



# 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 ACTION MINUTES

The City Council of the City of West University Place, Texas, met in a regular meeting on **Monday, May 9, 2022**, at **6:30 p.m.**, in the Municipal Building at 3800 University Boulevard, to consider the agenda of items listed. The meeting was in person and via Zoom.

### Agenda of Items:

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

Mayor Sample called the 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 Acting City Manager/Finance Director Kalka, City Secretary Gilliam, Assistant to the City Manager Thompson, Public Works Director Barrera, Fire Chief Drake, and Police Chief Walker

Jeff Gerber and Juan Garcia with PGAL were also present.

#### 2. **Pledge of Allegiance** – Councilmember Bell led the Pledge of Allegiance.

#### 3. **Emergency Medical Services (EMS) Proclamation**

Matters related to proclaiming the week of May 15-21, 2022, EMS Week in the City of West University Place. *Recommended Action: Proclaim the week of May 15-21, 2022 as EMS week in West University Place. Jennifer Drake, Fire Chief*

After a few words by Chief Drake, Mayor Sample proclaimed May 15-21, 2022 as EMS Week in West University Place.

#### 4. **Public Works Week Proclamation**

Matters related to proclaiming the week of May 15-21, 2022, Public Works Week. *Recommended Action: Proclaim the week of May 15-21, 2022 Public Works Week. Mr. Gerardo Barrera, Public Works Director*

After a few words by Public Works Director Barrera, Mayor Sample proclaimed May 15-21, 2022 as Public Works Week in West University Place.

#### 5. **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.

**Alida Drewes**, 6112 Fordham, spoke regarding various issues, including lack of notices and minutes for some of the City's board meetings, lack of transparency, taxes, and citizens awards.

**Eddie Matthews**, 5906 Fordham, spoke regarding traffic safety. He said the recent traffic study focused only on speed and not safety and requested that Council instruct staff to look at other factors that affect traffic and develop a program that can better educate the public about traffic safety.

**6. Public Works Maintenance Facility Design/Contract and Budget Amendment Ordinance**

Matters related to an ordinance amending the 2022 Budget and to approving a contract for the design of the Public Works Maintenance Facility. *Recommended Action: Award contract for architectural and engineering design services for the Public Works Campus and adopt the ordinance amending the 2022 Budget in the amount of \$662,000 to fund costs associated with the contract.* **Mr. Will Thompson, Assistant to the City Manager**

Assistant to the City Manager Thompson presented and said in addition to approval of the contract and ordinance, staff is looking for direction on any other specified additional services that Council may desire to be included in the agreement, such as LEED (Leadership in Energy and Environmental Design) consulting services.

Consultant Jeff Gerber provided an explanation regarding some of the enhancement fees and LEED costs. After discussion, Council requested a workshop to discuss the different levels of LEED services and costs. City Secretary Gilliam said she will poll the Council for a date and time for a workshop in June.

Councilmember Barnes moved to award the contract for architectural and engineering design services for the Public Works Campus and adopt the ordinance amending the 2022 Budget in the amount of \$662,000 to fund costs associated with the contract. Mayor Pro Tem Montgomery seconded the motion.

**MOTION PASSED.**

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

**7. Interlocal Agreement with Southside Place**

Matters related to the new Interlocal Agreement with the City of Southside Place for Emergency Medical and Building Regulatory Services. *Recommended Action: Approve the Interlocal Agreement with Southside Place under the new terms and authorize the City Manager to execute the contract.* **Ms. Marie Kalka, Acting City Manager**

Acting City Manager/Finance Director Kalka presented and after explaining minor changes made to the agreement and noting that there was an Option B agreement, which includes when either party would be able to give notice to opt out of the agreement, Councilmember Barnes moved to approve the Interlocal Agreement (Option B). Councilmember Bell seconded the motion. **MOTION PASSED.**

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

**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 Meeting Minutes**

Approve City Council Minutes of April 11, 2022 and April 25, 2022. *Recommended Action: Approve City Council Minutes of April 11, 2022 and April 25, 2022.* **Ms. Thelma Gilliam, City Secretary**

**B. SCADA Lift Station Contract**

Matters related to awarding a contract for the installation of SCADA for all lift stations. *Recommended Action: Staff recommends that City Council award the contract to upgrade the electrical instrumentation and SCADA system for the City's 12 lift stations to Concentric Integration, LLC, in an amount of \$235,500 and authorize the City Manager to execute the contract. Mr. Gerardo Barrera, Public Works Director* [see Agenda Memo 8B]

**C. 2021 Budget Amendment**

Matters related to an ordinance amending the year-end 2021 Budget. *Recommended Action: Adopt the ordinance approving and adopting an amendment to the 2021 Budget on first and final reading. Ms. Marie Kalka, Acting City Manager*

**D. 3642 University Franchise Ordinance**

Matters related to an ordinance approving the franchise lease agreement for 3642 University. *Recommended Action: Approve the proposed ordinance on the first of two readings. Mr. Gerardo Barrera, Public Works Director*

Councilmember Barnes 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

**9. Adjourn Regular Meeting**

With no other business before the Council, Mayor Pro Tem Montgomery moved to adjourn the regular meeting at approximately 7:09 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: May 23, 2022

*Audio of this 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.*