



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 **Monday, June 28, 2021** 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 or via Zoom. To attend the meeting via telephonic means, please call 346-248-7799 or you can join via <https://us02web.zoom.us/j/84149849735>. The Meeting ID Number is 841 4984 9735. Should you have difficulty entering the meeting or need assistance during the meeting, email 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 at least **one (1) hour 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 no later than one day 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 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.**

Workshop (6:00 p.m.)

1. Call Meeting to Order/Roll Call

2. PER Drainage Improvements – East Side

Matters related to results of Preliminary Engineering Report (PER) for East side. *Recommended Action: Discuss and direct staff as desired. Mr. Gerardo Barrera, Public Works Director*

3. Adjourn Workshop

Regular Meeting (6:30 p.m.)

4. Pledge of Allegiance

5. COVID-19

Matters related to COVID-19. *Recommended Action: Discuss and take any desired action. Mr. Aaron Taylor, Fire Chief and Emergency Management Coordinator* [see Agenda Memo 5]

6. Sustainability Task Force

Matters related to discussion regarding a Sustainability Task Force. *Recommended Action: Discuss and take any desired action. Mayor Susan Sample and City Manager Dave Beach* [see Agenda Memo 6]

7. 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.

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 Minutes of June 14, 2021 City Council Meeting and Workshop Minutes of June 16, 2021, June 17, 2021 and June 18, 2021. *Recommended Action: Approve City Council Minutes of June 14, 2021 and Workshop Minutes of June 16, 2021, June 17, 2021 and June 18, 2021. Ms. Thelma Gilliam, City Secretary* [see Agenda Memo 8A]

B. Texas Local Government Investment Pool Authorizations

Matters related to a resolution amending authorized representatives to the Texas Local Government Investment Pool (TexPool) to conduct transactions for the investment of City funds. *Recommended Action: Approve resolution amending the Authorized Representatives to the Texas Local Government Investment Pool. Ms. Katherine DuBose, Finance Director* [see Agenda Memo 8B]

9. Adjourn Meeting

In compliance with the Americans with Disabilities Act, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting to see whether the City can arrange for accommodations to assist in your participation in the meeting.

I certify that the attached amended notice and agenda of items to be considered by the West University Place City Council on June 28, 2021 was posted on the Municipal Building bulletin board on June 24, 2021, at approximately 4:15 o'clock p.m.

(SEAL)

Thelma A. Gilliam
Thelma A. Gilliam, City Secretary



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

Meeting Date	06.28.2021	Agenda Item	5
Approved by City Manager	N/A	Presenter(s)	A. Taylor, EMC, Fire Chief
Reviewed by City Attorney	N/A	Department	Fire
Subject	COVID-19 Update		
Attachments	None		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

Update and discussion between City Council and staff on COVID-19.

Recommended Action

Report and discussion purposes only, no action recommended.



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

Meeting Date	June 28, 2021	Agenda Item	6
Approved by City Manager	Yes	Presenter(s)	M. Sample, Mayor D. Beach, City Manager
Reviewed by City Attorney	N/A	Department	City Council Administration
Subject	Sustainability Task Force		
Attachments	None		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

During its Strategic Vision and Goal Setting Workshops, the City Council discussed appointing a citizen task force to review the City's sustainability issues and make recommendations for Council's consideration.

At the Council meeting of July 12, the City Council is set to consider and approve the vision and goals that resulted from the workshops. Therefore, I requested this item be on this agenda for discussion because the City is currently accepting applications for all its boards and commissions and, should Council move forward with a task force, it would be more efficient to solicit and interview applicants at the same time.

Recommended Action

Staff recommends that Council discuss and take any desired action.



AGENDA MEMO

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

Meeting Date	06.28.2021	Agenda Item	8A
Approved by City Manager	N/A	Presenter(s)	T. Gilliam, City Secretary
Reviewed by City Attorney	N/A	Department	Administration
Subject	City Council Meeting Minutes		
Attachments	Minutes – May 24, 2021 and May 26, 2021		
Financial Information	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 Minutes of June 14, 2021 City Council Meeting and Workshop Minutes of June 16, 2021, June 17, 2021 and June 18, 2021.

Recommended Action

Staff recommends approval of all referenced Minutes.



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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 regular meeting on **Monday, June 14, 2021**, at **6:30 p.m.**, in the Municipal Building at 3800 University Boulevard, for the purpose of considering the agenda of items listed. Due to COVID-19, the public was able to attend via Zoom.

Agenda of as follows:

1. Call Meeting to Order/Roll Call

Mayor Sample called the meeting to order at 6:30 p.m. Councilmembers Montgomery, Barnes, Bell, and Carroll were present. Staff present were City Manager Beach, City Secretary Gilliam, City Attorney Bounds, Assistant to the City Manager Thompson, Finance Director DuBose, Fire Chief Taylor, Public Works Director Barrera, IT Director Davenport, and Police Chief Walker.

2. Pledge of Allegiance

Councilmember Carroll 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.

There were no public comments.

4. Mayor Pro Tem

Matters related to the selection of a Mayor Pro Tem. *Recommended Action: Select Mayor Pro Tem. **City Council***

Councilmember Bell moved to elect John Montgomery as the Mayor Pro Tem. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

5. Buffalo Speedway – Project Update

Matters related to the Buffalo Speedway project. *Recommended Action: Receive update. **Mr. Gerardo Barrera, Public Works Director***

Public Works Director Barrera presented and noted that the following agenda:

- Project Description
- Current Progress
- Project Location and Enhancements
- Enhancement Options

Mr. Barrera said the project, which includes installation of box coverts and waterline improvements, starts behind St. Vincent's at the outfall of Poor Farm Ditch, traverses east once it gets to Buffalo Speedway then moves north from Buffalo Speedway just shy of Bissonnet.

Mr. Barrera said this work was not part of the original project, but was included as an economy of scale. He said since the roads were already being "dug up" it was better to do the work now with a favorable price from the contractor rather than come back and disturb the area in the right-of-way at another time.

Mr. Barrera said as of today, work has traversed from the outfall at Poor Farm Ditch all the way through St. Vincent's Church property.

Regarding enhancements, Mr. Barrera said the previous Council discussed the following options: the

- **OPTION 1** – Decorative Traffic Signals (3 Loc)

Mr. Barrera noted that the previous Council selected this option. He said as part of the plan, TexDOT provided its standard for traffic cabinets and traffic signals, but the City chose to take a different route to match the City's current street lights and the previous Council gave the okay for staff to pursue that option to take advantage of the economies of scale.

- **OPTION 2** – LED upgrade to existing streetlights

Mayor Sample asked about the energy savings if the City pursued this option. City Manager Beach said he is not able give an idea of the savings, but said as replacements become necessary CenterPoint will replace the current lights with LED lights, so eventually all the lights (approximately 1850 lights) will be replaced with no cost to the City.

In response to Mayor Pro Tem Montgomery's question as to whether there have been complaints from residents about the brightness of lights that have already been replaced with LED lights, Mr. Beach and Mr. Barrera said they are not aware of any complaints. Mayor Pro Tem Montgomery noted that LED lights last longer, are consistent with the City's commitment to sustainability, and there have not been any complaints.

- **OPTION 3** – Intersection Enhancements (3)

Mr. Barrera stated that this option has to do with placing the logo, similar to the ones located at Auden and University and Edloe and University, at locations on Buffalo Speedway. Mayor Sample said with Buffalo Speedway being a marquee street, the logo would look nice and would be cost-effective to do during the Buffalo Speedway project. Mayor Pro Tem Montgomery said similar considerations were made for economies of scale regarding other options so it seems like it would be a logical thing to do and use the logo to demonstrate the aesthetics of the City to people passing through and to the residents.

City Manager Beach said that's the consensus of the Council staff can get with the contractor and engineers and come back with what the cost would be to put the logo in the three major intersections.

Councilmember Barnes said he would like information on maintenance costs and its durability. He said because of the location, there would be more wear and tear at higher rates of speed than the similar logos around the City Center. City Manager Beach said staff will provide that information.

In response to Councilmember Bell's question as to the other two locations on Buffalo that would have the logos (other than at University), City Manager Beach responded at Rice and at Sunset.

Councilmember Montgomery asked the reason for the previous Council's objection to the logos and Councilmember Barnes responded he believes it was due to pricing and concerns regarding maintenance.

- **OPTION 4 – Gateway Signage (2)**

Mr. Barrera stated that this option was not pursued because of the limited right-of-way based on the design of Buffalo Speedway, the pricing, and the limited options as to what types of signs. Mr. Barrera said staff can revisit this option if this Council so desires.

Mayor Sample said it does not seem that simple signage would be that expensive and thinks the City could do some kind of entry marking into West U. City Manager Beach said staff will work with an engineer and look into this after completion of the project in order to have a better understanding of what signage would best fit the spaces.

Councilmember Barnes said for him the decision will depend on the placement of the signage at the intersections as he would not want anything to detract from the tree arch vista.

Mayor Pro Tem Montgomery asked that the City start with the knowledge and expertise of City staff before engaging an engineer.

- **OPTION 5 – Underground Power Line Crossings (5)**

Mr. Barrera said there are five crossings of underground electricity and after reviewing with engineers from CenterPoint Direct, it was determined that placing power lines underground would be cost prohibitive due to the number of crossings and the costs per linear foot to just run the cable, which does not include labor and other costs. City Manager Beach stated that the estimated costs would be over \$2,000,000.

Mayor Sample said the City would not get this kind of opportunity again to bury some of the lines during an existing project. City Manager Beach said he would love to bury all the power lines but it would cost \$100 million to bury them throughout the City and each homeowner would have to change their electrical service and incur a cost. Mayor Sample said she is not suggesting it for the whole City, only as it relates to the area of the project.

Mayor Pro Tem Montgomery said the construction is putting residents on Buffalo Speedway through a lot so if it something popular with residents in the area and they think it might make their neighborhood attractive, he thinks Council should look at it one more time.

Councilmember Bell asked if there is time to assess this before the work is complete. Mr. Barrera said staff would have to start immediately, because the contractor is moving at a good

pace. He said another caveat discussed with the previous council is that the cost is just for the electric, but there is also telecommunications and cable costs that the City was not able to gather due to the timeframe in completing the design. He asked that Council keep this in mind that it will be a total project costs when staff presents the numbers to Council.

City Manager Beach noted that this project involves TIP Transportation Program Grant Funding so the Texas Department of Transportation (TxDOT) is the administrator. Therefore, the City will need to involve TxDOT in some of the discussions, so staff will initiate discussions and report to Council the results of those discussions.

Mr. Barrera summarized the options per the discussion as follows:

- Option 1: Approved and moving forward
- Option 2: CenterPoint is handling
- Option 3: Staff will be looking at options and pricing
- Option 4: Staff will look at options and pricing and designs
- Option 5: Staff will look at details and costs

Audio of this presentation is on the City's website. A copy of the presentation is available in the City Secretary's Office.

6. COVID-19

Matters related to COVID-19. *Recommended Action: Discuss and take any desired action.* **Mr. Aaron Taylor, Fire Chief and Emergency Management Coordinator**

Fire Chief Taylor reported the following:

- COVID numbers have been very stable over the last couple of months.
- City Staff has been making incremental changes back to normalcy.
- State of Texas Declaration is still ongoing.
- Currently no state or county mandates in place that limit City operations, but is subject to change based on the COVID hospitalization rate (15%) for the region. Currently, we are way below the threshold at 3 percent.
- West U is still under the disaster declaration for COVID-19, which went into effect on March 17, 2020. The declaration gives certain powers to the mayor and Council action will be needed to end the disaster declaration.
- There is one emergency order tied to the City's disaster declaration, which is a variance for a temporary tent structure at St. Marks needed to enable them to social distance students. The plan is dismantle the tent structure at the end of July.
- The declaration is tied to funding. Spending related to COVID-19 has pretty much come to a halt, but if items are needed they will be covered under the declaration. Staff will come back with a recommendation on that in the future.
- All West U programs and activities have resumed, some with limited capacities or requires reservations.
- Face masks are no longer required in City facilities, as a result of Governor Abbott's GA-36 Executive Order. The same policy applies to staff. The City recommends that staff follow CDC guidelines regarding face coverings.
- Municipal Court operations are still 100 percent virtual and will continue at least through the summer. Municipal Court has a different set of rules and is up to the DOJ and local judges.
- Senior Services, aquatics, and recreation programs have resumed. All cardio and weight room equipment are open.

- Hours of operations for the Rec Center and Colonial Park are still adjusted based on utilization and staff recommendations.
 - In response to Mayor Sample's question as to when hours will be back to normal, City Manager Beach said that in speaking with the Parks Director the goal is to be to a new normal by July 1.
 - Regarding hours, City Manager Beach said staff is reviewing usage versus costs to operate the facility at certain hours.
 - In response to Mayor Pro Tem Montgomery's question as to when staff would be done with review of the usage versus costs, City Manager Beach said as soon as possible, hopefully by the end of July in time for the budget in case adjustments are needed.
- Parks is planning the Fourth of July parade, which is the first big event since the pandemic.
- Resuming in-person public meetings with a virtual hybrid model – as long as the declaration is in place, the City has to have the virtual option.
 - Councilmember Bell said even after the declaration has ended, she would like the City to continue the option for residents to attend meetings virtually.
 - City Manager Beach said this would be a good discussion for the Budget Workshops because there are currently only two rooms that has the virtual capability and rooms at other City facilities will have to be retrofit so that virtual meetings can be held for boards and commissions.
 - In response to City Manager Beach's question as to Council's desire to return to in-person meetings using the hybrid model, Council all agreed to return to in-person meetings with the hybrid model beginning with the Council meeting on July 28.
 - City Manager Beach said July 28 will be the same date for boards and commissions to resume in-person meetings. He said the in-person board and commission meetings will depend on scheduling due to only having two rooms that can assist with the virtual option.

7. Comprehensive Annual Financial Report

Matters related to the FY 2020 Comprehensive Annual Financial Report. *Recommended Action: Receive Report. Ms. Katherine DuBose, Finance Director*

Finance Director DuBose presented and introduced Sarah Roberts, Weaver Consultants, who provided an overview of the audit process and results.

Ms. Roberts stated that Weaver performed the audit in accordance with Generally Accepted Auditing Standards (GASS), and Uniform Guidance (Single Audit) and stated that the results of the audit were as follows:

- Financial Statements: Unmodified opinion "Clean opinion" which is the highest level of assurance that can be given that the financial statements are free of material misstatement.
- Internal Controls: No material weaknesses or significant deficiencies in internal controls
- Compliance: No instances of noncompliance material to the financial statements; unmodified opinion on compliance for Federal awards

After the presentation, Councilmember Barnes moved to accept the City's FY2020 Comprehensive Annual Financial Report. Councilmember Bell seconded the motion. **MOTION PASSED.**

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

Audio of this presentation is on the City's website. A copy of the presentation is available in the City Secretary's Office.

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 Minutes of May 24, 2021 and May 26, 2021 City Council Meeting. *Recommended Action: Approve Minutes of May 24, 2021 and May 26, 2021. Ms. Thelma Gilliam, City Secretary*

B. Harris ERP Support and Maintenance Contract Renewal

Matters related to renewal of the annual contract with Harris Innoprise. *Recommended Action: Approve contract extension with Harris Systems USA, Inc., for a period of one year and authorize the City Manager to execute the contract and make a payment to Harris ERP for support and maintenance series in the amount of \$73,234.07. Mr. Kevin Davenport, IT Director*

Councilmember Bell moved to approve the Consent Agenda as presented. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

9. Adjourn Meeting

10. Adjourn

With no other business before the Council, Councilmember Carroll moved to adjourn the meeting at approximately 7:50 p.m. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

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

Council Approved: _____



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STAFF

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Scott Bounds, Olson and Olson, 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 session on **Wednesday, June 16, 2021**, in the Municipal Building, 3800 University, West University Place.

Call to Order. Mayor Sample called the meeting to order at approximately 6:06 p.m. Councilmembers Montgomery, Barnes, Bell, and Carroll were present. Staff present were City Manager Beach, City Attorney Bounds, Assistant to the City Manager Thompson, and Police Chief Walker

Consultant Lyle Sumek was also in attendance.

1. City Council Strategic Visioning and Goals Workshop

Matters related to the first of three workshops on strategic visioning for the newly elected City officials.

Lyle Sumek led part one of three workshops on strategic visioning for the newly elected City officials.

2. Adjourn

With no other business before the Council, Mayor Sample adjourned the workshop at 10:10 p.m.

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

Council Approved:



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CITY COUNCIL ACTION MINUTES

The City Council of the City of West University Place, Texas, met in a workshop session on **Thursday, June 17, 2021**, in the Municipal Building, 3800 University, West University Place.

Call to Order. Mayor Sample called the meeting to order at approximately 6:06 p.m. Councilmembers Montgomery, Barnes, Bell, and Carroll were present. Staff present were City Manager Beach, City Attorney Bounds, Assistant to the City Manager Thompson, and Police Chief Walker

Consultant Lyle Sumek was also in attendance.

1. City Council Strategic Visioning and Goals Workshop

Matters related to the second of three workshops on strategic visioning for the newly elected City officials.

Lyle Sumek led part two of three workshops on strategic visioning for the newly elected City officials.

2. Adjourn

With no other business before the Council, Mayor Sample adjourned the workshop at 9:58 p.m.

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

Council Approved:



The City of West University Place

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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 ACTION MINUTES

The City Council of the City of West University Place, Texas, met in a workshop session on **Friday, June 18, 2021**, in the Municipal Building, 3800 University, West University Place.

Call to Order. Mayor Sample called the meeting to order at approximately 6:06 p.m. Councilmembers Montgomery, Barnes, Bell, and Carroll were present. Staff present were City Manager Beach, City Attorney Bounds, Assistant to the City Manager Thompson, and Police Chief Walker

Consultant Lyle Sumek was also in attendance.

1. City Council Strategic Visioning and Goals Workshop

Matters related to the third and final City Council workshop on strategic visioning and goals.

Lyle Sumek led part three of three workshops on strategic visioning for the newly elected City officials.

Council will review and finalize its goals and top priorities resulting from the workshop at its meeting on July 12, 2021.

2. Adjourn

With no other business before the Council, Mayor Sample adjourned the workshop at 9:09 p.m.

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

Council Approved:



AGENDA MEMO

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

Meeting Date	06.28.2021	Agenda Item	8B
Approved by City Manager	Yes	Presenter(s)	K. DuBose, Director
Reviewed by City Attorney	N/A	Department	Finance
Subject	Resolution Amending TexPool Authorized Representatives		
Attachments	<ul style="list-style-type: none">• Resolution• TexPool Amending Authorized Representative form		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

On June 8, 1992, the City of West University Place and Texas Local Government Investment Pool (TexPool) entered into a Participation Agreement by Resolution Number 92-08. When staffing changes occur, the Participation Agreement requires an amendment to the Authorized Representatives by resolution. Therefore, this resolution seeks Council's approval to amend the City's appointed Authorized Representatives who act to transmit funds for investment or to withdraw funds, to issue letters of instruction, and take such other actions deemed necessary or appropriate for the investment of local funds with TexPool.

Recommended Action

Staff recommends that City Council approve the resolution amending the Authorized Representatives for TexPool.

RESOLUTION NO. XX-XXXX

**RESOLUTION OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS,
AUTHORIZING A RESOLUTION AMENDING AUTHORIZED
REPRESENTATIVES TO THE TEXAS LOCAL GOVERNMENT
INVESTMENT POOL (“TEXPOOL / TEXPOOL PRIME”) TO CONDUCT
TRANSACTIONS FOR THE INVESTMENT OF CITY FUNDS.**

WHEREAS, the City of West University Place, Texas (“Participant”) entered into a Participation Agreement (“Agreement”) between the City and Texas Local Government Investment Pool (“TexPool / Texpool Prime”) on June 8, 1992 by Resolution Number 92-08.

WHEREAS, the Agreement requires the Participant to follow certain operating procedures with the respect to the establishment and maintenance of accounts; and

WHEREAS, the Agreement’s operating procedures requires a resolution amending Authorized Representatives that were approved by a Participant’s governing body; and

WHEREAS, the TexPool / Texpool Prime Amending Resolution attached to by form states that the Resolution Amending Authorized Representatives supersedes all prior resolutions authorizing representatives; and

WHEREAS, the Participant is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the TexPool / Texpool Prime, a public funds investment pool, consisting of separate pooled investment funds, was created pursuant to the provisions of Chapter 791, Texas Government Code, on behalf of entities to provide government functions and services, specifically public funds investment, whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; **NOW THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS:

Section 1. That the Finance Director shall designate one or more individuals to act as Authorized Representatives of the City of West University Place, in the manner provided in the form attached titled TexPool / Texpool Prime Resolution Amending Authorized Representative, to transmit funds for investment in the TexPool / Texpool

Prime Pool and to withdraw funds from the TexPool / Texpool Prime Pool from time to time, to issue letters of instruction, and take such other actions deemed necessary or appropriate for the investment of local funds.

Section 2. That the individuals, whose signatures appear in the TexPool / Texpool Prime Resolution Amending Authorized Representatives, attached to by form, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / Texpool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

Section 3. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / Texpool Prime account or (2) is no longer employed by the Participant; and

Section 4. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant.

Section 5. That this Resolution, and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation.

Section 6. That the listed Authorized Representatives are approved by the City of West University Place, Texas, to transmit funds for investments and to withdraw funds from time to time, to issue letters of instruction, and take such other actions deemed necessary or appropriate for the investment of local funds.

- | | | |
|---------------------------|--------------------------------|---------------------|
| 1. Name: Katherine DuBose | Title: Finance Director | Phone: 713-662-5816 |
| 2. Name: Darla Steubing | Title: Fiscal Services Officer | Phone: 713-662-5819 |
| 3. Name: Neelie Walker | Title: Finance Manager | Phone: 713-662-5817 |

Section 7. That this Resolution shall take effect immediately upon its passage and approval.

PASSED, APPROVED AND ADOPTED on the ____ day of _____, 2021.

Attest: _____
City Secretary (Seal)

Signed: _____
Mayor

Recommended:

City Manager

Approved as to legal form:

City Attorney



Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. This document supersedes all prior Authorized Representative forms.

* Required Fields

1. Resolution

WHEREAS,

City of West University Place

7 | 8 | 4 | 4 | 5

Participant Name*

Location Number*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Katherine DuBose Finance Director

Name

Title

7 | 1 | 3 | 6 | 6 | 2 | 5 | 8 | 1 | 6

7 | 1 | 3 | 6 | 6 | 2 | 5 | 8 | 0 | 4

kdubose@westutx.gov

Phone

Fax

Email

Signature

2. Darla Steubing Fiscal Services Officer

Name

Title

7 | 1 | 3 | 6 | 6 | 2 | 5 | 8 | 1 | 9

7 | 1 | 3 | 6 | 6 | 2 | 5 | 8 | 0 | 4

dsteubing@westutx.gov

Phone

Fax

Email

Signature

3. Neelie Walker Finance Manager

Name

Title

7 | 1 | 3 | 6 | 6 | 2 | 5 | 8 | 1 | 7

7 | 1 | 3 | 6 | 6 | 2 | 5 | 8 | 0 | 4

nwalker@westutx.gov

Phone

Fax

Email

Signature

1. Resolution (continued)

4.
 Name Title

 Phone Fax Email

 Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Katherine DuBose

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name Title

 Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 28 day of June, 2021.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

City of West University Place

Name of Participant*

SIGNED

Signature*

Susan Sample

Printed Name*

Mayor

Title*

ATTEST

Signature*

Thelma A. Gilliam

Printed Name*

City Secretary

Title*

2. Mailing Instructions

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-866-839-3291, and mailed to:

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77002