



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, January 24, 2022**, at **6:15 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 and via Zoom.

Agenda of Items:

Workshop (6:15 p.m.)

1. Call Workshop to Order

Mayor Sample called the workshop to order at 6:15 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, Assistant to the City Manager Thompson, Parks and Recreation Director White, Administrative Manager Veld, Friends Director LaMond, and Sergeant Ly.

2. Guideline and Policy for Tributes and Memorials

Matters related to the City's guidelines and policy for tributes and memorials. *Recommended Action: Discuss and take any desired action. Ms. Susan White, Parks and Recreation Director and Ms. Donna LaMond, Executive Director of FWUP and Mr. Jeremy Veld, Parks Administrative Manager*

Parks and Recreation Director White presented and said the intent of this presentation is to review procedures for when the Friends of West U Parks Fund (Friends) or the City accepts donations for tangible gifts.

Ms. White stated that the Parks and Recreation Department works in conjunction with Friends to offer a variety of options in which the public may honor or memorialize someone, which include:

- Benches
- Picnic Tables
- Drinking Fountains
- Trees (existing or new)
- Playground Equipment
- Pavers
- Other Amenities

Ms. White stated that the guidelines below are to formalize what is already in place so that the donor and the City understands the terms of the donations.

- All memorials and honorariums will be maintained for 10 years

- After 10 years, item kept in place until it is deemed unserviceable by the Parks and Recreation Department
- If an item is unserviceable, Friends will contact the donor about replacing the item.
- If donor decides not to replace the item, the plaque, paver or marker will be removed and returned to donor

Councilmember Bell said 10 years does not seem like a long time, especially when talking about trees and benches and asked how staff came up with 10 as the number. Councilmember Bell also asked if (1) other cities have procedural guidelines that limit their donations and (2) if the guidelines would be retroactive for those people that have given in the past without the guidelines in place.

Ms. White responded that staff looked at the manufacturer's life expectancy, outside of trees, and came up with the 10 years as the number. She said items usually outlast the manufacturer's life expectancy, and staff handles those instances on a case-by-case basis. Regarding past donations, Ms. White said staff has pretty much been following these procedural guidelines and staff has handled past donations on a case-by-case basis.

Regarding whether other cities have procedural guidelines, Ms. White said each City has its own guidelines based on needs and these recommended guidelines are what staff believes works best for West U.

Mayor Pro Tem Montgomery asked if the same guidelines are in place for the City for those that want to donate or give in-kind apart from Friends. Ms. White said these guidelines are for the City and Friends.

City Manager Beach interjected and said staff is not looking for action on this item, but this is for Council to voice any concerns for staff to consider. He said otherwise staff would continue as they have been doing.

Regarding plaques and pavers, Councilmember Barnes asked if there are any published guidelines as to content restrictions. Ms. White said no because staff needs the flexibility for customization depending on the needed size, etc.

Councilmember Bell reiterated her concern with the 10 years. Ms. White responded by saying it is staff's goal to keep the items in service for as long as possible. She said 10 years is the minimum.

Mayor Sample asked about the big donations, such as equipment in the parks, and Ms. White said there are contracts on those items and the terms are included in the contracts.

3. Adjourn Workshop

Mayor Sample adjourned the workshop at 6:25 p.m.

Regular Meeting (6:30 p.m.)

4. 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, Assistant to the City Manager Thompson, Parks and Recreation Director White, Administrative Manager Veld, Friends Director LaMond, Public Works Director Barrera, Fire

Chief Drake, and Finance Manager Walker

Tim Busha and Carol Harrison with IDS also attended.

John Greenwood with Teamwork Construction Services and Charline Kirongozi and Ben Roper of BerryDunn attended online.

5. **Pledge of Allegiance** – Mayor Pro Tem Montgomery led the Pledge.

6. **Public Comments**

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

Alida Drewes, 6112 Fordham, spoke regarding various topics, including City software, senior citizen access to City facilities during an arctic freeze, parks within walking distances to certain areas, dog parks, senior exemptions, police vehicles, and taxes.

7. **Concrete Paving Contract**

Matters related to approving concrete paving contract. *Recommended Action: Approve a contract with Teamwork Construction Services, Inc. for five years with three optional one-year renewals in the amount allocated per the approved annual budget and authorize the City Manager to execute the contract.* **Mr. Gerardo Barrera, Public Works Director**

Public Works Director Barrera presented and said the current contract expired at the end of 2021 and after the bidding process, staff and the City engineers identified Teamwork Construction Services as providing the best value for the City.

Councilmember Barnes moved to approve a contract and authorize the City Manager to execute the contract. Councilmember Bell seconded the motion. **MOTION PASSED.**

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

8. **ERP Software Consultant**

Matters related to the approval of an ERP software consulting contract. *Recommended Action: Approve contract to BerryDunn in the amount not to exceed \$100,000 and authorize the City Manager to execute the contract.* **Mr. Will Thompson, Assistant to the City Manager**

Assistant to the City Manager Thompson presented and said this item is for consideration of approval for a consulting contract for Innoprise Resource Planning software. He said upgrade of the City's ERP system is a top management priority and part of the City's Strategic Plan for this year. Mr. Thompson said through the bidding process, the City received four (4) responses and, after the vetting process, staff selected BerryDunn.

Mr. Thompson said it was important to note that this contract is not for the ERP system itself, but rather to bring in a team of specialized consultants to assist staff with assessing current software needs, develop Request for Proposals (RFP) to address those needs, and to assist in contract negotiations with the actual ERP vendor.

Mr. Thompson said under the current timeline, staff begins work with Berry Dunn in March of this year, pending a decision by City Council during the 2023 budgeting process to fund the actual upgrade of

the software. If approved, staff will issue the RFP in October 2022 with implementation to begin in 2023 and completion to take approximately three years.

In response to Councilmember Bell, Mr. Thompson said that engagement with the community and other stakeholders is part of the work plan.

Mr. Thompson said staff will provide status updates to Council along the way and will come back before council as needed.

Mayor Pro Tem Montgomery moved to approve the contract to BerryDunn in the amount not to exceed \$100,000 and authorize the City Manager to execute the contract. Councilmember Barnes 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 January 10, 2022. *Recommended Action: Approve City Council Minutes of January 10, 2022. Ms. Thelma Gilliam, City Secretary*

B. Fourth Quarter Investment Report

Matters related to the Fourth Quarter Investment Report. *Recommended Action: Accept report. Ms. Neelie Walker, Finance Manager.*

Mayor Pro Tem Montgomery moved to approve the Consent Agenda as presented. Councilmember Bell seconded the motion. **MOTION PASSED.**

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

10. Recess Regular Meeting and Convene into Executive Session

City Council will recess the regular session and convene an executive session in accordance with Section 551.0774 of the Texas Government Code regarding personnel matters: **City Manager's Annual Evaluation**

At 6:40 p.m., Mayor Sample recessed the regular meeting and convened an executive session per Section 551.0774 of the Texas Government Code.

11. Adjourn Executive Session and Reconvene Regular Meeting

Matters related to any desired action resulting from executive session.

At 9:20 p.m., Mayor Pro Tem Montgomery moved to adjourn the executive session and reconvened the regular meeting. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

Council then took action as follows:

Councilmember Barnes moved to give City Manager Beach a salary increase of three (3) percent. Councilmember Bell seconded the motion. **MOTION PASSED.**

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

12. Adjourn Regular Meeting

With no other business before the Council, Councilmember Bell moved to adjourn the regular meeting at approximately 9:25 p.m. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

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

Council Approved: February 14, 2022

Note: Audio of the meeting in its entirety is on the City's website. If for any reason you are unable to download the audio from the website, contact the City Secretary's office to obtain a copy, as well as a copy of any presentation.