



# City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

Bob Higley, Mayor  
Kevin Trautner, Mayor Pro Tem  
Lauri Lankford, Councilmember  
John P. Barnes, Councilmember  
Ed Sobash, Councilmember

## **STAFF**

David J. Beach, City Manager  
Alan Petrov, 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, January 13, 2020** beginning at **5:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, to consider the following agenda items:

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.

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### **CLOSED EXECUTIVE SESSION (5:30 PM in City Council Conference Room)**

City Council will meet in closed session to discuss:

#### **1. Real Property**

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 Government Code:

**Section 551.072** – Deliberate the purchase, exchange, lease, or value of real property.

### **WORKSHOP (6:00 PM in the Bill Watson Conference Room)**

#### **2. Call Workshop to Order**

#### **3. Board and Commission Vacancies**

Matters related to discussion regarding appointment. *Recommended Action: Discuss and provide staff direction if desired. Ms. Thelma A. Gilliam, City Secretary*

#### **4. Adjourn Workshop**

### **REGULAR MEETING (6:30 PM in the Council Chambers)**

#### **5. Call Regular Meeting to Order**

#### **6. Pledge of Allegiance**

#### **7. Public Comments**

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can 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 must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments.

Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

**8. Building and Standards Commission Appointments**

Matters related to possible appointment of a member and an alternate to the Building and Standards Commission. *Recommended Action: Discuss and take any desired action. Ms. Thelma A. Gilliam, City Secretary* [see Agenda Memo 8]

**9. Municipal Building Audio-Visual Upgrades**

Matters related to awarding the contract for audio-visual improvements for the Municipal Building Council Chambers and Bill Watson Conference Room. *Recommended Action: Approve contract for audio-visual improvements. Mr. Tim Dang, IT Director* [see Agenda Memo 9]

**10. 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 the City Council Workshop Minutes of December 9, 2019. [see Action Minutes]

**11. Recess Regular Meeting and Convene into Executive Session**

Notice is hereby given that the City Council will convene into executive session in accordance with the following provisions of Chapter 551 of the Texas Government Code:

**Section 551.071** – Consultation with the City Attorney concerning legal advice or opinions related to public benefits.

**Section 551.074** – Evaluation of a public officer or employee – City Manager.

**12. Closed Executive Session and Reconvene Regular Meeting**

**13. City Manager's Contract**

Matters related to action resulting from Executive Session relating to the City Manager's contract. *Recommended Action: Take any desired action. City Council*

**14. Adjourn Regular Meeting**

With no other matter before council, the meeting will adjourn.

**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 the attached notice and agenda of items to be considered by the West University Place City Council on January 13, 2020 was posted on the Municipal Building bulletin board on January 10, 2020 at approximately o'clock 2:00 p.m.

***Thelma A. Gilliam***  
\_\_\_\_\_  
Thelma A. Gilliam, City Secretary

(SEAL)



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

|                                  |   |                     |                |
|----------------------------------|---|---------------------|----------------|
| <b>Meeting Date</b>              | 01.13.2020  | <b>Agenda Item</b>  | 8              |
| <b>Approved by City Manager</b>  | Yes   | <b>Presenter(s)</b> | Thelma Gilliam |
| <b>Reviewed by City Attorney</b> | N/A   | <b>Department</b>   | Administration |
| <b>Subject</b>                   | Building and Standards Commission Appointments  |                     |                |
| <b>Attachments</b>               | <ol style="list-style-type: none"> <li>1. Resignation Letter</li> <li>2. Applications</li> <li>3. Resolution</li> </ol> |                     |                |
| <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**

On November 21, 2019, the City received David Bonner’s resignation from Position 4 on the Boards and Commission (BSC).

- Staff suggests the following process for Council’s consideration:
1. Select a current BSC alternate to fill the Position 4 vacancy, and
  2. Select an applicant from the August 2019 applicant pool to fill the alternate position.
  3. Approve a resolution approving the selection to fill Position 4 and the selection of the alternate.

During the August 2019 selection process for members to board and commissions, there were 14 applicants not appointed to positions. Attached are the applications for those applicants that indicated interest in the position.

**Recommended Action**

Staff recommends that City Council take any action so desired.

**From:** [David C. Bonner](#)  
**To:** [Thelma A. Gilliam](#)  
**Subject:** Resignation from Building Standards Commission  
**Date:** Thursday, November 21, 2019 10:29:47 AM

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Thelma,

Would you be kind enough to distribute the following to the City Council and the Building Standards Commission?

Thanks for your help.

Best regards,

Dave

To: City Council, The City of West University Place  
From: David C. Bonner  
Date: November 21, 2019

I regret that I must tender my resignation from the Building Standards Commission as we have sold our home at 4023 Swarthmore and have relocated.

When I was most recently appointed to the Building Standards Commission, I did not anticipate this eventuality.

I hope I've provided useful service. I have also benefitted personally and learned from the activities of the BSC during two years as an Alternate and then as a voting member.

I will miss the gratifying interactions with Commission members, whose skills and dedication have been uniformly excellent.

The City of West University Place is a well-run municipality with excellent and well-managed government. My family and I will miss such a community. We may be reached at the address below on an ongoing basis.

Respectfully,

David C Bonner, Ph.D.



**IMPORTANT:** This e-mail is subject to the Electronics Communications Privacy Act, 18 U.S.C. §§2510-2521, and contains information which is or may be confidential and/or privileged. The information contained in this e-mail message, together with any attachments or links contained herein, is strictly confidential and intended only for the use of the recipient named above. If the reader of this email is not the intended recipient, you are notified that any use, distribution, or copying of this communication is **STRICTLY PROHIBITED**. If you have received this communication in error, please notify David C. Bonner immediately by telephone (713) 234-6894, and return the original message to him at the above address via the United States Postal Service. Thank you.



City of  
West University  
Place

## Boards & Commissions Membership Application

RECEIVED  
9/18/19  
9:30 pm  
tag  
after deadline

Name: Jonathon Hance Cell Phone: [REDACTED]

Home Address: 3920 Rice Blvd. Other Phone: \_\_\_\_\_

Email Address: [REDACTED] Date: 07-08-2019

Employed By/Retired From: Partner at Bracewell LLP  
(Please Circle One)

Spouses Name: Lydia Hance Office Phone: [REDACTED]

Education: J.D., Washington & Lee University; B.A., Southern Methodist University (Music, Math)

Background, Experience, Special Skills, etc. I have several years of experience serving on non-profit boards; I have extensive legal experience in commercial contracts, intellectual property, and health care.

Previous Board or Commission Experience: n/a

Specific Board or Commission Applied for: Parks & Recreation Board (although I'd be open to others)

If no Specific Board or Commission, Area of Interest: \_\_\_\_\_

Why are you interested in this board, commission or area of service? We have lived in West U for three years and have loved spending time with our three year old, Micah, at the city's fantastic parks pools, and community centers. I would appreciate the opportunity to give back to our community.

Limitations on Availability: I can make most meetings with advance notice unless I am in trial.

References (optional): Jeffrey Whittle (jeffrey.whittle@wbd-us.com)

Applicants should review the accompanying Summary of Board and Commission Membership Requirements. Please note that membership on a Board or Commission prohibits one from appearing as an applicant or protestant before that Board or Commission.

**Return completed applications to City Secretary Thelma Gilliam by mail at 3800 University Boulevard, Houston, Texas 77005; by fax at 713.662.5305; or by email to [tgilliam@westutx.gov](mailto:tgilliam@westutx.gov).**

**FOR CITY USE ONLY:**

Date Interviewed: \_\_\_\_\_

Qualified for (1): \_\_\_\_\_

Qualified for (2): \_\_\_\_\_



# Boards & Commissions Membership Application

Name: Les Albin Cell Phone: [REDACTED]

Home Address: 3817 Southwestern Other Phone: [REDACTED]

Email Address: [REDACTED] Date: 23 May 2019

Employed By/Retired From: LACON Custom Homes, LLC  
(Please Circle One)

Spouses Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Education: BS Mechanical Engineering, MBA- Accounting/Information Systems

Background, Experience, Special Skills, etc. Internal Audit Dept Head Brown & Root  
LACON Custom Homes building in West U since 1987

Previous Board or Commission Experience: Building Standards, Zoning & Planning,  
Zoning Board of Adjustments

Specific Board or Commission Applied for: Z&P or BSC

If no Specific Board or Commission, Area of Interest: \_\_\_\_\_

Why are you interested in this board, commission or area of service? \_\_\_\_\_

Zoning ordinance regarding structures in front setbacks needs modification to  
clarify how volume of structure is to be calculated.

Limitations on Availability: \_\_\_\_\_

References (optional): \_\_\_\_\_

Applicants should review the accompanying Summary of Board and Commission Membership Requirements. Please note that membership on a Board or Commission prohibits one from appearing as an applicant or protestant before that Board or Commission.

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**FOR CITY USE ONLY:**

Date Interviewed: \_\_\_\_\_

Qualified for (1): \_\_\_\_\_

Qualified for (2): \_\_\_\_\_



City of  
West University  
Place

## Boards & Commissions Membership Application

Name: Aaron Morris Cell Phone: [REDACTED]

Home Address: 3022 Plumb Street Other Phone: \_\_\_\_\_

Email Address: [REDACTED] Date: 7/1/19

Employed By: Sunnova Energy Corporation

(Please Circle One)

Spouses Name: Lauren Morris Office Phone: [REDACTED]

Education: Vanderbilt Law School (J.D., May 2004)

Background, Experience, Special Skills, etc. Contract review/negotiation/preparation; dispute resolution; government investigations; crisis management.

Previous Board or Commission Experience: None

Specific Board or Commission Applied for: No preference

If no Specific Board or Commission, Area of Interest: Community preservation; land use

Why are you interested in this board, commission or area of service? A member of the City Council suggested that I apply.

Limitations on Availability: I work Monday through Friday until approximately 6 pm. but there is some flexibility.

References (optional): \_\_\_\_\_

Chris and Craig LaFollette. 2931 Wroxton; Leigh and Phil Williams. 3009 Plumb.

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**FOR CITY USE ONLY:**

Date Interviewed: \_\_\_\_\_

Qualified for (1): \_\_\_\_\_

Qualified for (2): \_\_\_\_\_



City of  
West University  
Place

**Boards & Commissions  
Membership Application**

received  
7-5-19  
wal  
3:45pm



Name: CRAIG P. HOWARD Cell Phone: [REDACTED]

Home Address: 2826 ROBINHOOD ST. Other Phone: \_\_\_\_\_

Email Address: [REDACTED] Date: July 4, 2019

Employed By Retired From HOUSTON CHRONICLE/HEARST CORP.  
(Please Circle One)

Spouses Name: N.A. Office Phone: \_\_\_\_\_

Education: BA U. of Illinois, MBA U. of HOUSTON

Background, Experience, Special Skills, etc. HAVE COVERED CIVIC AFFAIRS AS

REPORTER IN HOUSTON, CHICAGO + WEST U. FINANCIAL KNOWLEDGE,  
RESEARCH EXPERIENCE.

Previous Board or Commission Experience: NONE EXCEPT AS LONGTIME

37-YEAR WUP RESIDENT OBSERVER.

Specific Board or Commission Applied for: BSC, PARKS + REC BOARD, RECYCLING

If no Specific Board or Commission, Area of Interest: \_\_\_\_\_

Why are you interested in this board, commission or area of service? MOST INTERESTED

IN PUBLIC SERVICE. SPECIFIC INTEREST IN BSC COMES FROM

EXPERIENCE ERECTING FENCE, PARKS FROM POOR FARM DITCH PROPOSAL

Limitations on Availability: NONE

References (optional): \_\_\_\_\_

Applicants should review the accompanying Summary of Board and Commission Membership Requirements. Please note that membership on a Board or Commission prohibits one from appearing as an applicant or protestant before that Board or Commission.

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**FOR CITY USE ONLY:**

Date Interviewed: \_\_\_\_\_

Qualified for (1): \_\_\_\_\_

Qualified for (2): \_\_\_\_\_



City of  
West University  
Place

## Boards & Commissions Membership Application

Name: KRIS WESTBROOK Cell Phone: [REDACTED]

Home Address: 6510 COMMUNITY DR. Other Phone: \_\_\_\_\_

Email Address: [REDACTED] Date: JUNE 24, 2019

Employed By/Retired From: CEO of Renew International  
(Please Circle One)

Spouses Name: Traci Westbrook Office Phone: [REDACTED]

Education: JD South Texas College of Law, MBA University of Houston

Background, Experience, Special Skills, etc. CEO, attorney, and previous Board experience

Previous Board or Commission Experience: Building Standard Commission (6 years)

President of the Braeburn CC Board of Directors (4 years), Renew Board

Specific Board or Commission Applied for: Building Standards Commission (9 years)

If no Specific Board or Commission, Area of Interest: \_\_\_\_\_

Why are you interested in this board, commission or area of service? To contribute my knowledge and experiences to help our city.

Limitations on Availability: General Business Hours

References (optional): John Parks 713-202-2800

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|                           |       |
|---------------------------|-------|
| <b>FOR CITY USE ONLY:</b> |       |
| Date Interviewed:         | _____ |
| Qualified for (1):        | _____ |
| Qualified for (2):        | _____ |



City of  
West University  
Place

## Boards & Commissions Membership Application

RECEIVED 7/10/19 ✓

Name: Alida Drewes Cell Phone: \_\_\_\_\_

Home Address: 6112 Fordham Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: 7-10-19

Employed By/Retired From: \_\_\_\_\_  
(Please Circle One)

Spouses Name: NA Office Phone: \_\_\_\_\_

Education: BSN

Background, Experience, Special Skills, etc. Health care, nutrition exercise, event planning.

Previous Board or Commission Experience: Attended board meeting regularly.

Specific Board or Commission Applied for: Senior Board

If no Specific Board or Commission, Area of Interest: \_\_\_\_\_

Why are you interested in this board, commission or area of service? I am a senior, made valid suggestions, helped to help with event planning.

Limitations on Availability: \_\_\_\_\_

References (optional): \_\_\_\_\_

Applicants should review the accompanying Summary of Board and Commission Membership Requirements. Please note that membership on a Board or Commission prohibits one from appearing as an applicant or protestant before that Board or Commission.

Return completed applications to City Secretary Thelma Gilliam by mail at 3800 University Boulevard, Houston, Texas 77005; by fax at 713.662.5305; or by email to [tgilliam@westutx.gov](mailto:tgilliam@westutx.gov).

|                           |       |
|---------------------------|-------|
| <b>FOR CITY USE ONLY:</b> |       |
| Date Interviewed:         | _____ |
| Qualified for (1):        | _____ |
| Qualified for (2):        | _____ |

RECEIVED  
7/8/19  
688 ✓



City of  
West University  
Place

# Boards & Commissions Membership Application

Name: SPYROS MARAGOS Cell Phone: [REDACTED]

Home Address: 5932 AUDEN ST Other Phone: [REDACTED]

Email Address: [REDACTED] Date: 7/3/2019

Employed By/Retired From: Direct<sup>edu</sup> Energy Inc.  
(Please Circle One)

Spouses Name: GISELE MARAGOS Office Phone: [REDACTED]

Education: Ph.D. Operations Research

Background, Experience, Special Skills, etc. Education: Engineering, Finance, Work Experience: Energy Marketing

Previous Board or Commission Experience: PRB 2017-2019

Specific Board or Commission Applied for: PRB

If no Specific Board or Commission, Area of Interest: \_\_\_\_\_

Why are you interested in this board, commission or area of service? I want to continue working on PRB, utilizing the experience I accumulated over the last 2 yrs.

Limitations on Availability: \_\_\_\_\_

References (optional): \_\_\_\_\_

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|                           |       |
|---------------------------|-------|
| <b>FOR CITY USE ONLY:</b> |       |
| Date Interviewed:         | _____ |
| Qualified for (1):        | _____ |
| Qualified for (2):        | _____ |



City of  
West University  
Place

# Boards & Commissions Membership Application



Name: Andrew Hung Cell Phone: [REDACTED]

Home Address: 5914 Kirby Dr. Other Phone: \_\_\_\_\_

Email Address: [REDACTED] Date: 6/27/2019

Employed By/Retired From: Gridforce Energy Management  
(Please Circle One)

Spouses Name: Anuh George Office Phone: N/A

Education: B.A. Computer Science, Rice University

Background, Experience, Special Skills, etc. Computer programmer, proficient with hardware and software,  
volunteer with Interfaith Ministries for Greater Houston for over 3 years (Meals on Wheels, Animeals, Refugee Services)

Previous Board or Commission Experience: none

Specific Board or Commission Applied for: Recycling and Solid Waste Reduction

If no Specific Board or Commission, Area of Interest: \_\_\_\_\_

Why are you interested in this board, commission or area of service? I am especially interested in  
caring for the environment. I would like to set an example for my daughter by becoming more involved in serving the  
community.

Limitations on Availability: I work on weekdays during regular business hours.

References (optional): \_\_\_\_\_

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Return completed applications to City Secretary Thelma Gilliam by mail at 3800 University Boulevard, Houston, Texas 77005; by fax at 713.662.5305; or by email to [tgilliam@westutx.gov](mailto:tgilliam@westutx.gov).

**FOR CITY USE ONLY:**

Date Interviewed: \_\_\_\_\_

Qualified for (1): \_\_\_\_\_

Qualified for (2): \_\_\_\_\_



City of  
West University  
Place

### Boards & Commissions Membership Application

RECEIVED  
7/7/17  
7:58 AM  
tes

Name: SARA SHACKLETON Cell Phone: [REDACTED]

Home Address: 4915 COLBRIDGE ST. Other Phone: \_\_\_\_\_

Email Address: [REDACTED] Date: 7/7/17

Employed by (Please Circle One): CITIGROUP ENERGY INC.

Supervisor Name: MICHAEL MCKEON Office Phone: 713-752-5214

Education: B.S., M.P.A., J.D.

Background, Experience, Special Skills, or: ATTORNEY

Previous Board or Commission Experience: N/A

Specific Board or Commission Applied for: BSC

If no Specific Board or Commission, Area of Interest: \_\_\_\_\_

Why are you interested in this board, commission or area of service? INTEREST IN  
FUTURE OF U.S. INVESTMENT

Limitations of Availability: \_\_\_\_\_

References (optional): \_\_\_\_\_

Applicants should review the accompanying Summary of Board and Commission Membership Requirements. Please note that membership on a Board or Commission prohibits one from appearing as an applicant or petitioner before that Board or Commission.

Return completed applications to City Secretary Theresa Gilliam by mail at 3400 University Boulevard, Houston, Texas 77005; by fax at 713.662.5205; or by email to [tgilliam@cityofwup.com](mailto:tgilliam@cityofwup.com)

**FOR CITY USE ONLY:**

Date Interviewed: \_\_\_\_\_

Qualified for (I): \_\_\_\_\_

Qualified for (II): \_\_\_\_\_



City of  
West University  
Place

## Boards & Commissions Membership Application

received ✓  
7-5-19  
mal  
4:40pm

Name: Steve Damiani Cell Phone: [REDACTED]

Home Address: 3746 Georgetown Other Phone: \_\_\_\_\_

Email Address: [REDACTED] Date: 7-3-19

Employed By/Retired From: United States E.E.O.C.  
(Please Circle One)

Spouses Name: SARA Office Phone: [REDACTED]

Education: Baylor University, Bachelors, Masters degrees from UofH & ST. Thon

Background, Experience, Special Skills, etc. Parks Bd, NW Softball 3LL, Manager,

Asst. Coach, 2013-Present; Harris Cty. Republican Pol. Chair #133, 2006-2013.

Previous Board or Commission Experience: Parks, 2015-present (2 terms), Parks,  
Programming Subcommittee, 2017-present

Specific Board or Commission Applied for: Parks

If no Specific Board or Commission, Area of Interest: \_\_\_\_\_

Why are you interested in this board, commission or area of service? As a Parks Bd.

Member I've made recommendations that I'd like to see come to fruition.

I'm an avid user of the Rec. Center facility - multiple times per w

Limitations on Availability: None

References (optional): \_\_\_\_\_

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|                           |       |
|---------------------------|-------|
| <b>FOR CITY USE ONLY:</b> |       |
| Date Interviewed:         | _____ |
| Qualified for (1):        | _____ |
| Qualified for (2):        | _____ |



City of  
West University  
Place

## Boards & Commissions Membership Application

Name: Grayson Bush Cell Phone: [REDACTED]  
 Home Address: 2614 Werlein Ave. Other Phone: [REDACTED]  
 Email Address: [REDACTED] Date: 7/1/2019  
 Employed By/Retired From: At home dad, previously at Northrup Grumman  
 (Please Circle One)  
 Spouses Name: Joanne Bush Office Phone: -  
 Education: Ph.D., Mechanical Engineering UCLA  
 Background, Experience, Special Skills, etc. Project management  
and consulting. Design and analysis of products.  
 Previous Board or Commission Experience: None

Specific Board or Commission Applied for: Zoning and Planning Commission

If no Specific Board or Commission, Area of Interest: -

Why are you interested in this board, commission or area of service? Zoning and  
planning seems to be an area I can best apply my  
engineering background to benefit our neighborhood.

Limitations on Availability: None

References (optional): -

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|                           |       |
|---------------------------|-------|
| <b>FOR CITY USE ONLY:</b> |       |
| Date Interviewed:         | _____ |
| Qualified for (1):        | _____ |
| Qualified for (2):        | _____ |

**RESOLUTION NUMBER XXXX-XX**

A RESOLUTION APPOINTING A MEMBER AND AN ALTERNATE TO THE BUILDING AND STANDARDS COMMISSION OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE:**

Section 1. The following person is hereby appointed to serve as a member of the **Building and Standards Commission** for a specific term of the specific position indicated below, under Chapter 18 of the Code of Ordinances and Chapter 54 of the Texas Local Government Code.

| <u>APPOINTEE</u> | <u>POSITION</u> | <u>EFFECTIVE DATE</u> | <u>TERM ENDING</u> |
|------------------|-----------------|-----------------------|--------------------|
| _____            | Position 4      | January 13, 2020      | August 31, 2021    |

Section 2. The following person is hereby appointed to serve as an alternate of the **Building and Standards Commission** for a specific term of the specific position indicated below, under Chapter 18 of the Code of Ordinances and Chapter 54 of the Texas Local Government Code.

| <u>APPOINTEE</u> | <u>POSITION</u> | <u>EFFECTIVE DATE</u> | <u>TERM ENDING</u> |
|------------------|-----------------|-----------------------|--------------------|
| _____            | Alternate ____  | January 13, 2020      | August 31, 2021    |

Section 3. All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of the conflicts only.

Section 4. If any word, phrase, clause, sentence, paragraph, section or other part of this resolution or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this resolution and the application of such word, phrase, clause, sentence, paragraph, section or other part of this resolution to any other persons or circumstances shall not be affected thereby.

Section 5. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this resolution was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

PASSED AND APPROVED this 13<sup>th</sup> day of January, 2020.

ATTEST: (SEAL)

SIGNED:

\_\_\_\_\_  
Thelma A. Gilliam, City Secretary

\_\_\_\_\_  
Bob Higley, Mayor

RECOMMENDED:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
David J. Beach, City Manager

\_\_\_\_\_  
Alan Petrov, City Attorney



# AGENDA MEMO

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

|                                  |  |                     |                    |
|----------------------------------|--|---------------------|--------------------|
| <b>Meeting Date</b>              | 01.13.2020   | <b>Agenda Item</b>  | 9                  |
| <b>Approved by City Manager</b>  | Yes  | <b>Presenter(s)</b> | Tim Dang, Director |
| <b>Reviewed by City Attorney</b> | Yes  | <b>Department</b>   | IT Department      |
| <b>Subject</b>                   | Municipal Building Audio-Visual Updates  |                     |                    |
| <b>Attachments</b>               | <ol style="list-style-type: none"> <li>1. General Services Contract</li> <li>2. Quote from CCS Presentation Systems</li> <li>3. Mock Photos of Screen Locations</li> </ol> |                     |                    |
| <b>Financial Information</b>     | Expenditure Required:  |                     | \$109,958          |
|                                  | Amount Budgeted:   |                     | \$100,000          |
|                                  | Account Number:  |                     | 301-7000-85002     |
|                                  | Additional Appropriation Required:   |                     | N/A                |
|                                  | Additional Account Number:   |                     | N/A                |

## Executive Summary

The City is upgrading its audio-visual systems in both the Council Chambers and Bill Watson Conference Room. The overall goal of this project is to improve the audio and video experience for the public, City Council and staff, while also meeting the requirements by the State of Texas to allow Councilmembers the ability to participate remotely.

The City utilized the State Cooperative Purchasing Network (BuyBoard) and received bids from four qualified vendors:

| CONTRACTOR               | TOTAL BID |
|--------------------------|-----------|
| DataVox                  | \$106,198 |
| CCS Presentation Systems | \$109,958 |
| AV Extreme               | \$116,001 |
| NCS                      | \$124,368 |

After reviewing the bids and meeting with each vendor, staff is recommending that Council award the project to CCS Presentation Systems (CCS) as it believes that CCS offers the best value for the City. In addition to its competitive bid, CCS has extensive experience with similar projects and its staff has worked on and successfully completed other City projects.

The proposed enhancements for this project include:

- four large flat panels in the Council Chambers;
- a flat panel display in the hallway (for overflow);
- connectivity to the projector in the Bill Watson Conference Room;
- adjustable monitors for each seat at the Council dais and City Secretary's desk;

- improved functionality control for audio and visual displays in the Council Chambers, hallway and Bill Watson Conference Room;
- replacement of the majority of speakers and microphones;
- the ability to share audio and video files between any of the displays and speaker zones;
- the ability to hold web-based video conferencing that is compatible with industry standard applications, such as Skype, Zoom and JoinMe; and
- the ability to record and stream audio and video feed so that there is no need for a separate tape recorder.

In order to meet State requirements for remote participation, audience members and Councilmembers participating remotely must be able to see and hear each other. The improvements listed above will have that capability and, therefore, will meet State requirements. .

#### **Recommended Action**

Staff recommends that City Council award the contract to CCS Presentation Systems in the amount not to exceed \$110,000 for the upgrades to the audio-visual systems in the Municipal Building and authorize the City Manager to execute a contract.



City of  
West University  
Place

GENERAL SERVICES CONTRACT

Revised 12/13/2019

This General Services Contract (Contract) is made between the City of West University Place, Texas (City), and Contractor. The City and Contractor agree to the terms and conditions of this Contract, which consists of the following parts:

- I. Summary of Contract Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Special Terms and Conditions
- V. Additional Contract Documents

**I. Summary of Contract Terms.**

Contractor: CCS Presentation System

Description of Services: Update to the audio-visual systems in both council chambers and Bill Watson conference room located in City Hall. \_\_\_\_\_

Base Services: "Not to exceed" \$110,000.00 \_\_\_\_\_

Additional Work in addition to Base Services: Any changes or additions must be submitted in writing via addendum and agreed upon by City

Effective Date: \_\_\_\_\_

Termination Date: \_\_\_\_\_

**II. Signatures.** By signing below, the parties agree to the terms of this Contract:

**CITY OF WEST UNIVERSITY PLACE:\***

**CONTRACTOR:**

By: Dave Beach \_\_\_\_\_

By: Kevin Salmon \_\_\_\_\_

Title: City Manager \_\_\_\_\_

Title: Account Executive \_\_\_\_\_

Date: 1/9/2020 \_\_\_\_\_

Date: 1/9/2020 \_\_\_\_\_

\_\_\_\_ Council Approved on \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ City Manager

\_\_\_\_ Department Head

\_\_\_\_ Division Head

\*Contract Signature Authority:

Division Head -\$2,999 or less

Department Head - \$3,000 to \$14,999

City Manager - \$15,000 to \$50,000

Over \$50,000 – Council approval required

\_\_\_\_\_  
Attest: City Secretary

### III. *Standard Contractual Provisions.*

#### A. Definitions.

*Contract* means this General Services Contract.

*Services* means the services for which the City solicited bids or received proposals as described in this Contract.

B. Services and Payment. Contractor will furnish Services to the City in accordance with the terms and conditions specified in this Contract. Contractor will bill the City for the Services provided at intervals of at least 30 days, except for the final billing. The City shall pay Contractor for the Services in accordance with the terms of this Contract, but all payments to be made by the City to Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the applicable provisions of Chapter 2251 of the Government Code.

#### C. Termination Provisions.

(1) *City Termination for Convenience.* Under the paragraph, the City may terminate this Contract during its term at any time for the City's own convenience where the Contractor is not in default by giving written notice to Contractor. If the City terminated this Contract under this paragraph, the City will pay the Contractor for all services rendered in accordance with this Contract to the date of termination.

(2) *Termination for Default.* Either party to this Contract may terminate this Contract as provided in this paragraph if the other party fails to comply with its terms. The party alleging the default will give the other party notice of the default in writing citing the terms of the Contract that have been breached and what action the defaulting party must take to cure the default. If the party in default fails to cure the default as specified in the notice within 30 days, the party giving the notice of default may terminate this Contract by written notice to the other party, specifying the date of termination. Termination of the Contract under this paragraph does not affect the right of either party to seek remedies for breach of the Contract as allowed by law, including any damages or costs suffered by either party.

(3) *Multi-Year Contracts and Funding.* If this Contract extends beyond the City's fiscal year in which it becomes effective or provides for the City to make any payment during any of the City's fiscal years following the City's fiscal year in which this Contract becomes effective and the City fails to appropriate funds to make any required Contract payment for that successive fiscal year and there are no funds from the City's sale of debt instruments to make the required payment, then this Contract automatically terminates at the beginning of the first day of the City's successive fiscal year of the Contract for which the City has not appropriated funds or otherwise provided for funds to make a required payment under the contract.

D. Liability and Indemnity. Any provision of any attached contract document that limits the Contractor's liability to the City or releases the Contractor from liability to the City for actual or compensatory damages, loss, or costs arising from the performance of this Contract or that provides for contractual indemnity by one party to the other party to this Contract is not applicable or effective under this Contract. Except where an Additional Contract Document provided by the City provides otherwise, each party to this Contract is responsible for defending against and liable for paying any claim, suit, or judgement for damages, loss, or costs arising from that party's negligent acts or omissions in the performance of this Contract in accordance with applicable law. This provision does not affect the right of either party to this contract who is sued by a third party of acts or omissions arising from this Contract to bring in the other party to this Contract as a third-party defendant as allowed by law.

E. Assignment. The Contractor shall not assign this Contract without the prior written consent of the City.

F. Law Governing and Venue. **This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Harris County, Texas.**

- G. Entire Contract. This Contract represents the entire Contract between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.
- H. Independent Contractor. Contractor shall perform the work under this Contract as an independent contractor and not as an employee of the City. The City has not right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor under this Contract. The City and Contractor agree that the work performed under this Contract is not inherently dangerous, that Contractor will perform the work in a workmanlike manner, and that Contractor will take proper care and precautions to insure the safety of Contractor's officers and employees.
- I. Dispute Resolution Procedures. The Contractor and City desire an expeditious means to resolve any disputes that may arise between them regarding this Contract. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.
- J. Attorney's Fees. Should the City bring suit against the Contractor for breach of contract or for any other cause relating to this Contract, the City shall be entitled to seek an award of attorney's fees or other costs relating to the suit.
- K. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.
- L. Work Product. Any work product generated as a result of this Contract shall be the property of the City.

#### **IV. *Special Terms or Conditions.***

- A. As required by Section 2252.908, Texas Government Code, if this Contract requires an action or vote by the City before the contract may be signed, or has a value of at least \$1 million, then the City may not enter into such Contract unless the Contractor submits a disclosure of interested parties to the City at the time the Contractor submits the signed Contract to the City. The Contractor agrees to submit such disclosure as required by Section 2252.908 of the Texas Government Code on the form 1295, prescribed by the Texas Ethics Commission, unless the Contractor is a publicly traded entity or a wholly owned subsidiary of same, in which case no disclosure is required. The Contractor agrees to access the Texas Ethics Commission website and complete the form 1295, receive a confirmation number and a PDF version of the completed form 1295, execute and notarize a hard copy version of the completed form 1295, and submit it, along with the confirmation number, to the City.
- B. As required by Chapter 2270, Texas Government Code, Contractor hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Contract. For purposes of this verification, "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory, but does not include an action made for ordinary business purposes. This Section IV B applies only to contracts with a value of \$100,000 or more that are to be paid wholly or partly from public funds of the City, between the City and any company with 10 or more full time employees. Furthermore, this Section IV B does not apply if Contractor is a sole proprietorship
- C. Pursuant to Chapter 2252, Texas Government Code, Contractor represents and certifies that, at the time of execution of this Contract neither the Contractor, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapter 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

**V. *Additional Contract Documents.*** The following specified documents attached to this Contract are part of this Contract, except as follows: any provision contained in any of the Contractor's Additional Contract Documents specified below that conflicts with a Contract provision not included in the Contractor's Additional Contract Documents, does not apply to this contract.

A. Contractor's Additional Contract Documents:

1. ***Official Bid Packet***

B. City's Additional Contract Documents:

1. ***[Insert City documents]***

**END OF DOCUMENT**

**QUOTE # TX-2019-12-019  
REVISION 3**

JANUARY 6, 2020

**PRICING PER BUYBOARD  
CONTRACT #597-19**

**TEXAS HUB VENDOR  
CERTIFICATE/VID NUMBER:  
1320453835200  
FILE/VENDOR NUMBER:  
490986**

**PREPARED FOR:**

Tim Dang  
City of West University Place  
3800 University Blvd.  
Houston, TX. 77005  
w. 713-662-5397  
tdang@westutx.gov

**SUBMITTED BY:**

Kevin Salmon  
CCS Presentation Systems  
20212 Hempstead Rd.  
Building 1  
Houston, TX. 77065  
w. 713-892-5845  
m. 713-248-2444  
ksalmon@ccsprojects.com



# Council Chambers AV Upgrade



Mr. Dang,

CCS Presentation Systems is committed to partnering with our customers to design, install, and support state of the art visual communication and collaboration systems. Our focus is to bring value to the design and implementation process and foster a long-term relationship with our customers through value added support and services.

As the 5<sup>th</sup> largest audio-visual system integrator in the United States and having been in business for over 27 years, CCS brings vast experience and knowledge to every project. CCS has grown into a national firm with 27 offices in 20 states with over 350 employees and recently was awarded Integrator of the Year by Commercial Integrator!

Our team of design engineers and experienced field technicians will ensure that the job is completed on time and to your satisfaction. Our project manager will provide frequent updates as well as train you and your staff on all aspects of the system after the installation is complete.

This proposal includes all the components, materials, installation and training necessary to complete the project as well as a few new ideas on additional products that could enhance the end user experience. Again, thank you for the opportunity to submit a proposal and look forward to being selected as your audio-visual partner.

Please feel free to contact me with any questions.

Sincerely,

*Kevin Salmon*

Kevin Salmon



# Design Request Summary and Scope of Work

## Executive Summary

The City of West University Place is looking to upgrade the audio-visual system in their Council Chambers and Bill Watson Conference Room. CCS has designed a centralized system so the audio and video from both rooms can be shared and sent to any display or speaker zone.

On the video side, the proposed system will contain four new, larger flat panels within the chambers, a flat panel display in the hallway for overflow, and connectivity to the projector in the Bill Watson room. New confidence monitors for the council members (one for each member) and secretary will be installed on adjustable monitor mounts.

Much of the audio system will be upgraded, only the two newer amplifiers and speakers in the Bill Watson room will remain. The existing microphones for the council members and microphone at the lectern will all be replaced. CCS will also add a pair of wireless microphones for audience question and answer sessions. All microphones and program audio will run thru a new audio processor.

Control of the system will come from a new touch panel at the secretary's seat. The control will include not only control of the equipment inside the chambers but also control of the TV and speakers in the hallway as well as the projector and audio in the overflow conference room. The Bill Watson room will have its own touch panel for control when it is a standalone room.

The City will have the ability to do web-based video conferencing in this room. Additionally, the camera feed and audio will connect to a media processor for recording and streaming.

All equipment will be provided and installed by CCS Presentation Systems unless otherwise noted as Owner Furnished Equipment (OFE).

## Installation Scope – System Features

In the Council Chambers, CCS will first come onsite and remove the (2) flat panel displays and mounts that are located on the side walls, (7) microphones and (4) computer monitors located at the council members station, touch panel and monitor at the secretary's seat, and all equipment in the rack that is not being used as a part of the renovation.

Additionally, the switching equipment in the Bill Watson conference room will be upgraded as a part of this proposal. This way all equipment in both rooms is 4k capable and can talk to one another. The Kramer switcher will be removed along with supporting HDMI transmitters and receivers. All items will be handed over to the City of West University Place to do with as they please. CCS has not included recycling of these items in our proposal.

At the front of the Council Chambers, CCS will ceiling mount (2) Sony 65" commercial grade flat panel displays that come with a 3-year warranty. The displays will hang down a few inches



from the ceiling grid and be tilted down for better viewing by the audience members. Additionally, on each side wall, CCS will wall install a Sony 65" display on a tilt wall mount.

In the hallway, CCS will wall mount a Sony 55" commercial grade flat panel display.

CCS will run a feed to the OFE Epson 2255U projector in the Bill Watson conference room across the hallway.

At the (7) council members seats, CCS will install a new NEC 22" HD monitor. All council member monitors will always show the same content. At the secretary's seat, we will install (2) NEC 22" monitors. These monitors will receive separate feeds from the switcher so that the secretary can be looking at the same image as the council members and have a second display as a preview monitor.

In the walk thru, the City expressed the desire to have the monitors for the council members be adjustable so that they could lay flat when needed. CCS is able to source an adjustable mount that can take the monitor from a 65-degree vertical position to a 23-degree flat position. Below are some pictures of the unit. Note that the secretary's monitor will use the stand that comes with the monitor.



Driving the entire system will be a Crestron DigitalMedia matrix switcher. The unit is fully capable of receiving and sending 4k resolution content, so it meets your needs for many years to come. As the name implies by the "matrix" part, you can send any source to any display. This provides the user ultimate flexibility. On the control system we will have 2-3 presets for the most common configurations so that it is user friendly and not overwhelming. There will be an admin page that allows any source to any display.

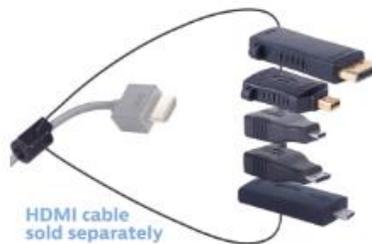
The switcher is a modular card-based frame that you populate as needed. There are 16 input slots and 16 output slots on the frame. There are currently (10) input slots and (15) output slots that are populated. In this count, there is a spare HDMI input card, (2) spare HDBT input cards (one is meant for a future camera feed in the Bill Watson room), and a spare HDBT output card already installed.

**Optional Upgrade:** The output side of the matrix switcher is essentially fully populated. Should you want to add more displays (within the room, out in the hallway, or send content to additional room) you would be very limited. For \$6245 you can upgrade to the 32x32 matrix frame to leave plenty of room for future expansion.

CCS has included a PoDM+ power injector for the matrix switcher. This replaces the local power supplies at every transmitter and receiver located behind every display in the system. Again, the part of any electronic device most likely to fail is the power supply.

Sources for the room include: (1) HDMI transmitter in the lectern for an OFE dedicated PC and Barco ClickShare wireless presentation system, (1) auto-switching HDMI/VGA with audio transmitter at the lectern for a laptop connection, (2) OFE dedicated PC's in the rack, (1) Vaddio pan/tilt/zoom camera installed in the back of the room to capture video inside the council chambers, (1) auto-switching HDMI/VGA with audio transmitter at the Bill Watson conference room table for a laptop, and (1) multi-input switcher in the rack in the Bill Watson room (for the OFE dedicated PC, and OFE DVD player).

The Crestron transmitter for laptop connections has a HDMI and a VGA with audio connection. The transmitter acts as an auto switcher so no matter which connection a person uses, their content will automatically show when that source is selected to view on the displays. Because there are so many different digital connectors on laptops, CCS will install an adapter ring that has a HDMI to 4k DisplayPort, 4k mini DisplayPort, Mini HDMI "C", Micro HDMI "D", and 4k USB C connector. This adaptor ring connects to the HDMI cable so that it does not walk away.



At the back of the Council Chambers, CCS will install a Vaddio 1080p pan/tilt/zoom camera. The camera will feed into the switcher so that it can be sent to the various displays. Control of the camera will be done via the touch panel at the secretary's seat. CCS can program several presets so that with the push of a single button the camera will zoom and focus on either the entire room, just the council members, and individual council member, just the lectern, the front half of the room, etc. There will still be up/down/left/right and zoom in/out on the touch panel, but our goal is to make the camera extremely easy to use with clearly labeled buttons. Below is a picture of the camera on the wall mount.



This camera will also connect to one of the dedicated PC's in the equipment rack which would allow the City to do web-based video conferencing. The local audio for the video conferencing would come via the (7) Council Members mics, (1) lectern mic, and (2) wireless mics. You would hear the "other side" of the video call thru the ceiling speakers.

From an audio perspective, CCS will install a Shure 18" gooseneck microphone at each council member seat and an additional gooseneck microphone at the lectern location. The microphone will be drilled into the table/lectern and use a shock mount to reduce any background noise. The microphone has a switch and LED indicator on it so that people can individually turn on/off their microphones and have a visual indicator about the microphone state.

For question and answer sessions, CCS will install (1) Shure digital wireless handheld microphone for the Council Chambers and an additional wireless mic for the Bill Watson conference room. The antenna for each mic will be extended into the respective space to reduce any loss or interference caused by the receiver being in a different room. CCS has included a dual battery charging station for both mics so that you will not only be able to charge the battery in the microphone, but also a spare battery in case someone forgot to charge the battery after the last use.

All microphones and the computer audio feeds will run thru a BiAmp audio processor. In addition to providing automatic gain and limiting to the microphones, the processor mixes the sources to have a clear blended audio signal coming out. The audio processor for the Council Chambers will feed a new amplifier and (6) new ceiling recessed. It will also feed the OFE amplifier that powers the speakers in the hallway, and the OFE amplifier that powers the speakers in the overflow room. You will have discrete volume adjustments for each zone.

In the Council Chambers, we will connect an output from the audio processors to a streaming media processor/recorder. The unit can record not only audio, but also video. The unit has a 400GB solid state drive for storage (normally equates to about 150 hours of recording). Files are saved as a MP4 format which is compatible with most any media player. The device can also send out a H.264 stream should the City ever decide to utilize the feature.

Note that from a video recording perspective, the unit will always record the image that is being shown on the TV's. If you have the camera selected, this is what will be recorded. If you are showing a computer/laptop feed, that is what will be captured.

**Optional Upgrade:** For \$2899 you can upgrade the recording devices so that it could capture both the camera feed and the computer feed.

Control of the recording (stop, start, pause, etc.) will be done via the touch panel at the secretary's desk. This will simplify recording for the secretary rather than using a PC based software recording system.

To bring the room up to ADA compliance, CCS will install an assistive listening system. ADA requirements mandate that a room must support 4% of the room capacity with an assistive listening system. This system will come with (4) bbodypacks that have an in-ear speaker bud and



(2) lanyards so that a person could use their own headset. A sign is included that notifies the public that an assistive listening device is available, part of the ADA requirements.



To easily control the system, we will install (1) Crestron 10" hard wired tabletop touch panel at the secretary's seat. This touch panel will be able to control both the Council Chambers and Bill Watson room. Custom programming will be written for easy use of the system. Note that the image below is not indicative of the programming for this system.



To control the Bill Watson room when it is standalone, we will install a Crestron 10" hard wired wall mounted touch panel. This will allow a user to turn the projector on/off, adjust the volume of the speakers, and perform source selection between the laptop connection at the table, OFE PC in the rack and OFE DVD player in the rack in the rack.

All equipment will reside in OFE equipment racks. CCS included lacing bars and accessories so that we can properly dress the racks so they can easily be serviced.

## Owner Furnished Equipment & Customer Responsibilities

With respect to Owner Furnished Equipment (OFE), CCS Presentation Systems does not warrant the functionality or serviceability of any equipment not purchased through CCS on this proposal. Any estimates made that reference OFE are made with the client's assurance that the equipment is functional and meets the standards as required by the entire system that is being implemented. CCS is not responsible for issues arising from the integration OFE equipment.

The client further warrants that any OFE will be available when required by CCS. Any delays of said equipment or infrastructure may result in significant project delays and completion date. This may result in additional billable costs due to trip charges, schedule changes, or any other costs incurred by CCS resulting from the OFE items not being available.

Common OFE items and Customer Responsibilities include but are not limited to the following:

- Before accepting this proposal, Customer to provide CCS written notification of any company policies or procedures that could add unforeseen cost to the project or cause a work stoppage. This includes but is not limited to required safety training classes prior to commencing installation, Job Safety Analysis (JSA) forms, required documentation, etc. Any uncommunicated corporate policies that cause added time/cost to a project will result in additional charges to the Customer.
- Customer to provide uninterrupted access to the installation site. Should the Customer prevent CCS from initially getting into the installation site for whatever reason or be removed from the site for whatever reason additional charges will apply.
- Customer to provide a secure space for the equipment in a multi-day installation.
- Customer to provide trash receptacles on-site for any discarded materials.
- Customer to provide all cable/satellite television feeds and receivers.
- Customer to provide all defined IT infrastructure and support to test and commission the system. This includes data ports, patch panels, network switches, analog phone lines, etc.
  - o IP addresses, phone numbers, etc. must be provided to CCS at least 3 days prior to installation commencing.
- Customer to provide all computers and peripheral equipment (keyboards, mice, etc.).
- Customer to provide all required electrical outlets unless otherwise noted in the scope of work. This includes power for equipment racks, flat panel displays, projectors, projector screens, etc. It is recommended that all electrical outlets originate from the same circuit/panel and not be shared with any other gear.

- Customer to provide appropriate structural support for the installation of the flat panel displays. In the case of projection systems, the mounts and projectors are only as stable as the structure (building) that they are connected to. Because a “shaky image” is not the normal circumstance additional equipment (at an additional cost) may be required to help stabilize the image.

## Warranty & Service

### Quality Standards

All equipment, cabling, materials, and installation methodology shall conform to the requirements of the National Board of Fire Underwriters, the current published edition of the National Electrical Code, and all other applicable laws and regulations. All products and materials provided by CCS shall be new, of high quality, and free of faults and defects. All work related to this Scope of Work shall be completed in a professional manner by fully qualified workers.

### Workmanship Standards

All equipment shall be installed in accordance with this Scope of Work, project drawings, and manufacturer’s recommendations. All cabling and termination shall be executed in compliance with standard industry practices as outlined in the *AV Installation Handbook*, InfoComm International.

### CCS MAX – Annual Maintenance Agreement

**This is optional and is currently included in the proposal.** Note that a one-year contract has been proposed, but if the City would like we can present options for 3-year and 5-year contracts.

CCS Presentation Systems believes in building long term relationships with our customers and the foundation of that relationship is supporting the installed technology. The CCS MAX plan ensures AV system integrity and provides the highest level of priority response and resolution. Our customers have a significant investment in audiovisual and videoconferencing technology and the CCS MAX Annual Maintenance Agreement sets the benchmark for planned, responsive, and accountable maintenance services. CCS Max supplements the standard workmanship warranty and manufacturer’s hardware warranties by providing a comprehensive service and



support program critical to maximizing uptime and effective life-cycle management of AV & video teleconference systems.

Services include:

- Scheduled semi-annual preventive maintenance tune-ups and review of systems
- Unlimited system malfunction calls requiring on-site support
- Unlimited helpdesk telephone support
- Covers all field service labor and travel time
- Priority response and in-house bench repair
- Maximum 2-hour telephone and email response time
- Maximum 24 business hour on-site response time
- Installation of available firmware and software updates as needed to restore existing system functionality
- Facilitation of manufacturer's warranty but does not extend any manufacturer's warranty
- Services provided by trained and certified audio-visual field service technician
- Note that this maintenance agreement does not include extended warranties for video conference systems. Some manufacturers (Cisco, Polycom, Lifesize) require their equipment to be under a manufacturer maintenance agreement for them to provide CCS any support should it be needed. Contact your Account Executive for more details.

Note that should a product have issues or fail while it is under the manufacturer warranty and the customer did not purchase the maintenance agreement, the customer is responsible for removing the defective hardware and bringing it back to CCS for repair. A manufacturer's warranty only covers the parts and labor for the manufacturer to repair the item. It does not cover CCS's time to go on-site to diagnose the issue with the system. This is one of the main benefits of the maintenance agreement.

## **Confidentiality**

Client acknowledges that any and all of CCS's system drawings, equipment list, and specifications are proprietary and confidential property of CCS and are not for distribution by Client without the authorization of CCS. Any information submitted by CCS may not be duplicated in any way without the written authorization of CCS.



## Customer Acceptance

Signature of this page represents a binding contract between the referenced parties. Customer acknowledges that they have read and fully understand the Scope of Work and Customer Responsibilities.

| <u>Contacts</u> | <u>Company</u>                | <u>Phone</u> |
|-----------------|-------------------------------|--------------|
| Kevin Salmon    | CCS Presentation Systems      | 713-892-5845 |
| Tim Dang        | City of West University Place | 713-662-5397 |

### Project Total

|                                    |                                   |
|------------------------------------|-----------------------------------|
| <b>Council Chambers AV Upgrade</b> | <b>\$109,958.00</b>               |
| <b>Taxes</b>                       | <b>\$0.00</b>                     |
| <b>Project Total</b>               | <b><u><u>\$109,958.00</u></u></b> |

**Payment Terms: Net 30 Upon Completion**

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
CCS Signature

\_\_\_\_\_  
Customer Printed Name / Date

\_\_\_\_\_  
CCS Printed Name / Date

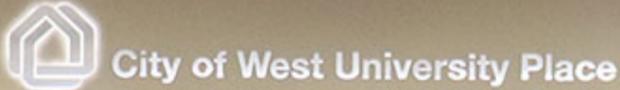


## Bill of Materials:

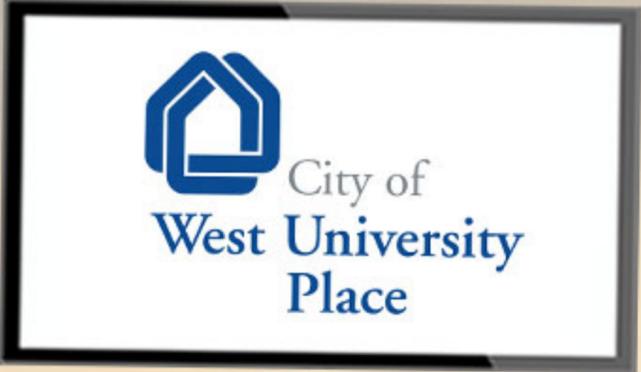
| Qty | Item ID             | Description   | Unit Price | Ext Price   |
|-----|---------------------|---|------------|-------------|
| 4   | FW-65BZ35F          | SONY 65" 4K PRO BRAVIA DISPLAY                                  | \$1,759.00 | \$7,036.00  |
| 2   | LCM1U               | CHIEF SINGLE CEILING MOUNT LARGE                                | \$254.00   | \$508.00    |
| 2   | CMS0305             | CHIEF 3-5FT EXTENSION COLUMN                                    | \$123.00   | \$246.00    |
| 2   | CMA110              | CHIEF CEILING PLATE   | \$48.00    | \$96.00     |
| 2   | LTM1U               | CHIEF LARGE ADJUSTABLE TILT WALL MOUNT                          | \$218.00   | \$436.00    |
| 1   | FW-55BZ35F          | SONY 55" 4K PRO BRAVIA DISPLAY                                  | \$1,109.00 | \$1,109.00  |
| 1   | RMT2                | CHIEF MEDIUM TILT WALL MOUNT                                    | \$83.00    | \$83.00     |
| 9   | E221N-BK            | NEC 22" 1920X1080 RESOLUTION ISP PANEL W. LED BACKLIGHTING      | \$195.00   | \$1,755.00  |
| 7   | MISC                | LOW PROFILE ADJUSTABLE MONITOR DESK STAND                       | \$99.00    | \$693.00    |
| 2   | TSW-1060-B-S        | CRESTRON 10.1" TOUCH SCREEN                                     | \$1,538.00 | \$3,076.00  |
| 1   | TSW-1060-TTK-B-S    | CRESTRON TABLETOP KIT FOR TSW-1060                              | \$160.00   | \$160.00    |
| 1   | CP3N                | CRESTRON 3 SERIES CONTROL SYSTEM PROCESSOR                      | \$1,666.00 | \$1,666.00  |
| 1   | IRP2                | CRESTRON INFRA RED EMITTER PROBE                                | \$32.00    | \$32.00     |
| 1   | DM-MD16X16-CPU3-RPS | CRESTRON 16X16 DIGITAL MEDIA SWITCHER W. REDUNDANT POWER SUPPLY | \$6,308.00 | \$6,308.00  |
| 1   | DM-PSU-16-PLUS      | CRESTRON 16-PORT PoDM+ POWER SUPPLY                             | \$1,122.00 | \$1,122.00  |
| 7   | DMC-4KZ-C           | CRESTRON DM 8G+ 4K60 4:4:4 HDR INPUT CARD                       | \$705.00   | \$4,935.00  |
| 3   | DMC-4KZ-HD          | CRESTRON HDMI 4K60 4:4:4 HDR INPUT CARD                         | \$513.00   | \$1,539.00  |
| 5   | DMC-4KZ-CO-HD       | CRESTRON 2-CHANNEL DM 8G+ 4K60 4:4:4 HDR OUTPUT CARD            | \$833.00   | \$4,165.00  |
| 3   | DMC-HDO             | CRESTRON 2-CHANNEL HDMI AND AUDIO OUTPUT CARD                   | \$449.00   | \$1,347.00  |
| 2   | DM-TX-4K-302-C      | CRESTRON 4K DM 8G+ TRANSMITTER - 2 HDMI, 1 VGA W. AUDIO         | \$1,282.00 | \$2,564.00  |
| 2   | DM-TX-4KZ-302-C     | CRESTRON 4K DM 8G+ TRANSMITTER - 2 HDMI, 1 DP                   | \$1,282.00 | \$2,564.00  |
| 9   | DM-RMC-4KZ-SCALER-C | CRESTRON DM 8G+ 4K RECEIVER AND ROOM CONTROLLER W/ SCALER       | \$1,154.00 | \$10,386.00 |
| 1   | HD-DA8-4KZ-E        | CRESTRON 1:8 HDMI DISTRIBUTION AMP                              | \$641.00   | \$641.00    |
| 1   | XFS-1084P           | LUXUL 8 PORT SWITCH W. 4 POE                                    | \$79.00    | \$79.00     |
| 1   | R9861510NA          | BARCO CS-100 SET CLICKSHARE 1-PUCK                              | \$950.00   | \$950.00    |
| 1   | R9861500P01         | BARCO CLICKSHARE BUNDLE - 2 PUCKS AND TR                        | \$285.00   | \$285.00    |
| 1   | 999-99600-000w      | VADDIO ROBOSHOT 12 HDBT 1080P PTZ CAMERA                        | \$3,466.00 | \$3,466.00  |
| 1   | 60-1488-01          | EXTRON MEDIAPORT 200 - HDMI AND AUDIO TO USB SCALING BRIDGE     | \$2,462.00 | \$2,462.00  |
| 1   | 60-1324-11          | EXTRON STREAMING MEDIA PROCESSOR W. 400GB SSD                   | \$5,082.00 | \$5,082.00  |
| 1   | TesiraFORTE AVB CI  | BIAMP FIXED I/O DSP   | \$2,248.00 | \$2,248.00  |
| 8   | MX418S/C            | SHURE 18" GOOSENECK MIC   | \$249.00   | \$1,992.00  |
| 2   | QLXD24/SM58-H50     | SHURE DIGITAL WIRELESS HANDHELD MIC & RECEIVER                  | \$1,061.00 | \$2,122.00  |
| 2   | SBC200-US           | SHURE DUAL BATTERY CHARGING STATION                             | \$232.00   | \$464.00    |
| 4   | SB900A              | SHURE RECHARGABLE LITHIUM-ION BATTERY                           | \$100.00   | \$400.00    |
| 1   | UA825               | SHURE 25' UHF REM. EXT. ANTENNA CABLE                           | \$47.00    | \$47.00     |
| 1   | UA850               | SHURE 50' UHF REM. EXT. ANTENNA CABLE                           | \$87.00    | \$87.00     |
| 2   | UA8100              | SHURE 100' UHF REMOTE ANTENNA CABLE                             | \$216.00   | \$432.00    |
| 4   | UA860SWB            | SHURE 1/2 WAVE OMNI-WIDE BAND ANTENNA                           | \$241.00   | \$964.00    |
| 2   | TX-LM2              | RDL LINE LEVEL TO MIC LEVEL TRANSFORMER                         | \$46.00    | \$92.00     |
| 1   | AMP-1200-70         | CRESTRON 200W 70V SINGLE CHANNEL AMPLIFIER                      | \$481.00   | \$481.00    |
| 6   | SAROS_IC6T-W-T-EACH | CRESTRON SAROS 6.5" 2-WAY IN-CEILING SPEAKER                    | \$147.00   | \$882.00    |
| 1   | LS-54-072           | LISTEN TECHNOLOGIES ASSISTIVE LISTENING SYSTEM                  | \$1,599.00 | \$1,599.00  |
| 2   | 60-740-01           | EXTRON ASA 131 PASSIVE AUDIO SUMMING ADAPTER                    | \$49.00    | \$98.00     |
| 2   | PD-915R             | MID ATLANTIC 9 OUTLET RACK MOUNTED SURGE PROTECTOR              | \$97.00    | \$194.00    |
| 1   | U1V-4               | MID ATLANTIC 1 SPACE VENTED SHELF - 4 PACK                      | \$132.00   | \$132.00    |
| 1   | LBP-1A              | MID ATLANTIC L SHAPED LACING BARS - 10PK                        | \$46.00    | \$46.00     |
| 6   | MC-HD2-18IN         | COVID SLIM HDMI 2.0 18G CABLE - 18 INCHES                       | \$9.00     | \$54.00     |
| 10  | MC-HD2-03           | COVID SLIM HDMI 2.0 18G CABLE - 3FT                             | \$10.00    | \$100.00    |
| 14  | MC-HD2-06           | COVID SLIM HDMI 2.0 18G CABLE - 6FT                             | \$12.00    | \$168.00    |
| 10  | MC-HD2-10           | COVID SLIM HDMI 2.0 18G CABLE - 10FT                            | \$14.00    | \$140.00    |
| 4   | H DPR-15            | COVID HDMI 2.0 4K60 CABLE - 15FT                                | \$17.00    | \$68.00     |
| 16  | C6F-RJ-BLK-01       | COVID SHIELDED CAT6 1' PATCH CABLE                              | \$2.00     | \$32.00     |
| 9   | C6F-RJ-BLK-03       | COVID SHIELDED CAT6 3' PATCH CABLE                              | \$3.00     | \$27.00     |
| 4   | C6F-RJ-BLK-07       | COVID SHIELDED CAT6 7' PATCH CABLE                              | \$5.00     | \$20.00     |
| 2   | DL-AR7325           | LIBERTY ADAPTER RING  | \$113.00   | \$226.00    |
| 3   | ADP-DP-HDF          | COVID DISPLAY PORT TO HDMI ADAPTER                              | \$17.00    | \$51.00     |
| 2   | P-USBA-AF-35ACT     | COVID 35' ACTIVE USB A MALE TO A FEMALE CABLE                   | \$46.00    | \$92.00     |

|   |            |   |              |                     |
|---|------------|---|--------------|---------------------|
| 1 | MISC       | MISCELLANEOUS PARTS AND SUPPLIES                                    | \$900.00     | \$900.00            |
| 1 | MATERIALS  | BULK MATERIALS FOR INSTALLATION - UNISTRUT, CABLE, CONNECTORS, ETC. | \$500.00     | \$500.00            |
| 1 | CCSTECH    | TECHNICAL INSTALLATION SERVICES                                     | \$15,600.00  | \$15,600.00         |
| 1 | CCSPRGM    | CONTROL SYSTEM PROGRAMMING, CONFIGURATION, AND COMMISSIONING        | \$9,550.00   | \$9,550.00          |
| 1 | CCSPMP     | PROJECT MANAGEMENT, COORDINATION MEETINGS, ONSITE SUPERVISION       | \$1,000.00   | \$1,000.00          |
| 1 | CCSDSIGN   | SYSTEM DESIGN AND ENGINEERING, DOCUMENTATION                        | \$800.00     | \$800.00            |
| 1 | SHIPPING   | SHIPPING AND HANDLING   | \$1,059.00   | \$1,059.00          |
| 1 | CCS-MAX-A1 | ANNUAL SYSTEM ONSITE COVERAGE - 1 YEAR                              | \$2,500.00   | \$2,500.00          |
|   |            |   | <b>Total</b> | <b>\$109,958.00</b> |











City of  
West University  
Place

MECHANICAL ROOM 110





# The City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

Bob Higley, Mayor  
Kevin Trautner, Mayor Pro Tem  
John P. Barnes, Councilmember  
Lauri Lankford, Councilmember  
Ed Sobash, 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 a regular session on **Monday, December 9, 2019**, in the Municipal Building, 3800 University, West University Place.

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### **Workshop (5:00 p.m. in the Bill Watson Conference Room)**

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

Mayor Higley called the meeting to order at approximately 5:00 p.m. Council and Staff in attendance: Mayor Pro Tem Trautner, Councilmembers Barnes and Lankford, City Manager Beach, City Secretary Gilliam, City Attorney Petrov, Public Works Director Barrera, Finance Director Kalka, Parks and Recreation Director White, IT Director Dang, and Chief Building Official Chew. Councilmember Sobash was absent, but listened to the workshop via telephone.

Also present: Nawa Panthi, Huei-Fong Chang, and Howard Chang of HT&J, LLC

#### **2. City Wide Drainage**

Matters related to drainage system study and modelling. *Recommended Action: Discuss and provide staff with desired direction.* **Mr. Gerardo Barrera, Public Works Director**

Mr. Huei-Fong Chang with HT&J, LLC presented and discussed the proposed scope of services associated with the study, which include, but is not limited to, the following:

- Collect data and evaluate inlet, pipe and street ponding capacity;
- Create a two dimensional (2D) model of the entire storm sewer system;
- Develop recommended drainage improvement alternatives to meet the City's drainage design criteria under Atlas 14; and
- Develop cost estimates for a potential bond program for proposed improvements.

Attached is a copy of the PowerPoint presentation. Audio of the discussion is on the City's website and is available in the City Secretary's office.

#### **3. Adjourn Workshop**

With Mayor Higley away from the table, Mayor Pro Tem Trautner adjourned the workshop at approximately 6:20 p.m.

**Regular Meeting (6:30 PM in the Council Chambers)**

**4. Regular Meeting Called to Order**

Mayor Higley called the regular meeting to order at 6:30 p.m.

**5. Pledge of Allegiance**

Former councilmember Dick Yehle led the Pledge.

**6. Presentation by American Public Works Association (APWA)**

Matters related to APWA accreditation. *Recommended Action: Accept. Mr. Gerardo Barrera, Public Works Director and APWA Region Director, David Fabiano*

David Fabiano, Region Director for the American Public Works Association (APWA), presented the City with the award and provided Council information on what the APWA program is and how cities become accredited. He noted that West U is one of only 156 agencies in North America and only the 13<sup>th</sup> agency in the State of Texas to receive the APWA Accreditation designation.

**7. Public Comments**

Alida Drewes, 6112 Fordham, spoke on various topics including, but not limited to, dogs, street curbs, and flooding.

**8. Parks and Recreation Bad Debt Write-Offs**

Matters related to writing off bad debt on recreational accounts from 2011-2018. *Recommended Action: Discuss and Approve Ms. Susan White, Parks and Recreation Director*

Parks and Recreation Director White explained the reasons for having to write-off debt for recreational accounts. City Manager Beach noted that in 2018, staff implemented new processes that will minimize these problems going forward.

Councilmember Barnes moved that Council authorize the Finance Director to write-off the amount (not to exceed \$12,965.74 for RecTrac account balances from 2011-2018). Councilmember Lankford seconded the motion. **MOTION PASSED.**

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

**9. City Wide Drainage**

Matters related to awarding contract for city-wide drainage study, including modeling. *Recommendation Action: Take any action desired. Mr. Gerardo Barrera, Public Work Director*

Public Works Director Barrera presented and noted that this item is to approve any desired action after the consultant's presentation in the workshop held prior to the regular meeting.

Councilmember Lankford confirmed with Mr. Barrera that language regarding data ownership is to be included in the City's general services contracts and professional services agreements prior to final authorization.

Councilmember Lankford moved to (1) Adopt the ordinance approving the amendment to the 2019 budget in the amount of \$121,400 to the Transportation Improvement Fund; (2) Approve the agreement with HT&J, LLC in an amount not to exceed \$200,000; and (3) Authorize the City Manager to execute the contract. Mayor Pro Tem Trautner seconded the motion. **MOTION PASSED.**

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

**10. Consent Agenda**

All Consent Agenda items listed are considered 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 the City Council Workshop Minutes of December 2, 2019.

**B. Colonial Park Pool Resurfacing**

Matters related to resurfacing Colonial Park Pool. *Recommended Action: Authorize the City Manager to execute necessary agreements to complete the Colonial Park Pool resurfacing project in an amount not to exceed \$115,000. Ms. Susan White, Parks and Recreation Director*

**C. Colonial Park Water Features**

Matters related to the replacement of water features at the Colonial Park Pool. *Recommended Action: Authorize the City Manager to execute the contract with Sunbelt Pools in an amount not to exceed \$166,400 for the Colonial Park Pool spiral slide. Ms. Susan White, Parks and Recreation Director*

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

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

**11. Recess Regular Meeting and Convene into Executive Session**

Notice is hereby given that the City Council will convene into executive session in accordance with the following provisions of Chapter 551 of the Texas Government Code:

**Section 551.074** – Evaluation of a public officer or employee – City Manager.

Before recessing to convene into executive session, City Manager Beach informed Council that the evaluation was being tabled until the January 13, 2020 City Council meeting to allow for the full Council to be present; therefore, Mayor Pro Tem Trautner moved to adjourn the regular meeting at approximately 7:00 p.m. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

**12. Closed Executive Session and Reconvene Regular Meeting**

Not applicable. See item 11.

**13. City Manager's Contract**

Matters related to action resulting from the Executive Session regarding the City Manager's annual evaluation. *Recommended Action: Take any desired action. **City Council***

Not applicable. See Item 11.

**14. Adjourn Regular Meeting**

With no other matter before council, the meeting will adjourn.

Not applicable. See Item 11.

*A complete audio of this City Council meeting is available on the City's website or contact the City Secretary's office for a copy.*

Prepared by: City Secretary Thelma A. Gilliam

Approved by City Council on: \_\_\_\_\_