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 **regular meeting** of the West University Place City Council to be held on **Monday, May 11, 2020** beginning at **6:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the agenda of items.

Due to the COVID 19 Disaster and CDC's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting, **City Council will be meeting via teleconference** and will be audible to members of the public and allow for two-way communications for those desiring to participate. To attend the meeting via telephonic means, please use the following toll-free number: 1-844-648-1102, Meeting ID: 435-317-926 or follow link to join.me/435-317-926.

Any person interested in speaking on any item on the agenda or during public comments must submit his/her request via email to the City Secretary at tgilliam@westutx.gov. The request must include the speaker's name, address, the phone number that will be used for the call, and the agenda item number, if applicable, and it must be received prior to the posted time 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. After the meeting, a recording of this meeting will be made available to the public.

Agenda items are as follows:

1. **Call Regular Meeting to Order**

2. **Pledge of Allegiance**

3. **Public Works Week Proclamation**
   Matters related to a Proclamation proclaiming May 17-23, 2021 as Public Works Week. *Recommended Action: Proclaim May 17-23, 2021 as Public Works Week in the City of West University Place.* ***Mr. Gerardo Barrera, Public Works Director*** [see Proclamation]

4. **Public Comments**
   This is an opportunity for citizens to speak to the 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.

5. Harris ERP Support and Maintenance

Matters related to a contract with Harris ERP for support and maintenance of computer software. *Recommended Action: Approve contract with Harris ERP.* ***Mr. Tim Dang, IT Director*** [see Agenda Memo 6B]

6. Information and Updates related to COVID-19

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

7. 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.

8. City Council Minutes

Approve the City Council Workshop Minutes of April 27, 2020. [see Action Minutes]

9. Adjourn Regular Meeting

With no other matter before the 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 wheelchair 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 May 11, 2020, was posted on the Municipal Building bulletin board on May 6, 2020, at approximately 4:30 o'clock p.m.

Thelma A. Gilliam

Thelma A. Gilliam, City Secretary

(SEAL)

City of West University Place

Proclamation

Whereas, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association; and

Whereas, public works services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets, drainage, solid waste collection; facility maintenance, code enforcement, animal control, permits and inspections, and urban forestry; and

Whereas, the health, safety and comfort of this community greatly depends on these facilities and services; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

Now, therefore be it resolved, I, Bob Higley, Mayor of the City of West University Place, do hereby proclaim the week of **May 17-23, 2020** as

NATIONAL PUBLIC WORKS WEEK

in the City of West University Place, and I call upon all citizens and civic organizations to acquaint themselves with the issues that are involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort and quality of life.

In Witness Whereof, I have hereunto set my hand and caused this seal to be affixed on May 11, 2020.

_____

Mayor Bob Higley

AGENDA MEMO

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

Meeting Date	May 11, 2020	**Agenda Item**	5
Approved by City Manager	Yes	**Presenter(s)**	Tim Dang, Director
Reviewed by City Attorney	Yes	**Department**	IT Department
Subject	Harris ERP Support and Maintenance		
Attachments	1. Harris Systems USA Inc Annual Renewal Invoice 2. Harris ERP Annual Software Support Maintenance Terms Conditions		
Financial Information	Expenditure Required:	$68,554.14	
	Amount Budgeted:	$71,300.00	
	Account Number:	502-8010-73101	
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

One of the goals for the City is to maintain a high performing team producing results, which means ensuring that software is kept up to date and maintained per industry best practice. The goal of the IT department in keeping with best practices is to upgrade and deploy core City software at the time, or as soon as possible, when commercial software versions are released. These practices help ensure the software is current with security-related improvements, product enhancements and in alignment with changing local, state and federal laws.

In keeping with this goal, the 2020 Budget included funds to renew these services for support and maintenance with Harris Systems USA Inc. for Innoprise ERP software. The existing support services will expire on May 31, 2020 and the renewal is for one year and will expire on May 31, 2021.

Since 2008, the City has used Harris Enterprises for financial and community development applications commonly referred to as "Innoprise," which includes the following applications:

- **Building permits**
- **CIS** (Utilities Billing)
- **Code Enforcement**
- **Financials** (Accounting, Budgeting, Accounts Receivable, General Ledger, Purchasing/Inventory)
- **Occupational Licenses Planning & Zoning**

Innoprise ERP is a sole source software provided by its developer, Harris Systems USA Inc.

Recommended Action

Staff recommends that Council approve the contract extension with Harris Systems USA, Inc. for a period of one year and authorize the City Manager to make a payment to Harris ERP for support and maintenance services in the amount of $68,554.14.

Invoice	**MN14043185**
Date	**3/31/2020**
Page	**1 of 1**

Remit To: Harris Enterprise Resource Planning, a division of
Harris Systems USA Inc.
PO BOX 74008484
Chicago, IL 60674-8484

Bill To

West University Place, City of
3800 University Blvd
West University Place, TX 77005-2899
USA

Ship To

West University Place, City of
3800 University Blvd
West University Place, TX 77005-2899
USA

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	WES01		LOCAL DELIVERY	MN JUN

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	ERP-INN-MN	Bulding permits: June 2020 to May 2021	US$9,263.64	US$9,263.64
1.00	ERP-INN-MN	CIS: June 2020 to May 2021	US$20,380.02	US$20,380.02
1.00	ERP-INN-MN	Code Enforcements: June 2020 to May 2021	US$1,400.40	US$1,400.40
1.00	ERP-INN-MN	Financials: June 2020 to May 2021	US$26,846.04	US$26,846.04
1.00	ERP-INN-MN	Occupational Licenses: June 2020 to May 2021	US$9,263.64	US$9,263.64
1.00	ERP-INN-MN	Planning & Zoning: June 2020 to May 2021	US$1,400.40	US$1,400.40

Subtotal	US$68,554.14
Misc	US$0.00
Tax	US$0.00
Freight	US$0.00
Trade Discount	US$0.00
Total	US$68,554.14

Invoice Questions? Please call Renata Stoochnoff at 613-226-5511 ext 2195 OR e-mail RStoochnoff@harriscomputer.com

HARRIS
ENTERPRISE RESOURCE PLANNING
1224 Fern Ridge Parkway, Suite 100
Creve Couer, MO 63141
P: (303) 226-0050

Annual Software Support Maintenance Terms & Conditions

PURPOSE

The purpose of this document, *Annual Software Support Maintenance Terms & Conditions* (the "Agreement") is to provide Harris Enterprise Resource Planning ("Harris") customers (the "Customer") with additional information on the services which are included as part of the annual software support fees,
standard support coverage, a listing of call priorities, an outline of escalation procedures, and details on current service rates. This Agreement, between the customer and N. Harris Computer Corporation ("Harris") will serve as a guideline for Harris' support staff but may be superseded by an existing, signed software support contract, where applicable.

Harris reserves the right to make modifications to this Agreement as required; provided, however, Harris shall not reduce the scope of Support Services provided hereunder without the prior consent of the customer.

STANDARD SUPPORT AND MAINTENANCE SERVICES

The following services are included as part of Harris' software support contract:

- Toll Free Telephone support
- Sunset Rule Program: same (business) day call back program
- Software for Life
  - Guaranteed Support on your existing applications for life
  - Cost effective upgrade solutions
- Scheduled assistance for installations, upgrades & other special projects (there may be charges depending on the scope of work)
- Technical troubleshooting, including assessment, diagnosis, documentation, and ultimate resolution of issues that pertain specifically to the customer's software (troubleshooting does not extend to any hardware or operating system components, unless the customer has a hardware support contract)
- E-mail support call logging and notification
- Free / web-based Support Sessions
- Free FTP access for upload/downloads
- Online access 24 hours a day, 7 days a week ("24 x 7"). Harris' online portal (the "Hub") can be used to log support issues and check for status updates on issues. Access to published documentation pertaining to a customer's particular software line (if available) may be contained in the Knowledge Base article section within the Hub. The Hub also enables the customer to assign a specific priority based on the specific level of urgency for a particular circumstance. In summary, the Hub benefits include the ability to:
  - Log, view, update and close support tickets
  - Update contact information
  - Access published documentation

1224 Fern Ridge Parkway, Suite 100
Creve Couer, MO 63141
P: (303) 226-0050

- Access available downloads
- Access Knowledge Base

- Access to new software releases, service packs and updates
  - Defect corrections
  - New features and planned enhancements
  - State and/or Federal mandated changes
  - Payroll regulated changes
  - Participation in BETA program
  - Release notes
- Free monthly training webinars (see calendar on our website)
- Customer Care Program
  - Newsletters
  - Technical support bulletins
  - Advance communications on new products and services
  - Regional User Groups
  - On-site visits (by request – travel expenses may be billable)
- Design review for potential enhancements or custom modifications
- Account Manager Services (business reviews, CRF assistance, site visits, meeting coordination)
- NPS (Net Promoter Score Program): NPS is a customer loyalty program, measuring feedback and driving constant improvement to the customer experience.
- Access to annual customer conference (registration fees apply) and access to conference presentation materials post-conference.
- Free product web demonstrations (by request, scheduling required)

STANDARD COVERAGE

Our standard hours of support are from 8:30 a.m. EST to 8:00 p.m. EST, Monday to Friday, excluding designated statutory holidays. Support can be made available from 8:00 p.m. EST through to 8:30 a.m. EST and is billable on an hourly basis. Weekend assistance is available and must be scheduled in advance and in most cases is billable.

RESPONSE TIMES

Response times will vary and are dependent on the priority of the call. We do our best to ensure that we deal with incoming calls in the order that they are received, however calls will be escalated based on the urgency of the issue reported. Our response time guidelines are as follows:

Priority 1: 1 - 4 hours
Priority 2: 1 - 8 hours
Priority 3: 1 - 24 hours

CALL PRIORITIES

In an effort to assign our resources to incoming calls as effectively as possible, we have identified three types of call priorities, 1, 2 & 3. A Priority 1 call is deemed by our support staff to be an Urgent or High Priority call, Priority 2 is classified as a Medium Priority and Priority 3 is deemed to be a Low Priority. The criteria used to establish guidelines for these calls are as follows:

1224 Fern Ridge Parkway, Suite 100
Creve Couer, MO 63141
P: (303) 226-0050

Priority 1 – High

- System Down (Software Application, Hardware, Operating System, Database)
- Inability to process payroll checks
- Inability to process accounts payable checks
- Inability to process bills
- Program errors without workarounds
- Incorrect calculation errors impacting a majority of records
- Aborted postings or error messages preventing data integration and update
- Performance issues of severe nature impacting critical processes
- Hand-held interface issues preventing billing

Priority 2 - Medium

- System errors that have workarounds
- Calculation errors impacting a minority of records
- Reports calculation issues
- Printer related issues (related to interfaces with our software and not the printer itself)
- Security issues
- Hand-held issues not preventing billing
- Performance issues not impacting critical processes
- Usability issues
- Workstation connectivity issues (Workstation specific)

Priority 3 - Low

- Report formatting issues
- Training questions, how to, or implementing new processes
- Aesthetic issues
- Issues with workarounds for large majority of accounts
- Recommendations for enhancements on system changes
- Questions on documentation

HARRIS
ENTERPRISE RESOURCE PLANNING
1224 Fern Ridge Parkway, Suite 100
Creve Couer, MO 63141
P: (303) 226-0050

CALL PROCESS

All support issues or questions reported to Harris are tracked via a support ticket. Harris' Support Analysts cannot provide assistance unless a support ticket is logged. The current process for logging tickets is outlined below.

A support ticket must be placed through one of the following methods:

- **Online (Hub):** https://harriserp.na2.teamsupport.com
- **Email:** support@harriserp.com
- **Phone:** 1-866-450-6696

Customer ticket information must contain the following:

- Organization/Company Name
- Contact Person
- Software Product and/or Version
- Module and/or Menu Selection
- Nature of the question or issue
- Detailed Description of the question or issue
- Serial Number / Patron Number / Account Number / Serving Date, etc. (where applicable)

The more information you provide, the faster we can help you with your support request. Specific details, such as the employee #, account #, G/L #, are very useful. Attaching supporting material, such as screenshots and report output, are also helpful in identifying and/or resolving the issue

Our support system or one of our support analysts will provide you with a call id to track your issue and your call will be logged into our support tracking database.

Your call will be stored in a queue and the first available support representative will be assigned to deal with your issue.

As the support representative assigned to your call investigates your issue, you will be contacted and advised as to where the issue stands and the course of action that will be taken for resolution. If we require additional information, you will be contacted by the assigned support representative to supply the information required.

All correspondence and actions associated with your call will be tracked against your all in our support database. At any time, if available to you, you may log onto eSupport to see the status of your call.

Once your call has been resolved, you will receive an automated notification by email that your call has been closed. This email will contain the entire event history of the call from the time the call was created and leading up to the resolution of the call. You also have the option of viewing both your open and closed calls, if available to you, via our website.

If your issue needs to be escalated to a development resource or programmer for resolution, your issue will be logged into our development tracking database and you will be provided with a separate

1224 Fern Ridge Parkway, Suite 100
Creve Couer, MO 63141
P: (303) 226-0050

id number to track the progress of the issue. At this time, your support call will be closed and replaced by the development id number. The development id number will remain open until your issue has been completely resolved. Issues escalated to development will be scheduled for resolution and may not be resolved immediately depending on the nature and complexity of the issue.

Contact the support department at your convenience for a status update on your development issues, or log onto our website (if available to you) to view your issues on-line.

ESCALATION PROCESS

Harris' escalation process is defined below. This process has been put in to place to ensure that issues are dealt with appropriately. If, at any time, the customer is not satisfied with the resolution of the issue, or the response to the ticket, they are encouraged to escalate with Harris' Support Services organization as follows:

- **Level 1:** Contact the support representative working on your issue
- **Level 2:** Contact the Director of Client Services
- **Level 3:** Contact the Vice-President of Operations
- **Level 4:** Contact the Executive Vice-President

Escalation Process within our Internal Ticket Tracking System:

- Customer ticket is logged with Harris Support
- If a customer ticket is a Priority 1 and has not been responded to within 4 hours, the Harris Support Analysts responsible for the ticket are notified via email, and the ticket is escalated internally. Priority 2 tickets will be escalated if not responded to within 8 hours, and Priority 3 tickets will be escalated if not responded to within 12 hours
- If a customer's Priority 1 ticket has not been responded to 4 hours after the designated timeframe, Harris' Support Supervisor(s) are notified and the call is escalated
- If a customer's Priority 1 ticket has not been responded to after 6 hours from the designated timeframe, Harris' Vice-President of Support is notified and the call is escalated
- If a customer's Priority 1 ticket has not been responded to after 7 hours from the designated timeframe, Harris' Executive Management Team is notified and the call is escalated

HARRIS
ENTERPRISE RESOURCE PLANNING
1224 Fern Ridge Parkway, Suite 100
Creve Couer, MO 63141
P: (303) 226-0050

HOLIDAY SCHEDULE

Please note that our offices will be **closed** on designated days, as outlined below. In instances where the Statutory Holiday falls on a weekend, Harris offices will be closed on either the preceding Friday or following Monday:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

BILLABLE SUPPORT SERVICES

The services listed below are examples of services that are out of scope of your support and maintenance agreement and are therefore considered billable services.

- Extended telephone training (greater than 15 minutes)
- Forms redesign or creation (includes Bill Prints, Notice Prints and Letters)
- Setup & changes to hand-held interface or creation of new interface
- Setup of new services or changes to services (PAP, ACH, etc)
- File imports/exports - Interfaces to other applications
- Refreshes, backups, restores, setting up test areas
- Setup of new printers, printer setup changes
- Custom modifications (reports, bills, forms, reversal of customizations)
- Setting up additional companies / agencies / tokens / general ledgers
- Data conversions / global modification to setup table data
- Database maintenance, repairs & optimization
- Extended Hardware & Operating System support
- Upgrades & support of third party software
- Installations / re-installations (workstations, servers)
- Style sheet changes (exception – one signature change per year, per system will be provided at no charge)

TEST DATABASES & ENVIRONMENTS

We support customers in the maintenance of independent Test Environments for testing purposes. This allows customers the opportunity to test fixes, modifications, new business processes and/or scenarios without risking any potentially unwanted changes to the live environment. The creation of Test Databases & Environments is a billable service, quotations & incremental maintenance rates will be provided on request.

CONNECTION METHODS

To ensure we can effectively support our clients, we require that a communication link is established

1224 Fern Ridge Parkway, Suite 100
Creve Couer, MO 63141
P: (303) 226-0050

and maintained between our two sites. It is the client's responsibility to ensure the connection is valid at your location so that we can connect to your site and resolve any issues. Our supported methods of connection are: Direct internet, Virtual Private Network (VPN), Remote Access Server (RAS), Direct Connection (modem) and Terminal Services (a backup connection may be required for file transfers).

HARDWARE AND THIRD-PARTY SUPPORT (IF APPLICABLE)

The purpose of this section is to provide our customers with information on our standard coverage and the services which are included as part of your annual hardware and third party software support (if applicable). This section serves as a guideline for the support department but is superceded by an existing third party or other agreement.

Standard Hardware and Third Party Software Support Services

- 800 telephone support – first line phone support for troubleshooting (note, more complex issues will be escalated to the actual vendor of the products)
- "On-call," or after-hours support (scheduled assistance for installations, upgrades and other special projects – there may be charges depending on the scope of work)
- Remote connection support
- Technical troubleshooting
- Limited training questions (15 minute guideline)
- Assistance with creation of backup scripts / backup recovery
- Assistance with recovering data resulting from system crashes (charges may apply)
- Recommendations on specific hardware requirements
- Support provided for installed database issues (30 minute guideline)
- ODBC installation and connection to database assistance
- Updating databases to support new versions of installed applications
- Assistance with database installation, configuration and updating

The items listed below are services for third party software that are *out of scope,* and are therefore considered billable – please note that we do not provide hardware support for any printers:

- On-site installation or upgrade of hardware and third party software
- Extended telephone training (beyond 15 minutes)
- Reconfiguration of hardware and fileservers
- Recovering data resulting from client error
- Upgrading of hardware systems
- Preventative maintenance monitoring or other services
- Recommending or assisting with disaster recovery plans
- Re-establishment of ODBC connection if connection was lost due to actions of customer
- ODBC connections to other third party products
- Creation of custom reports
- Report writer training, upgrades and installations (other than at time of initial purchase)

MAINTENANCE CONTRACT PRICING

In order to keep pace with the increasing cost of doing business within our industry (including, but

1224 Fern Ridge Parkway, Suite 100
Creve Couer, MO 63141
P: (303) 226-0050

not limited to: increased overhead and production development costs, staff salaries, etc.), Harris, as a standard practice, reviews the software maintenance contracts of each client every year. In light of the aforementioned, Harris reserves the right to raise annual maintenance charges in accordance with industry standards and/or increased costs that are incurred. Such costs may vary within any given year. Customer acknowledges these outlined variances and reserves the right to discuss any disagreements with members of the Harris Enterprise Resource Planning management team.

PAYMENT TERMS

Maintenance amounts will be billed and due no later than thirty (30) days after the renewal date of the current term. Lapses in annual maintenance will be monitored and will lead to denial of support, upgrade privileges and termination of licenses, provided, however, that Harris provides the customer with written notice of any such lapse and customer shall have the right to cure any such lapse within thirty (30) days of such notice.

CANCELLATION OF SERVICES

In the event a cancellation of maintenance and support services occurs, Harris requires a written notice from the Customer, to be received a minimum of 60 days prior to the start of the next renewal period. In the event written notice is not provided in the specified timeframe, an invoice to account for the difference in maintenance will be generated, including a handling/processing fee of 10% of the remaining maintenance fees due.

PRORATED INVOICES FOR ANNUAL MAINTENANCE FEES

As a standard, Harris issues maintenance and support renewals on an annual basis, covering a 12-month period. We understand that certain circumstances may require a proration of maintenance fees and, in these instances, Harris policy is that prorated invoices for maintenance fees are issued in no less than 6-month increments, with the exception to the enforcement of the 60-day Cancellation of Services notice.

In the event a maintenance invoice is prorated, by the Customer's request, a handling/processing fee will be applied to the overall total of the prorated invoice. The total of the handling/processing fee is dependent upon the length of the prorated term, outlined in the table below:

Prorated Term Length	Handling/Processing Fee Applied
6 Months	**10%** of prorated maintenance total
Greater than 6 Months	**8%** of prorated maintenance total

REFUNDS

Harris, as a standard practice, does not issue refunds for full or unused portions of any paid maintenance fees. Circumstances, such as an error in billing, or billing disputes, are handled on a

1224 Fern Ridge Parkway, Suite 100
Creve Couer, MO 63141
P: (303) 226-0050

case-by-case basis, at the sole discretion of the Harris Enterprise Resource Planning management team.

AGENDA MEMO

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

Meeting Date	05.11.20	**Agenda Item**	6
Approved by City Manager	Yes	**Presenter(s)**	Aaron Taylor, EMC, Fire Chief
Reviewed by City Attorney	No	**Department**	Fire
Subject	Information and Update Related to COVID-19 and City Response		
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 the COVID-19 emergency and City's response to this declared emergency.

Recommended Action

Discussion purposes only, no action recommended.

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 regular session via teleconference due to the Coronovirus (COVID-19) health threat on **Monday, April 27, 2020**, at **6:30 p.m.** in the Bill Watson Conference Room in the Municipal Building, 3800 University, West University Place.

Agenda items were as follows:

1. Call Regular Meeting to Order

Mayor Higley called the meeting to order at 6:30 p.m. Councilmember Sobash, City Manager Beach, City Secretary Gilliam, Police Chief Walker, IT Director Dang and HR Director Urban were present.

Mayor Pro Tem Trautner, Councilmembers Barnes and Lankford, City Attorney Petrov, Fire Chief/Emergency Management Coordinator Taylor and Public Works Director Barrera attended via teleconference.

2. Pledge of Allegiance

Councilmember Lankford led the Pledge.

3. Public Comments

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

David Cole, 4104 Cason, emailed his comment related to the 5-year Community Plan (CIP) to City Secretary Gilliam who read it into record. In summary, Mr. Cole said it has been approximately 25 years since the infrastructure work was done in the priority area of Cason and Academy, yet the 6700 block of Academy, from Ruskin to Bellaire, is still an asphalt topped street with cracks and missing sections. He said he has addressed the issue of getting a new street at various council meetings and with city staff over the years. He said he and is neighbors have paid on the bonds for decades and asked that the 6700 block of Academy be specifically listed in the CIP this time and not just include a vague description of Academy upgrades.

Mayor Higley asked City Manager Beach to make sure Mr. Cole's street is a priority in the 5-Year CIP.

4. Finance Director Appointment

Matters related to the appointment of the Finance Director. *Recommended Action: Approve the City Manager's appointment of Katherine DuBose as the Finance Director.*

DRAFT

City Manager Beach presented this item and after providing a brief introduction and receiving welcoming remarks by Council, Councilmember Sobash moved to approve the City Manager's appointment of Katherine Dubose as the City's Finance Director with a start date of May 11, 2020. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

5. Information and Updates related to COVID-19

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

City Manager Beach presented and gave a brief summary of what the City has done in response to COVID-19 and what staff's plans are in response to Phase I of the Governor's new Executive Order.

Councilmember Barnes asked if the Governor's Executive Order compels the City to begin allowing people to reserve the tennis courts. City Manager Beach responded yes and, per the order, the City will begin reserving the tennis courts for use on Friday, May 1.

Councilmember Sobash asked if staff envisions parks openings as well. City Manager Beach said staff will be evaluating it, but at the time parks will remain closed until further notice or at least until the Governor announces Phase II of the Executive Order.

Mayor Pro Tem Trautner asked whether the Governor's Executive Order specifically addresses parks and/or has there been a change in the way the County is handling parks. City Manager Beach said the Governor's Order only addresses state parks and the County's Order does not address a change at this time as it relates to parks. Mayor Pro Tem Trautner said then he doesn't think it will hurt to wait another week or two to see how things progress.

Councilmember Barns said as he understands the Executive Order, the only thing that is changed as to what the City is compelled to do is open the tennis courts as long as there is no more than 4 people, so it changes some aspects of the parks that have tennis courts as a component. He thinks the City should play it conservatively for the most part, however, to which Council agreed.

Councilmember Barnes suggested recognizing the Public Works Department to say "thank you" for the work that those employees do and have done during the pandemic. He suggested encouraging citizens to tie a blue ribbon onto something on the front of their properties so the public works crews can see them when they pass by. He said the only cost will be getting the message out so the employees are aware of what the ribbon is for. Council liked this idea.

Councilmember Lankford asked if there are any provisions for hazard pay for employees that continue to come in every day. HR Director Urban responded that the current personnel policy does not address hazard pay, but it can be addressed when the policy is reviewed.

6. 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 April 13, 2020.

B. 5-Year Community Improvement Plan
Matters related to accepting the City's 5-Year Community Improvement Plan. *Recommended Action: Accept the City's 5-Year Community Improvement Plan.* ***Mr. Gerardo Barrera, Public Works Director.***

C. Wastewater Treatment Plant Master Plan
Matter related to accepting the City's Wastewater Treatment Plant Master Plan. *Recommended Action: Accept the City's Wastewater Treatment Plant Master Plan.* ***Mr. Gerardo Barrera, Public Works Director***

D. Quarterly Investment Report
Matters related to accepting the City's Quarterly Investment Report. *Recommended Action: Accept the City's Quarterly Investment Report.* ***Mr. Harrison Nicholson, Interim Finance Director***

Councilmember Lankford moved to remove Item B from the Consent Agenda for discussion.

Councilmember Barnes moved to approve the Consent Agenda as presented with the redaction of Item B. Councilmember Sobash seconded the motion. **MOTION PASSED.**

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

Councilmember Lankford stated that she requested that this be pulled for discussion because the way the drainage projections for 2020-2024 are set out in the document. She said the proposed CIP gives the impression that the City is accepting the older drainage study – pre-Atlas 14 without the modeling.

City Manager Beach said the proposed CIP was crafted during the 2020 Budget process and agrees that it gives the wrong impression, especially with new studies underway. He suggested that Council table acceptance of the CIP so as to not accept a document that the City knows will change in 3 or 4 months. He suggested that Council wait until the 2021 Budget process when studies are complete and would better reflect the direction Council wants to take to improve the community.

With Council in agreement, Councilmember Lankford moved to table the CIP and accept it during the 2021 Budget process. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

7. Adjourn Regular Meeting
With no other matter before council, the meeting will adjourn.

Councilmember Sobash moved to adjourn the meeting at 7:10 p.m. Mayor Pro Tem Trautner seconded the motion. **MOTION PASSED.**

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

Audio of this 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: _____

DRAFT