N/A	<b>Department</b>	Administration
<b>Subject</b>	Appointment of the Information Technology Director – Russell Brown		
<b>Attachments</b>	None		
<b>Financial Information</b>	Expenditure Required:		N/A
	Amount Budgeted:		N/A
	Account Number:		N/A
	Additional Appropriation Required:		N/A
	Additional Account Number:		N/A

### Executive Summary

Former IT Director Kevin Davenport announced his resignation in September 2022 to take a position with a larger organization, so it is necessary to appoint Kevin’s replacement. The City completed an internal recruitment for the position and selected our current IT Operations Manager Russell Brown to fill this position.

Prior to his employment with the City, Mr. Brown worked for the City of Bellaire Texas in their Police Department. Mr. Brown started his career as a patrol officer and retired as a Lieutenant. During his time with Bellaire, Mr. Brown assumed the role of their technology manager for public safety and was responsible all thing technology in relation to police and fire services, as well as, assisting the City’s general IT Department as needed.

Since 2020, Mr. Brown has been the City’s IT Operations Manager and the role of this position within the Department is backup to our IT Director. Russell’s extensive background in public safety and technology and his current role with the City makes him the most qualified candidate to become the City’s new IT Director. The City’s executive leadership team, former IT Director, and I believe that Russell will be an asset to the IT Department and the City in general.

Section 6.02 (a) of the City’s Charter states that, “The City Manager shall have the authority, with approval of the City Council, to appoint all department heads and the City Secretary.” Therefore, the city manager seeks approval of the City Council to appoint Russell Brown to the position of Information Technology Director.

### Recommended Action

Staff recommends that City Council approve the city manager’s appointment of Kevin Russell Brown to the position of IT Director and give his Oath of Office.



# AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	11.14.2022	<b>Agenda Item</b>	8
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	B. Cuccerre, Communications Coordinator
<b>Reviewed by City Attorney</b>	N/A	<b>Department</b>	Administration
<b>Subject</b>	Centennial Celebration		
<b>Attachments</b>	Presentation		
<b>Financial Information</b>	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

## Executive Summary

The City of West University Place will be celebrating its centennial anniversary in early 2024.

The City is currently in the planning process for a series of celebrations that will take place in 2024. Tonight staff will update Council on the proposed festivities for celebrating the City's Centennial, which will include the following:

- A special centennial logo to be used on all City branding in 2024 (i.e. website, letterheads, social media)
- Redesign of the City's light pole banners
- Redesign of the City's flag
- Secure centennial merchandise
- Secure deposits for the events planned in 2024
- Establish a Resident Centennial Celebration Committee (2023 – 2024)
- Coordination with current City events, such as the Parks Lover's Ball and other events.

## Recommended Action

Staff recommends that City Council discuss and provide feedback.

# Centennial Celebration Update

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Bianca Cuccerre – Communications Coordinator

# Centennial Branding

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- A special centennial logo and tag line to be incorporated for the entire year of 2024
- Used on City website, letterhead, social media, etc.
- Redesign of the City flag
- Redesign of the City light pole banners
- Create Centennial merchandise to be sold in 2024



# Centennial Events

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- January – Founders Day Event
- February – Park Lovers' Ball
- March – 5k & Festival – Running Through History
- July – 4<sup>th</sup> of July Parade – Connecting Past to Present

*All events will be held in 2024*



# Centennial Considerations

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- Funding and Sponsorships
  - 2023 Budget for 2024 Events
- Centennial Celebration Committee
  - 12 residents to serve as a steering group for event planning

# Questions?

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**AGENDA MEMO**  
Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	11.14.2022	<b>Agenda Item</b>	9
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	S. Sample, Mayor D. Beach, City Manager
<b>Reviewed by City Attorney</b>	N/A	<b>Department</b>	City Council Administration
<b>Subject</b>	Poor Farm Ditch Discussion		
<b>Attachments</b>	None		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:	N/A	
	Additional Appropriation Required:	N/A	
	Additional Account Number:	N/A	

**Executive Summary**

At the request of the City, Harris County Flood Control District (District) was supposed to provide an update tonight on any changes to the status of this project since it was put on hold by the District in October 2019 due to a lack of funding for the project and support by area residents.

Due to recent personnel changes, the City's point of contact is no longer with the District and at this time a replacement has not been identified. We will follow up with the District once they appoint a new point of contact for this project.

Even though there will not be presentation by HCFCFD this item will remain on the agenda in order for the City Council to discuss Poor Farm Ditch as a collective body and provide direction and feedback to staff.

**Recommended Action**

Staff recommends that City Council discuss and provide feedback.



# AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	11.14.2022	<b>Agenda Item</b>	10
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	G. Barrera, Director
<b>Reviewed by City Attorney</b>	Yes	<b>Department</b>	Public Works
<b>Subject</b>	Additional Water Modeling Update		
<b>Attachments</b>	None		
<b>Financial Information</b>	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

### Executive Summary

In 2021, the City completed the initial water modeling study with Freese Nichols, Inc. (FNI), which evaluated our water system in order to provide staff and the City Council with the necessary information on future improvements/upgrades to the City’s water system. The following was the scope for the 2021 study:

- 1) autonomy from City of Houston water system during service interruptions,
- 2) reduction in water facility failure,
- 3) system redundancy,
- 4) regulatory compliance, and
- 5) future water system demand

Based upon the scale and cost of the recommendations from FNI, the City authorized the City Engineer (IDS) to conduct further reviews the 2021 recommendations and our water system. More specifically the IDS was tasked as follows:

- Current system overview
- Requirements per the Texas Commission of Environmental Quality
- Determine the necessity of the Bellaire Elevated Storage Tank
- Future Demands on the water system
- Supply interruptions (groundwater and surface water)
- Conveyance improvements (recommendations for sizing of water lines)
- Identify options to upgrade the system based up the determine level of service

The purpose of the presentation tonight is to provide information to Council on the results of this additional study, answer questions, receive feedback and/or direction on moving forward with improvements/upgrades to our water system to improve resiliency.

### Recommended Action

Staff recommends that Council discuss, provide feedback and/or take any desired action.



## AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	11.14.2022	<b>Agenda Item</b>	11A
<b>Approved by City Manager</b>	N/A	<b>Presenter(s)</b>	T. Gilliam, City Secretary
<b>Reviewed by City Attorney</b>	N/A	<b>Department</b>	Administration
<b>Subject</b>	City Council Meeting Minutes		
<b>Attachments</b>	Minutes		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:	N/A	
	Additional Appropriation Required:	N/A	
	Additional Account Number:	N/A	

### Executive Summary

Approve the City Council Meeting Minutes of November 7, 2022.

### Recommended Action

Staff recommends approval of the Minutes of November 7, 2022.



# The 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 J. Beach, City Manager  
Scott Bounds, Olson and Olson, City Attorney  
Thelma Gilliam, City Secretary

## **CITY COUNCIL MEETING MINUTES**

The City Council of **the City of West University Place, Texas**, met in a workshop and regular meeting on **Monday, November 7, 2022 at 6:30 p.m.**, in the Municipal Building at 3800 University Boulevard, for the purpose of considering the agenda of items listed. The meeting was held in person, but the public was also able attend via Zoom.

Agenda was as follows:

### **1. Call Meeting to Order**

Mayor Sample called the regular meeting to order at 6:30 p.m. In attendance were Mayor Pro Tem Montgomery, and Councilmembers Barnes, Bell, and Carroll.

Staff in attendance were City Manager Beach, City Secretary Gilliam, Public Works Director Barrera, Parks and Recreation Director White, HR Director Urban, Finance Director Kalka, Fire Chief Maxwell, Communications Coordinator Cuccerre, and Police Chief Walker

Also present was: Jenny McCarthy with Tri-Sports and Jeff Gerber with PGAL Architects.

### **2. Pledge of Allegiance**

Councilmember Barnes led the 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.

**Brooks Bolin** 4040 Browning, spoke regarding the residence at 4039 Browning, which is known as "Browning Problem." He said the residence is a nuisance and said there was a death at the residence 2 or 3 weeks ago due to a drug overdose. He said he and his neighbors are concerned about the activity in the home.

**Robert Connolly**, 4038 Browning, spoke to say that there is constant activity at 4039 Browning and he has safety concerns. He asked Council for help to remedy the situation.

**Amanda Gayle**, 4038 Browning, spoke in regards to 4039 Browning. She said she and her husband has done everything to try and help the police with the situation and asked Council to step in and help.

**Dick Yehle**, 6401 Rutgers, spoke regarding parking restrictions item on the agenda. He said he understands the sentiment behind the policy, but said it needs more thought on how to manage it.

**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*

Mayor Sample presented certificates to the following residents who graduated from the Citizens Academy and are now ambassadors for the City: Theodore Kokkinis, David Hokanson, Kathy Hayward, Candyce Beneke, Arlene Wells, Eileen Oneill, Buckley Morlot, Sanford Kahn, David Aigner, Janet Aigner, Jennifer Sickman, and Susie Hairston.

At approximately 6:45 p.m., Mayor Sample recessed the meeting and convened a meeting of the West University Place Employee Benefits Trust (EBT) for which a separate EBT agenda was posted.

At approximately 6:47 p.m., Mayor Sample resumed the regular 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*

After a brief presentation from Parks and Recreation Director White, Mayor Pro Tem Montgomery moved to 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. Councilmember Carroll seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

**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*

City Manager Beach presented. After discussion and feedback, Mayor Pro Tem Montgomery moved to approve the contract with the comments and questions from Council. Councilmember Barnes seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

**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*

Architect Jeff Gerber with PGAL provided an update to Council. There was discussion and feedback, but no action taken.

**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*

Finance Director presented and after discussion, Councilmember Barnes moved to approve staff's recommendation. Councilmember Bell seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

**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*

**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*

**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*

Mayor Pro Tem Montgomery requested that 9B be removed for discussion.

Councilmember Barnes moved to approve 9A and 9C as presented. Councilmember Bell seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

After discussion of 9B regarding resident requests for parking restrictions, Mayor Pro Tem Montgomery moved to accept the procedures with a 75 percent majority per block. Councilmember Carroll seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Bell, Carroll  
**Noes:** Barnes  
**Absent:** None

At 8:45 p.m., Mayor Sampled moved to recess the regular meeting and convene an Executive Session in accordance with 551.072 of Chapter 51 of the Texas Government Code to consult with the City Attorney.

At approximately 9:30 p.m., Mayor Sample adjourned the Executive Session and reconvened the regular meeting.



**10. Adjourn Regular Meeting**

With no other business before the Council, at approximately 9:30 p.m., the meeting adjourned.

*Audio of the meeting is temporarily on the City's website. If the audio is no longer on the website, you can obtain a copy from the City Secretary's office, as well as any presentations.*

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

Council Approved:

DRAFT