



# The City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

Bob Higley, Mayor  
John P. Barnes, Councilmember  
Lauri Lankford, Councilmember  
Ed Sobash, Councilmember  
Kevin Trautner, 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, August 26, 2019**, in the Municipal Building, 3800 University, West University Place.

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### **WORKSHOP**

**Call to Order.** Mayor Higley called the workshop to order at approximately 5:30 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 Manager Beach, City Secretary Gilliam, City Attorney Petrov, and Police Chief Walker.

#### **1. Crime Analysis and Safe Action Plan**

Matters related to a Crime Analysis and Safe Action Plan for the City. *Recommended Action: Discuss and provide staff direction if desired.* **Mr. Ken Walker, Police Chief**

Chief Walker presented information on crime and discussed safe action and communication outreach plans for emergency situations.

#### **2. Adjourn Workshop**

Councilmember Sobash moved to adjourn the workshop at 6:26 p.m. Mayor Pro Tem Trautner seconded the motion. **MOTION PASSED.**

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

### **REGULAR MEETING**

**Call to Order.** Mayor Higley called the meeting to order at 6:30 p.m. in the City Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Trautner, Councilmembers Barnes, Lankford and Sobash, City Manager Beach, City Secretary Gilliam, City Attorney Petrov, Human Resources Director Urban, Interim Public Works Director Barrera, Interim IT Director Dang, Finance Director Kalka, Parks and Recreation Director White, and Police Chief Walker.

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

Chief Walker led the Pledge of Allegiance.

#### **3. Public Comments**

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

There were no comments from the public.

**4. Investment Policy**

Matters related to a resolution reviewing and accepting the City's Investment Policy. *Recommended Action: Approve resolution accepting the City's Investment Policy in accordance with the Public Funds Investment Act. Mr. Harrison Nicholson, Treasurer*

Councilmember Sobash moved to approve the resolution. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

Mayor Higley recused himself from the vote.

**5. Budget Amendment and Award of Contract for Purchase of Police Vehicles**

Matters related to an ordinance amending the 2019 Budget for the purchase of police vehicles. *Recommended Action: (1) Approve ordinance amending the 2019 Budget on first and final reading; and (2) Award contract for the purchase of police vehicles. Mr. Gerardo Barrera, Interim Public Works Director*

Mayor Pro Tem Trautner moved to approve the ordinance amending the 2019 Budget by \$15,000 and appropriating \$94,068 from the Vehicle Replacement Fund, awarding the bid to Helfman Ford and authorizing the City Manager to execute the contract. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

**6. Receipt of Certified Appraisal Roll**

Matters related to a resolution acknowledging receipt of the appraisal roll, the assessor-collector's certificate and notice of a public hearing. *Recommended Action: Approve resolution acknowledging receipt of appraisal roll and notice of public hearings, accept the 2019 Certification of Estimated Collection Rate from Harris County Tax Office, and accept Notice of the 2019 Tax Year Proposed Property Tax Rate as calculated by the City's Tax Assessor/Collector. Ms. Marie Kalka, Finance Director*

Mayor Pro Tem Trautner moved that City Council approve the resolution taking the following actions: (1) Review and accept the 2019 Certified Appraisal Roll; (2) Review and accept the 2019 Certification of Estimated Collection Rate from Harris County Tax Office; and (3) Review and accept Notice of 2019 Tax Year Proposed Property Tax Rate as calculated by the City Tax Assessor/Collector. The proposed tax rate is .31908 per \$100 valuation, the effective tax rate is .30264 per \$100 valuation, and the rollback tax rate is .31909 per \$100 valuation. Councilmember Sobash seconded the motion. **MOTION PASSED.**

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

**7. Record Vote on Tax Rate and Set Public Hearings**

Matters related to a resolution recording vote on tax rate on the proposed “not to exceed” tax rate of 0.31908 and scheduling public hearings for September 23, 2019 and September 30, 2019. *Recommended Action: Adopt resolution recording vote on the “not to exceed” tax rate of 0.31908 and calling public hearings for September 23, 2019 at 6:30 p.m. and on September 30, 2019 at 6:30 p.m.* **Ms. Marie Kalka, Finance Director**

Mayor Pro Tem Trautner moved to approve the “not to exceed” tax rate of 0.31908 and call for public hearings on September 23, 2019 and September 30, 2019 both at 6:30 p.m., and adopt the resolution. Councilmember Sobash seconded the motion. **MOTION PASSED.**

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

**8. Schedule Public Hearing on the 2020 Budget**

Matters related to scheduling a public hearing to hear comments relating to the West University Place 2020 Budget. *Recommended Action: Schedule the Public Hearing to hear comments on the 2020 Budget for September 30, 2019 at 6:30 p.m. in City Hall.* **Ms. Marie Kalka, Finance Director**

Councilmember Barnes moved to accept the recommendation of the Finance Director and set the public hearing for the 2020 Budget for September 30, 2019 at 6:30 p.m. Councilmember Lankford seconded the motion. **MOTION PASSED.**

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

**9. Sanitary Sewer Lift Station Lining**

Matters related to approving a contract for sanitary sewer lift station lining. *Approve contract and authorize the city manager to execute the contract.* **Mr. Gerardo Barrera, Interim Public Works Director**

Councilmember Sobash moved to award this project to National Works in the amount not to exceed \$400,000 and to authorize the city manager to execute the contract. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

**10. Ordinance Amending Right-of-Way Development Standards**

Matters related to an ordinance amending Section 18-82, part of Chapter 70 and part of Technical Codes of the Code of Ordinances relating to right-of-way design and mobility. *Recommended Action: Approve ordinance on the first of two readings.* **Mr. Gerardo Barrera, Interim Public Works Director**

This item was removed by City Manager Beach to allow for further review by the Building and Standards Commission.

**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 Minutes**

Approve City Council Meeting Minutes of August 12, 2019.

**B. 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 on second and final reading. Mr. James Urban, Human Resources Director*

Mayor Pro Tem Trautner removed the Minutes from the Consent Agenda for amendment. He stated that Councilmember "Barns" needed an "e" before the "s" in several places throughout the Minutes and that the meeting adjourned at 6:45 p.m., not 7:45 p.m. as indicated. Mayor Pro Tem Trautner then moved to approve the Minutes as amended. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

Councilmember Lankford moved to approve the remaining item on the Consent Agenda as presented. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

**At 7:07 p.m., Council recessed the regular meeting and convened a workshop.**

**12. Public/Private Partnerships**

Matters related to discussion on the benefits of public/private partnerships such as the Friends of West University Parks and the City of West University Place. *Recommended Action: Discuss and provide staff direction if desired. Mr. Alan Petrov, City Attorney*

Parks and Recreation Director Susan White and Executive Director of Friends were present. This item was for discussion only. No Action taken.

**At 7:45 p.m., Council adjourned the workshop and reconvened the regular session.**

**13. 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 legal counsel regarding review of zoning and land use process). *Recommended Action: Discuss and provide staff direction if desired. Mr. Alan Petrov, City Attorney*

Executive Session convened at 7:46 p.m. in the Administration Conference Room. In attendance were City Council and City Attorney Petrov.

**14. Close Executive Session**

Matters related to any action resulting from the Executive Session and adjourn.

Mayor Higley adjourned Executive Session at 8:19 p.m.

**15. Reconvene Regular Meeting and Take Any Desired Action**

Mayor Higley reconvened the regular meeting at 8:19 p.m. No action taken.

**16. Adjourn**

With no other business before the Council, Councilmember Barnes moved to adjourn the meeting at approximately 8:20 p.m. Mayor Pro Tem Trautner seconded the motion. **MOTION PASSED.**

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

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

Council Approved: September 9, 2019