



# City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

Susan Sample, Mayor  
Bob Kelly, Mayor Pro Tem  
Burt Ballanfant, Councilmember  
Brennan Reilly, Councilmember  
Mardi Turner, Councilmember

## **STAFF**

M. Christopher Peifer, City Manager  
Alan Petrov, City Attorney  
Thelma Gilliam, City Secretary

## **City Council Meeting Agenda**

**Notice is hereby given of a workshop/special meeting and regular meeting of the City Council of West University Place to be held on Monday, May 9, 2016 beginning at 6:00 p.m. in the Municipal Building located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering 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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### **SPECIAL MEETING (6:00 p.m. in the Bill Watson Conference Room)**

#### **1. Facilities Master Plan**

Matters related to hearing recommendations from the Facilities Master Plan Task Force and providing the Task Force with further guidance. *Recommended Action: Hear recommendations and take any desired action.* **Mayor Susan Sample**

#### **2. Adjourn**

### **REGULAR MEETING (6:30 p.m. in the City Council Chambers)**

#### **CALL TO ORDER**

Agenda items are as follows:

Call to Order  
Pledge of Allegiance  
Matters related to the notice of this meeting

#### **3. 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.

**4. National Older Citizens and National Volunteer Month**

Matters related to proclaiming the month of May 2016 as “National Older Citizens and National Volunteers Month” in the City of West University Place. A reception honoring WUP Volunteers and Senior Citizens will be held at 5:30 pm at City Hall. The reception will include light refreshments and the public is invited to attend. *Recommendation: Proclaim May as “National Older Citizens and National Volunteers Month” in the City of West University Place.* **Ms. Toby Brooks, Senior Services** [see Proclamation]

**5. Milton Street Ground Storage Tank Rehabilitation**

Matters related to authorizing funds from the Water Capital Improvement Project Fund to fund a 1.5 MG Storage Tank concrete floor. *Recommended Action: Authorize funds from the CIP fund for a 1.5 MG Storage Tank concrete floor.* **Mr. Dave Beach, Public Works Director** [see Agenda Memo 5]

**6. Seniors’ Exemption**

Matters related to the exemption for senior West U residents. *Recommended Action: Discuss and take any desired action.* **Mayor Susan Sample and Ms. Michelle Moore, Senior Services Board Chair** [see Agenda Memo 6]

**7. Future Agenda Items**

Matters related to future agenda items. *Recommended Action: Discuss and take any desired action.* **City Council** [see Future Agenda Items List]

**8. Consent Agenda**

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

**A. City Council Meeting**

Approve City Council Minutes of the April 25, 2016. *Recommended Action: Approve Minutes.* **Ms. Thelma Gilliam, City Secretary** [see Minutes]

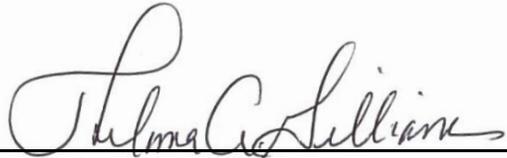
**9. Council/Manager/Attorney Reports**

**10. 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 May 9, 2016 was posted on the Municipal Building bulletin board on May 6, 2016 at approximately 11:00 o’clock a.m.

(SEAL)

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

# *City of West University Place*

## *Proclamation*

### **Older American's and Volunteer Month – May 2016**

**WHEREAS**, it is appropriate to honor our mature citizens for their many contributions to the vitality and strength of our community; and

**WHEREAS**, senior citizens provide an excellent example of responsible citizenship for future generations through their loyalty and dedication to the community; and

**WHEREAS**, through their experience and wisdom of a lifetime of hard work and dedication, our community's older residents are the sum and substance of much that has made America great; and

**WHEREAS**, we owe older citizens our thanks and heartfelt salute, which can be demonstrated by ensuring our community is a good place in which to mature and grow older; and

**WHEREAS**, through the support and advocacy of the West U Seniors Board and West U Good Neighbor Team, West U senior citizens are able to participate to the fullest in City activities and can find encouragement, acceptance, assistance, and services they need to continue to lead lives of independence and dignity; and

**WHEREAS**, the entire community can effect positive change with any volunteer action no matter how big or small; and

**WHEREAS**, volunteers are increasingly recognized as important partners with government and industry in providing services to citizens; and

**WHEREAS**, volunteering efforts offer everyone, young and old, the opportunity to participate in the life of their community and link their talents and resources to address some of the major issues in our community.

**NOW, THEREFORE, BE IT RESOLVED THAT**, I, Susan Sample, Mayor of the City of West University Place, do hereby proclaim the month of **May 2016** as **Volunteer and Older American's Month** in the City of West University Place, and I urge all citizens to celebrate this month and to support the efforts of the Senior Services Board, Good Neighbor Team, Friends of West University Place Parks, Parks and Recreation Board and other volunteer organizations that serve the greater good of the West University Place community; and I encourage all citizens to join me in recognizing the value of older citizens in our community.

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*Susan Sample, Mayor*

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*Date*

**AGENDA MEMO**  
**BUSINESS OF THE CITY COUNCIL**  
**CITY OF WEST UNIVERSITY PLACE, TEXAS**

<b>AGENDA OF:</b>	5/4/2015	<b>AGENDA ITEM:</b>	5
<b>DATE SUBMITTED:</b>	4/29/2015	<b>DEPARTMENT:</b>	Public Works
<b>PREPARED BY:</b>	P. Walters, Operations Supt.	<b>PRESENTER:</b>	D. Beach Director of Public Works
<b>SUBJECT:</b>	Milton Street Ground Storage Tank Rehabilitation		
<b>ATTACHMENTS:</b>	1. Contract for New Concrete Floor 2. Engineers Letter of Recommendation for Drain Valve Change Order		
<b>EXPENDITURE REQUIRED:</b>	\$814,000		
<b>AMOUNT BUDGETED:</b>	\$750,000		
<b>ACCOUNT NO.:</b>	340-7000-85002 (Water & Sewer Capital Reserve Fund)		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	\$64,000		
<b>ACCOUNT NO.:</b>	340-7000-85002 (Water & Sewer Capital Reserve Fund)		

**EXECUTIVE SUMMARY**

During the rehabilitation work on the 1.5 million gallon ground storage tank, a leak coming from under the floor was discovered when refilling the tank. After exhausting all reasonable methods to determine the source of the leak, we are confident that the leak is coming from the floor of the tank and most likely the sump well.

After consulting with an engineer specializing in ground storage tanks, the most efficient and cost effective solution is to install a new six (6) inch concrete floor in the tank and new drain. This concrete floor will create solid surface across the 80-year old steel floor and fill in the sump well and will last until the tank needs to be replaced.

The City's Engineer received quotes for the new concrete floor from companies specializing in this type of work with the lowest qualified bid at \$34,610 and a change order from Blastco Contractors for the installation of a new valve in the amount of \$17,400.

Below is a summary of project related cost to date and estimated cost for additional leak related work:

	Original Scope			Addit. Leak Related Scope			Est. Total
	Original	Change	Total	Est. Cost	Contingency	Est. Total	
	Contract	Orders					Project Cost
Rehabilitation Cost	\$ 609,125	\$ 115,129	\$ 724,254				\$ 724,254
City Engineer	\$ 24,000		\$ 24,000				\$ 24,000
Flooring Contractor				\$ 34,700		\$ 34,700	\$ 34,700
Drain Installation				\$ 17,400	\$ 3,646	\$ 21,046	\$ 21,046
Tank Engineer				\$ 10,000		\$ 10,000	\$ 10,000
<b>TOTAL</b>	<b>\$ 633,125</b>	<b>\$ 115,129</b>	<b>\$ 748,254</b>	<b>\$ 62,100</b>	<b>\$ 3,646</b>	<b>\$ 65,746</b>	<b>\$ 814,000</b>
				PROJECT BUDGET:			\$ 750,000
				Addit. Funding Needed:			\$ 64,000

The revised total estimated project cost is \$814,000 and provides approximately \$3,600 in contingency for the remaining leak related work.

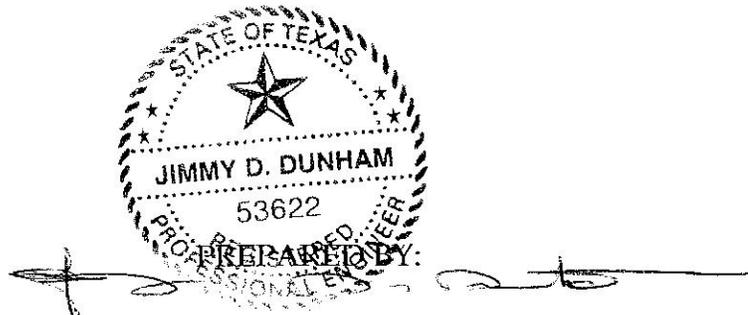
**RECOMMENDATION**

Staff is recommending that City Council appropriate an additional \$64,000 from the Water & Sewer Capital Reserve Fund for work related to the Milton Street Ground Storage Tank Rehabilitation increasing the project budget from \$750,000 to \$814,000.



**CONTRACT DOCUMENTS  
&  
TECHNICAL SPECIFICATIONS**

**CITY OF WEST UNIVERSITY PLACE, TEXAS  
1.5 MG MILTON STREET WATER TANK  
REHABILITATION PROJECT**



**DUNHAM ENGINEERING, INC.**  
TEXAS REGISTRATION NO. F-2253  
12815 FM 2154, SUITE 150  
COLLEGE STATION, TEXAS 77845  
[www.DunhamEngineering.com](http://www.DunhamEngineering.com)  
(979) 690-6555

APRIL 2016

*Ownership of Documents: This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of Dunham Engineering, Inc. and is not to be used, in whole or in part for any project without the written authorization of Travis Tatum, P.E.*



Section I

NOTICE TO CONTRACTORS

NOTICE TO BIDDERS OF THE INTENTION OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS TO AWARD A CONSTRUCTION CONTRACT FOR WATER PLANT IMPROVEMENT AND WATER TANK REHABILITATION

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Sealed bids will be received from qualified Contractors addressed to the City Engineer @ Dunham Engineering, 12815 FM 2154, Suite 150, College Station, Texas 77845 or by e-mail to [lin@dunhamengineering.com](mailto:lin@dunhamengineering.com) or by fax to 979-690-7034 until 2:00 pm on April 26, 2016 for furnishing all labor, materials and equipment for the work required for rehabilitation of the water plant and water tank as listed in the specifications for the City of West University Place, Texas - 1.5 MG Milton St. Water Tank Rehabilitation Project, prepared by Dunham Engineering, Inc. Proposals will be publicly opened and read aloud at the address above at the same time and date. Any bid received after the above closing time will be returned unopened.

The work consists of placing a concrete floor on the existing steel floor and sealing all edges with epoxy.

Bids shall be submitted in sealed envelopes upon the blank form of proposal furnished. Sealed envelopes shall be marked in the upper left hand corner as follows:

"DO NOT OPEN IN MAIL ROOM"  
BID FOR CITY OF WEST UNIVERSITY PLACE  
MILTON ST WATER PLANT REHABILITATION PROJECT  
TO BE OPENED: April 26 @ 2:00 pm

No bid bond, performance or payment bonds are required. The contractor must submit certificates of insurance to the City before starting work.

The Contract will be awarded to the responsible bidder who, in the opinion of the Owner and Engineer, is best capable of performing the work. The evaluation shall be based on the contractor's previous work experience, available resources, knowledge of the work and bid price. The Owner reserves the right to reject any or all bids and to waive any and all informalities in bidding.

The project site is located on Milton St. adjacent to the Water Services Department, City of West University Place in Houston, Texas. See MAP in Drawings Section of Specifications.

A non-mandatory pre-bid conference will be held @ the site on April 12 @ noon. The Engineer will be on site to answer any questions concerning the work.

Call the Engineer to ask any question pertaining to the project requirements. Contact the Engineer @ office phone # 979-690-6555 or mobile phone # 979-820-1648.

END OF NOTICE TO CONTRACTORS

## SECTION II

### INSTRUCTIONS TO BIDDERS

#### 1. PREPARATION AND SUBMISSION OF PROPOSAL

Bids shall be prepared by filling in all the blank spaces of the proposal form, which is part of these documents. The proposal may be removed from the bound documents and submitted separately. Bids may be rendered out of form and then subject to rejection by non-responsiveness by failure to supply all information indicated, or by making any limitation, condition or provisions: bids which are out of form are subject to rejection at the discretion of the Owner. Bids shall be submitted in sealed envelopes which are clearly identified with the name and address of the bidder and bearing a statement indicating the project on which the bid is submitted. A bidder may withdraw his proposal only by presenting a written statement to the effect prior to the closing time. The proposal shall be executed in ink in the complete and correct name of the individual, firm, corporation, or combination thereof making the proposal and be signed by the person or persons authorized to legally bind the individual, firm, corporation or combination thereof.

#### 2. EXAMINATION OF SITE

Prior to submission of a proposal, the bidder shall have made a thorough examination of the site of the work and of the plans and specifications, and shall become informed as to the location and nature of the proposed construction, labor conditions and all other matters including climate and wind conditions that may effect the cost and time of completion of the work upon which he bids. The submission of a bid by bidder shall be conclusive evidence that he has complied with these requirements.

#### 3. INTERPRETATION OF ESTIMATES OF QUANTITIES

The quantities listed in the Proposal Form will be considered as approximate and will be used for the comparison of bids. Payments will be made to the contractor only for the actual quantities of work done or materials furnished in accordance with the contract. The quantity of work to be done and materials to be furnished may be increased or decreased, as allowed by Texas law and provided in the General Provisions.

#### 4. INTERPRETATION OF QUOTED PRICES

In case of a difference between the written words and any figure in a proposal, the amount stated in writing will be computed as the bid amount.

#### 5. DISCREPANCIES IN BID

In case of lack of clarity of a proposal, the Owner will adopt the most advantageous interpretation thereof or may reject the bid.

#### 6. UNBALANCED BIDS

Unreasonable or unbalanced unit prices that do not generally reflect industry standard pricing will be cause for rejection of any bids.

#### 7. INTERPRETATION OF PLANS AND SPECIFICATIONS

Any written questions as to the meaning of any plans and/or specifications will be answered by addendum which will be sent to all who have been furnished with contract documents and plans. Questions in writing shall be directed to the Engineer for consideration and response.

#### 8. BID BOND

Not required for this project.

#### 9. METHOD OF AWARD

Contract will be awarded to the lowest responsible bidder or to the bidder who provides the goods specified herein at the best value to the Owner, in compliance with Texas Local Government Code, Chapter 252.043. The Owner reserves the right to select the method in the best interest of the Owner.

Best value criteria includes but is not limited to:

- \* All costs including installation, maintenance, warranty, overall life cycle.
- \* Quality of the goods and services.
- \* Reputation of the bidder or bidder's goods and services.
- \* Extent to which goods or services meet the Owner's needs.

The Owner reserves the right to waive any informalities or technical errors that, in its judgment, will best serve the interest of the Owner.

#### 10. PREVAILING WAGE RATE

The Contractor is required to pay workers in accordance with the current prevailing wage rate for Harris County, Texas. A copy of the current prevailing wage rates may be downloaded directly from the Department of Labor website.

#### 11. ANTITRUST

CONTRACTOR hereby assigns to OWNER any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 U.S.C.A.Sec.1 et seq. (1973)

#### 12. PRICE OF MATERIALS AND SALES TAX

This contract is entered into by an organization which qualifies for exempt revisions pursuant to the Texas Tax Code. The Contractor is responsible for paying sales tax and should be included as part of the base bid.

#### 13. SUB-CONTRACTING

The bidder shall perform, within his own organization, work of a value of not less than ninety-five (95%) percent of the value of all work embraced in the Contract exclusive of items not commonly found in contracts for similar work or which acquire highly specialized knowledge, craftsmanship and/or equipment not normally available to contractors performing work of the character embraced in the Contract.

#### 14. EXPERIENCE RECORD

Not required for this project.

#### 15. CONFLICT OF INTEREST QUESTIONNAIRE

Not required for this project.

#### 16. INSURANCE SPECIFICATIONS

The contractor must submit a Certificate of Commercial Liability Insurance for One Million Dollars to the City of West University Place before the project starts.

SECTION III  
BIDDER'S PROPOSAL

Date 4-26-16

Proposal of Catalena Constructors, LLC  
a corporation organized and existing under laws of the State of \_\_\_\_\_  
a partnership consisting of \_\_\_\_\_  
an individual trading as \_\_\_\_\_

To: City Engineer c/o  
Dunham Engineering  
12815 FM 2154, Suite 150  
College Station, Texas 77845

Dear Sir:

Pursuant to the forgoing Notice to Bidders, the undersigned bidder hereby proposes to do all the work and furnish all necessary superintendence, labor, machinery, equipment, tools and materials, and whatever else may be necessary to complete all the work upon which he bids, as provided by the attached specifications and shown on the plans, and binds himself on acceptance of this proposal to execute a contract and bond, according to the accompanying forms, for performing and completing the said work within the time stated and maintaining same as required by the detailed specifications for the following prices to wit:

City of West University Place, Texas  
Water Plant Improvement & Water Tank  
Rehabilitation Project

Bid Schedule

Item No.	Estimated Quantity	Description and Price in Words	Total Price
1.	Lump Sum	Furnish material and labor to install a concrete floor complete in place over the existing steel floor of the Milton St. 1.5 MG water tank per the Technical Specifications for a lump sum of <i>thirty four thousand six hundred ten</i> dollars and <u>0</u> cents.	\$ <u>34610.<sup>00</sup></u>

Base Bid:

Total of item 1. above \$ 34610.<sup>00</sup>

Lump Sum *thirty four thousand six hundred ten* dollars and 0 cents.  
*Six hundred ten* dollars

The undersigned bidder agrees to commence work within ten (10) days after the date of written notice to commence work. The work will be substantially completed in thirty (30) calendar days subject to the extensions of time as approved.

The undersigned hereby declares that he has visited the site and has carefully examined the contract documents relative to the work covered by the above bid.

Respectfully submitted,

Bidder: Catalina Constructors  
Signed: Peter Catalina  
Title: Manager  
Address: 1601 Bird Pond Road  
College Station, TX 77845



# The City of West University Place

## GENERAL SERVICES CONTRACT Revised 03/07/2016

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: Catalena Constructors, LLC

Description of Services: Place concrete floor on existing steel floor of 1.5 MG GST on Milton Street

Annual Base Service: \$34,610.00

Length of Contract: 30 days

Repairs/Additional Work in addition to Base Contract Price: \_\_\_\_\_

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

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

Renewal: \_\_\_\_\_

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

CITY OF WEST UNIVERSITY PLACE:\*

CONTRACTOR:

By: \_\_\_\_\_

By: *[Signature]*

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

Date: 4-29-16

Signed by: \_\_\_\_\_ Division Head or  
\_\_\_\_\_ Department Head  
\_\_\_\_\_ City Manager

Title: Mgr Catalena Constructors LLC

*Contract Signature Authority:	Division Head	\$2,999 or less
	Department Head	\$3,000 to \$14,999
	City Manager	\$15,000 to \$49,999

Attest: City Secretary

### III. Standard Contractual Provision.

#### 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, 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 judgment 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 either party to this Contract bring suit against the other party for breach of contract or for any other cause relating to this Contract, neither party will seek or be entitled to 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.

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

- A. Pursuant t Section 2252.908 of the Government Code, any contracts entered into on or after January 1, 2016 that require an action or vote by a governing body of the entity or agency and/or have a value of at least one (1) million dollars, will need to meet the following requirements once the bidder is notified of the award of contract:
  - (1) A business entity will need to file form 1295 – Certificate of Interested Parties electronically via the Texas Ethics Commission website (<http://www.ethics.state.tx.us/pain/filing.htm> ). The business entity will be required to create a profile on the site.
  - (2) Once the form is submitted electronically, the business entity will need to print, sign and have the form notarized and submit it to the City as part of this agreement.
  - (3) The City will then need to acknowledge the form electronically no later than the 30<sup>th</sup> day after the date the contract binds all parties to the contract and include a copy of the signed/notarized version to the contract documents.

***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.

B. City's Additional Contract Documents:

1.

**END OF DOCUMENT**

## SUMMARY OF WORK

### 1. SCOPE OF WORK

The City of West University Place, Houston, Texas has a one and one-half million gallon welded steel water storage tank that is to have a concrete floor installed on top of the existing welded steel floor under the terms of this contract. General information on the tank is provided at the end of this document in the Engineer's Report of Inspection. Generally, a new 4" deep fiberglass reinforced concrete floor will be placed on the existing welded steel floor.

The tank is located on Milton Street adjacent to the City Utility Department. See Map in Drawings Section.

It shall be the responsibility of the bidders to carefully inspect the site and all pertinent parts and devices on the tank to determine the work required to place a concrete floor and seal all edges of the floor to steel interface and place the tank back into operation in accordance with these contract specifications. The information on the tank provided in the Engineer's Report of Inspection is general in nature and should not be relied upon to determine bid quantities or other bidding factors.

The **Contractor** shall use the materials specified, or materials of another manufacturer that are deemed equal in the opinion of the **Engineer** to the materials specified. All interior paint used to seal the concrete to steel interface will conform to Standard 61 of the National Sanitation Foundation (NSF) and will be on the NSF approved list of inside finish materials. In the event the **Contractor** desires to substitute the products of another manufacturer, he shall apply to the **Engineer** in writing at least fourteen (14) days prior to the bid date requesting substitution, and shall furnish with his request complete descriptive materials on the products along with NSF Certification plus full manufacturers recommendations of surface preparation and application.

### 2. PRODUCTS

- A. The work covered by this portion of the specification includes placing a new concrete floor on top of the existing bolted steel floor. The contractor will provide freshly mixed concrete supplied from a local concrete ready-mix firm in accordance with ACI 318 Building Code for Structural Concrete. The concrete mix design must conform to ACI standards. Concrete intended to be pumped to its' final point of placement must additionally meet ACI requirements for pump-ability. Submit mix design from supplier to Engineer for approval.

- B. All paints, thinners and associated products used in the application of the protective coating systems will be manufactured by Tnemec Company of Kansas City, Mo., unless an alternate coating system is selected as provided for in Paragraph 9 - Alternate Coating Systems. Pricing for alternate coating systems is NOT required.

### 3. REPAIR ITEMS OF WORK

- (1) Provide and install new neoprene gasket for each manway on tank once all work is complete and before tank is filled.
- (2) Place 4" thick x~90' diameter fiberglass reinforced concrete floor on top of existing steel floor with 4,000 psi 28 day compressive strength, minimum 5 sack cement content, 5" - 7" slump and maximum water/cement ratio of .50. Fiberglass reinforcing is required per the specification included in this package. Approx. 80 cubic yards of ready-mixed concrete is required. Submit design mix from concrete supplier for Engineer approval. No form work is required other than forming around 4' diameter sump to raise level of sump equal to new concrete floor elevation. The walls of the tank will serve as side wall forms. Concrete must be poured in one continuous pour with no cold joints allowed. Manway on side of tank is only access.
- (3) Screed top of concrete to level surface. One 48" diameter sump is located on the floor and will need to have a 4" tall form built around it before concrete is poured. Remove form after concrete hardens. No edge preparation is required.
- (4) Leave surface of concrete with smooth finish. No broom or float finish is required.
- (5) After concrete has cured minimum of 5 days, seal joint at wall along entire circumference, sump edge along entire circumference and all around edges of all columns with a continuous bead of Tnemec Series 22 or Raven Linings Sika Flex 1A caulking compound. Non-shrink coating product with 100% solids content is required.

### 4. CLEANING INSIDE OF TANK - not required

The tank is currently drained and the floor was cleaned in March 2016. No sediment removal is required.

## 5. DISINFECTING THE TANK

The disinfection of the tank is the responsibility of the **Contractor**. The **Contractor** shall use chlorination methods as specified in AWWA C652. The **Owner** will fill the tank and perform bacteriological testing. If the sample fails, the **Contractor** will disinfect the tank again. Job is not complete until tank passes bacteriological testing as required by Health Dept.

## 6. GUARANTEE AND CLEANUP

The **Contractor** shall guarantee to the **Owner** for a period of one (1) year the tank and appurtenances from the date of final inspection and acceptance to the extent that he will repair any defects which may appear in the structure due to faulty concrete or joint sealing work.

In addition, it shall be the responsibility of the **Contractor** to meet with the **Engineer** and inspect the tank eleven and one-half (11 ½) months from the date of the final acceptance to determine whether the tank is still in a serviceable condition and then correct all deficiencies under the warranty.

Upon completion of all work, the **Contractor** shall remove all surface materials and rubbish and dispose of in accordance with directions of the **Engineer**. He shall repair all damage caused by his workers and shall leave the premise in a clean and orderly condition.

## **SPECIFICATION: SYNTHETIC FIBER REINFORCEMENT**

### **PART 1 GENERAL**

#### **1.1 SECTION INCLUDES**

- A. Polypropylene/polyethylene macro-monofilament fibers used as concrete secondary reinforcement.

#### **1.2 REFERENCES**

- A. ASTM C 1116 - Standard Specification for Fiber-Reinforced Concrete and Shotcrete.

#### **1.4 SUBMITTALS**

- A. Comply with contract Submittal Procedures.
- B. Product Data: Submit manufacturer's product data, including application rate and mixing instructions.
- C. Samples: Submit manufacturer's sample of synthetic fiber reinforcement.

#### **1.5 QUALITY ASSURANCE**

- A. Manufacturer's Qualifications: Must provide satisfactory performance history of specified synthetic fiber reinforcement.

#### **1.6 DELIVERY, STORAGE, AND HANDLING**

- A. Delivery: Deliver synthetic fiber reinforcement in manufacturer's original, unopened, undamaged containers and packaging, with labels clearly identifying product name, unique identification number, code approvals, instructions for use, manufacturer, and weight of fibers.
- B. Storage:
  - 1. Store synthetic fiber reinforcement in clean, dry, cool area indoors in accordance with manufacturer's instructions.
  - 2. Do not store synthetic fiber reinforcement in direct sunlight.
  - 3. Keep packaging sealed until ready for use.
- C. Handling: Protect synthetic fiber reinforcement during handling to prevent contamination.

### **PART 2 PRODUCTS**

#### **2.1 MANUFACTURER**

- A. Propex Operating Company, LLC. PO Box 22788, Chattanooga, Tennessee 37422  
Toll Free 800-621-1273. Website [www.fibermesh.com](http://www.fibermesh.com). E-mail [fibermesh@propexglobal.com](mailto:fibermesh@propexglobal.com)

## **2.2 SYNTHETIC FIBER REINFORCEMENT**

- A. Synthetic Fiber Reinforcement: ENDURO 600.
  - 1. Material: Polypropylene/polyethylene macro-monofilament fibers.
  - 2. Conformance: ASTM C 1116, Type III.
  - 3. Fiber Length: 2.0 inches (50 mm).
  - 4. Alkali Resistance: Alkali proof.
  - 5. Absorption: Nil.
  - 6. Specific Gravity: 0.91.
  - 7. Melt Point: 328 degrees F (164 degrees C).

## **PART 3 EXECUTION**

### **3.1 MIXING**

- A. Add synthetic fiber reinforcement to concrete mixture in accordance with manufacturer's instructions.
- B. Add synthetic fiber reinforcement into concrete mixer after batching other concrete materials.
- C. Application Rate: Add synthetic fiber reinforcement at application rate of 7 pounds per cubic yard of concrete.
- D. Mix concrete after application of synthetic fiber reinforcement for sufficient time, with minimum of 5 minutes, to ensure uniform distribution of fibers throughout concrete.
- E. Retain and make available the empty fiber packages to the Engineer for verification of proper Fiber Reinforcement
- F. Concrete shall be as specified in Summary of Work.
- G. Placing and finishing concrete shall be as specified in Work Summary.

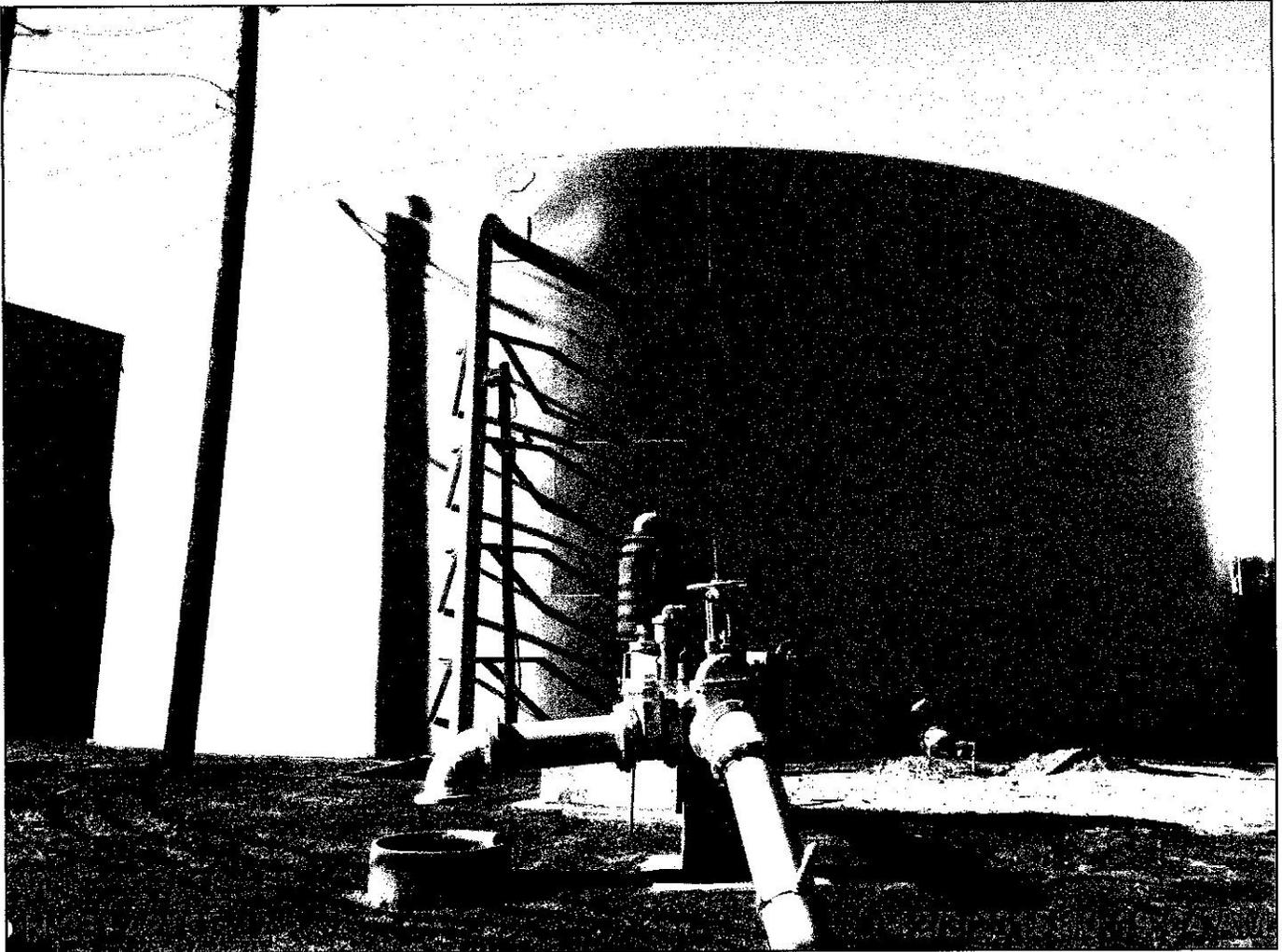
**END OF SECTION**

Tank ID: Milton GST  
Owner: West University Place  
Inspector: DEI - Jim Dunham  
Date of Inspection: 12/3/2015  
Tank Description:

### Overview Map



oil, Landsat, Texas General Land Office, Texas Orthoimagery Program, U.S. Geological Survey, USDA Farm Service Agency

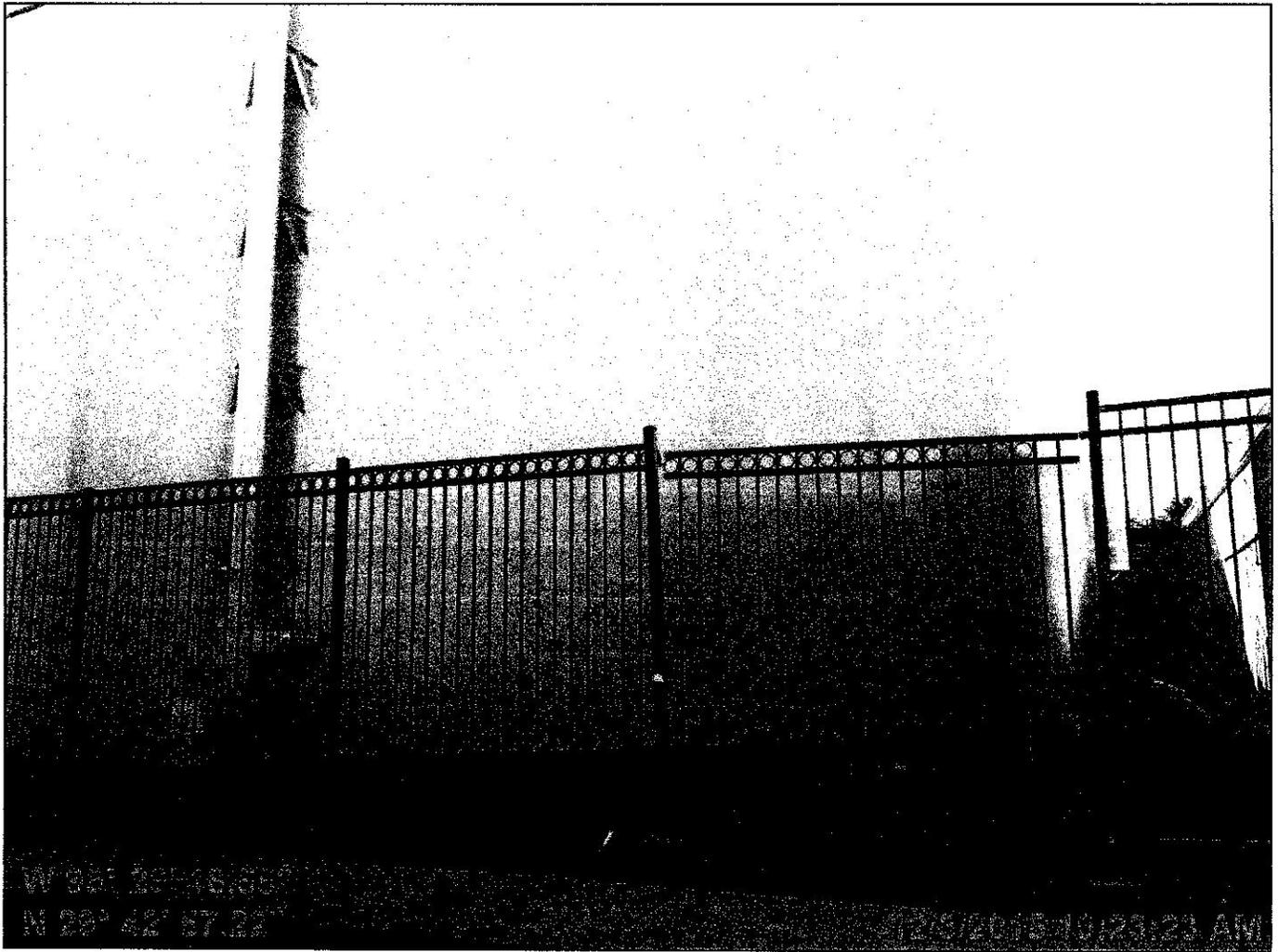


**Attributes**

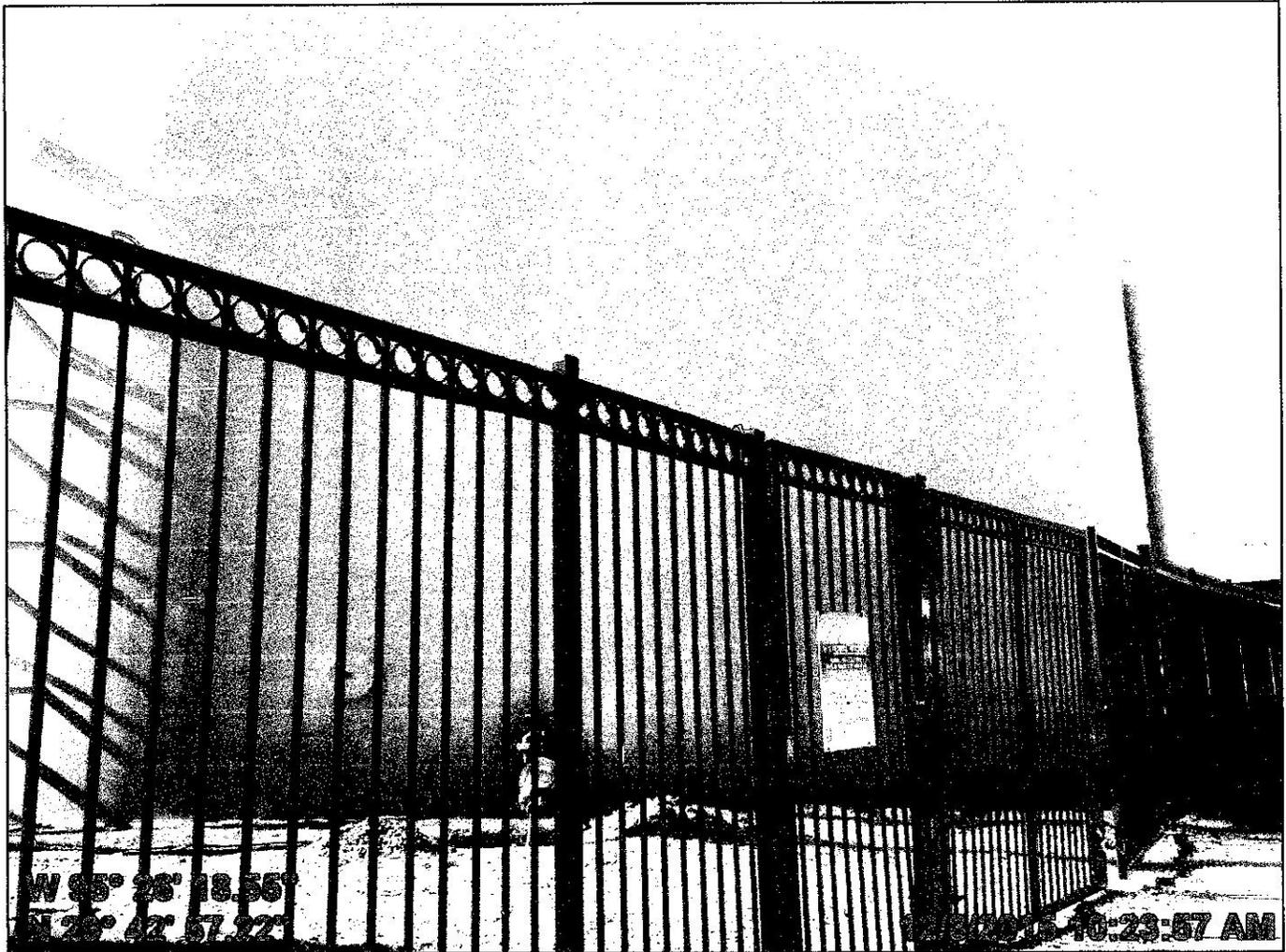
Title	West University Place GST on Milton
Inspection Item	Overview
Condition	Good
Notes/Dimensions	Circum 265' x 32' tall
Inspector	Jim Dunham



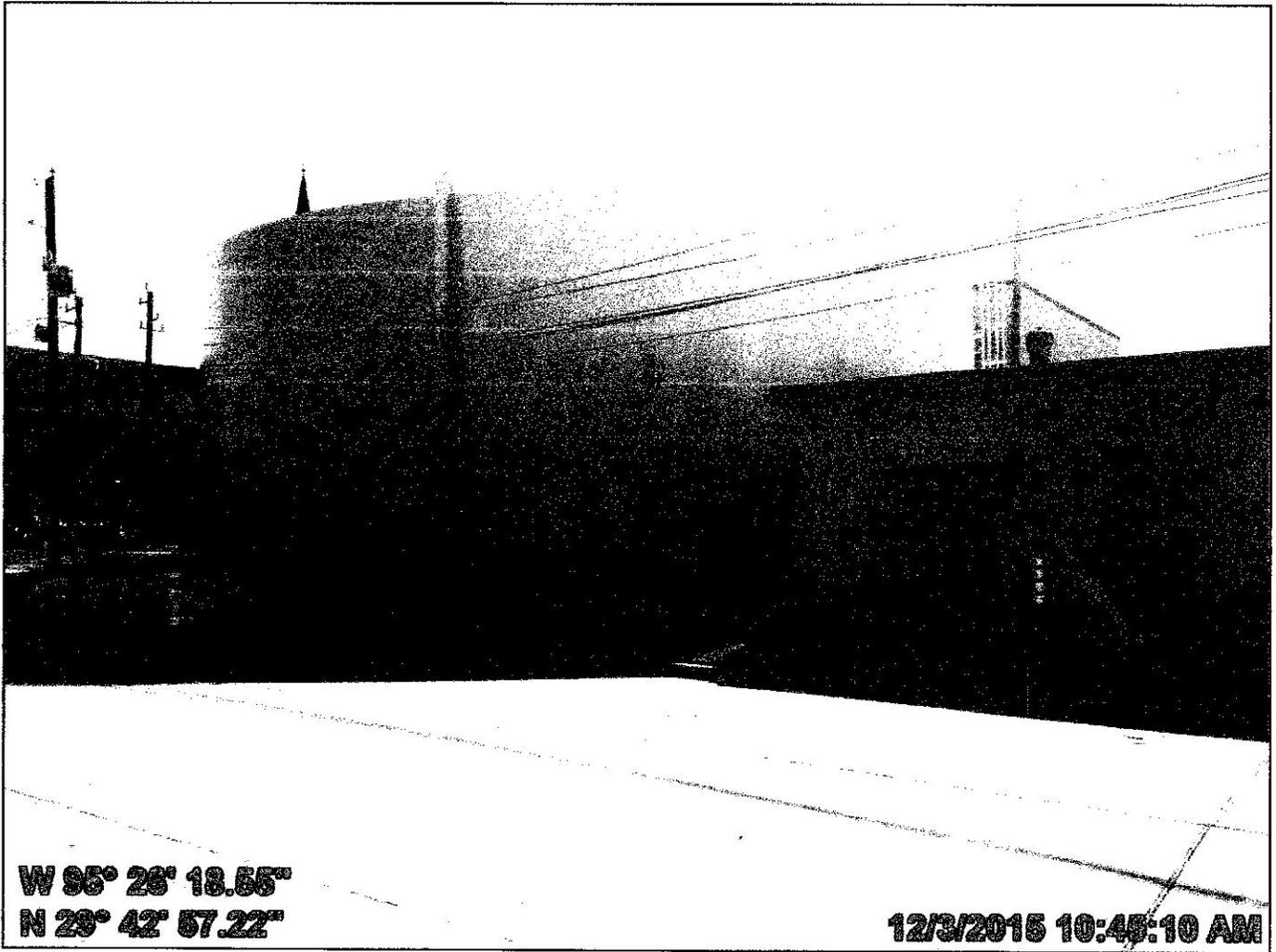
<b>Attributes</b>	
Title	West University Place GST on Milton
Inspection Item	30" diam manway
Condition	Good
Notes/Dimensions	Circum 265' x 32' tall
Inspector	Jim Dunham



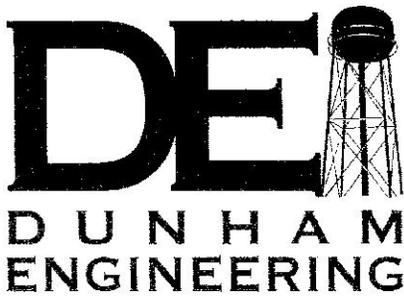
<b>Attributes</b>	
Title	West University Place GST on Milton
Inspection Item	30" diam manway
Condition	Good
Notes/Dimensions	Circum 265' x 32' tall
Inspector	Jim Dunham



Attributes	
Title	West University Place GST on Milton
Inspection Item	30" diam manway
Condition	Good
Notes/Dimensions	Circum 265' x 32' tall
Inspector	Jim Dunham



Attributes	
Title	West University Place GST on Milton
Inspection Item	30" diam manway
Condition	Good
Notes/Dimensions	Circum 265' x 32' tall
Inspector	Jim Dunham



Inspection. Design. Results.

**Field Inspection Report**  
Dunham Engineering, Inc. TX F-2253  
(979) 690-6555

Tank ID: Milton GST  
Owner: West University Place  
Inspector: DEI - Jim Dunham  
Date of Inspection: 3/30/2016

Tank Description:  
1.5 MG Welded Steel

**Overview Map**

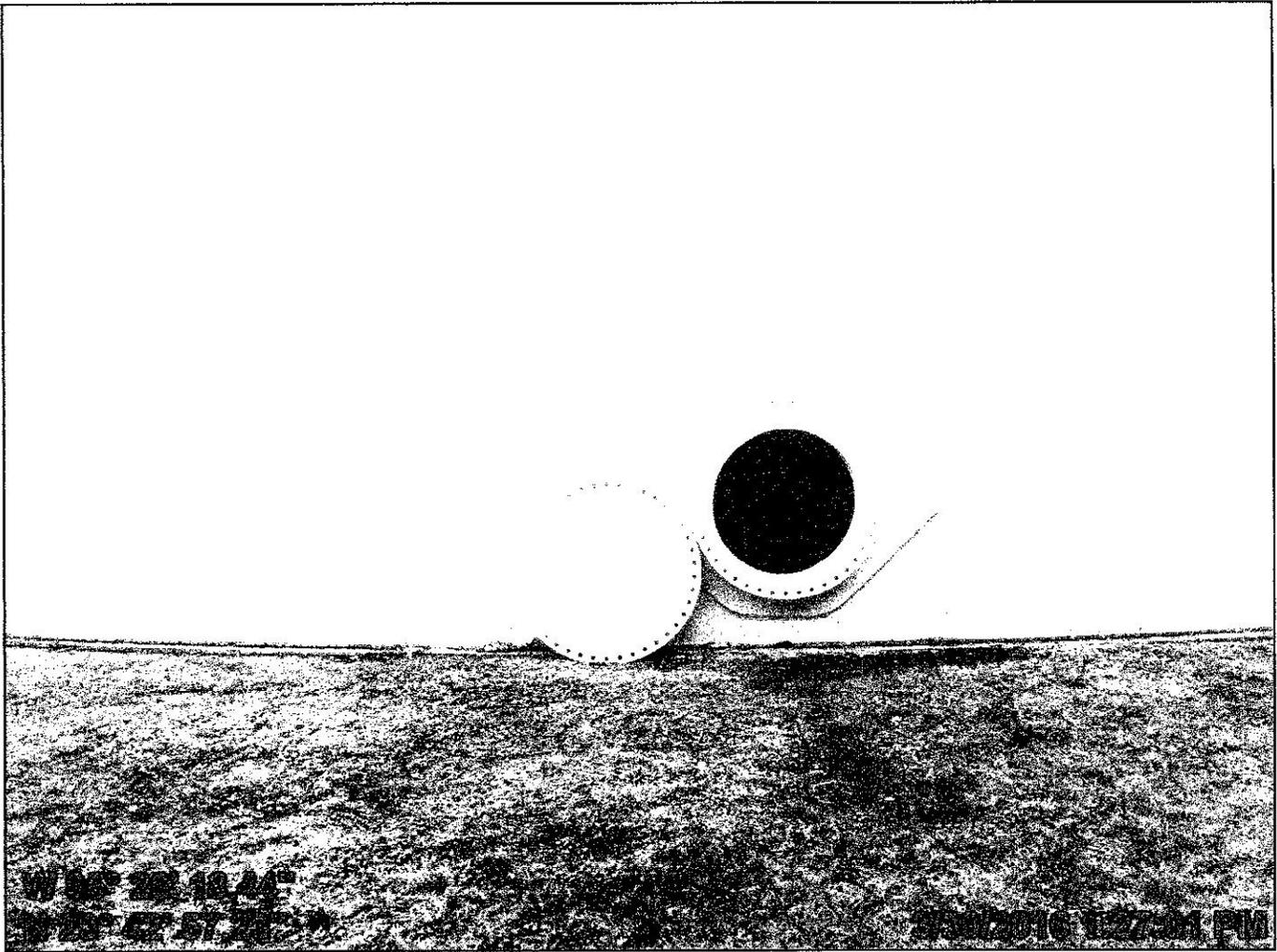




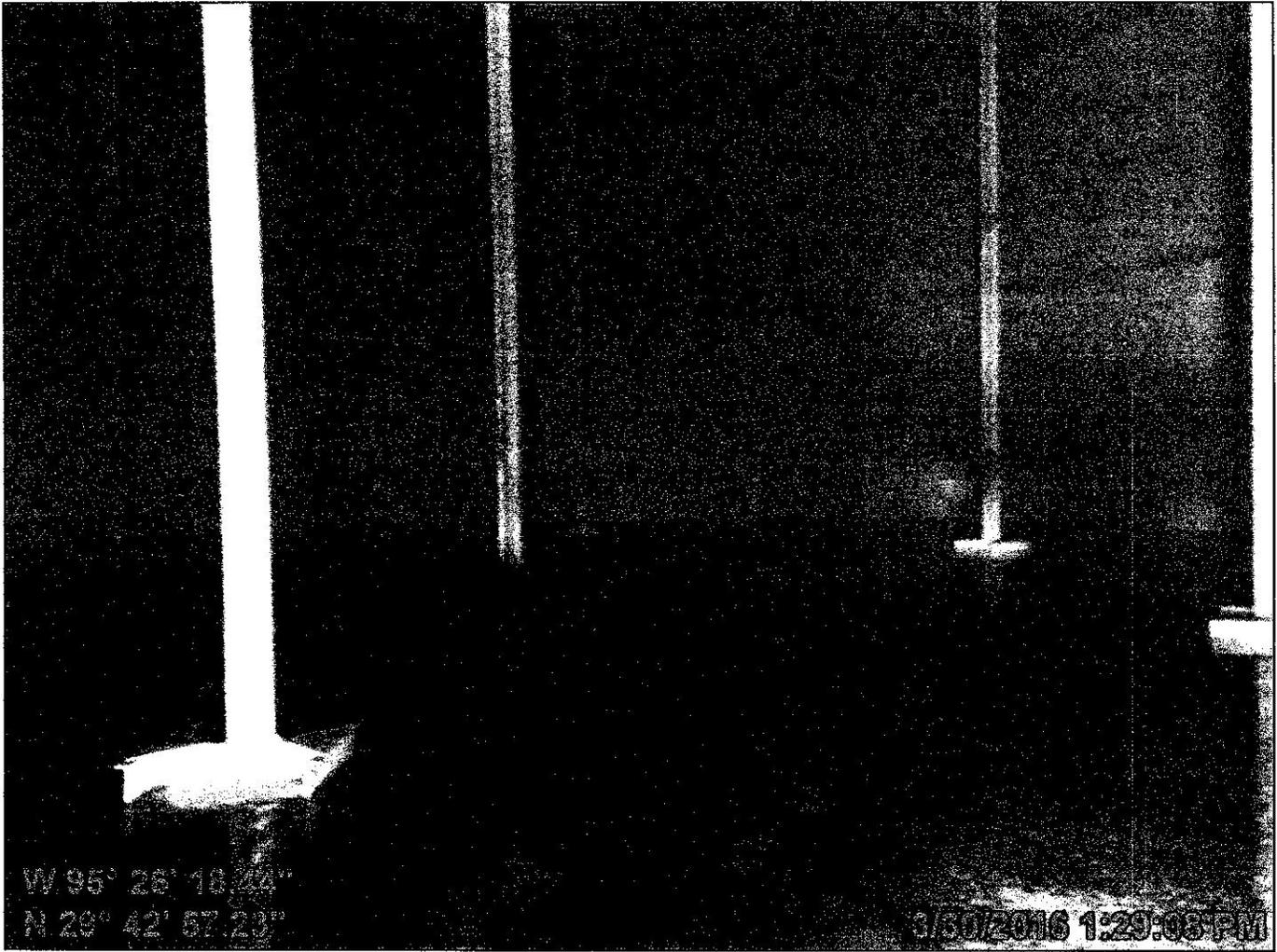
3/30/2016 1:26:15 PM

**Attributes**

Title	West University Place
Inspection Item	Milton GST
Condition	Access from road
Notes/Dimensions	8' wide bolted access panel
Inspector	Jim Dunham



<b>Attributes</b>	
Title	West University Place
Inspection Item	30" diam MW
Condition	
Notes/Dimensions	
Inspector	Jim Dunham



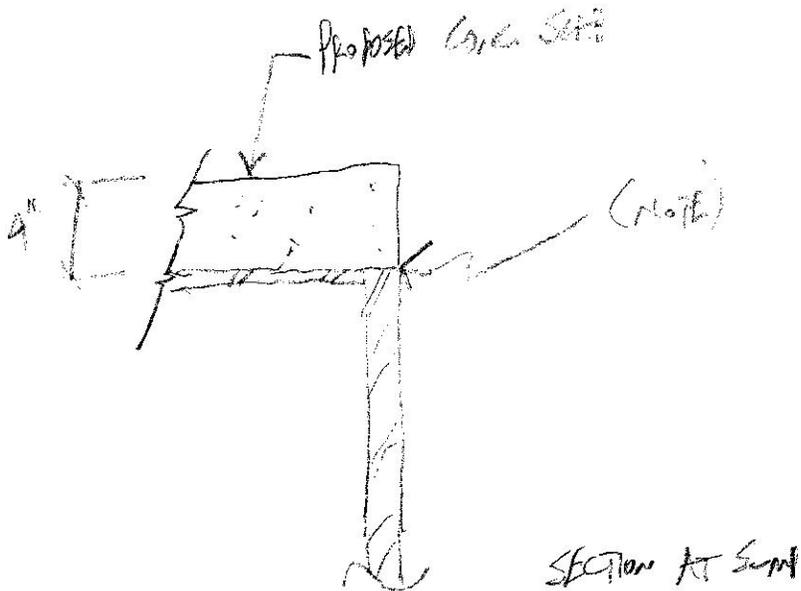
Attributes	
Title	West University Place
Inspection Item	Columns
Condition	6 outside ring & 1 center column
Notes/Dimensions	6" x 8" channels welded back/back
Inspector	Jim Dunham



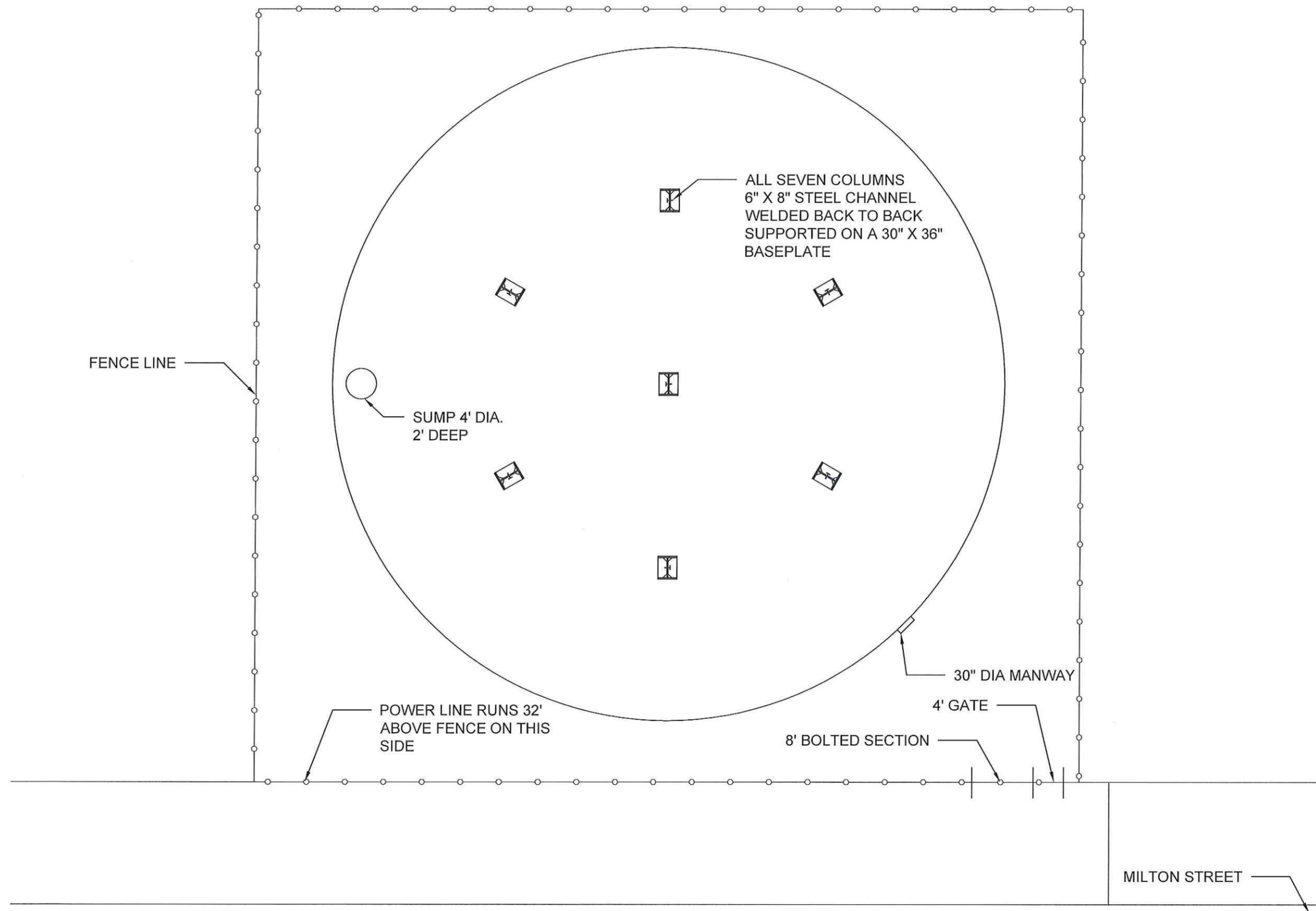
W 85° 25' 18.44"  
N 29° 42' 57.23"

3/30/2016 1:40:33 PM

Attributes	
Title	West University Place
Inspection Item	Sump
Condition	48' diam located 20" from wall
Notes/Dimensions	2' deep
Inspector	Jim Dunham



Revisions		
No.	Date	Description



SITE PLAN  
NOT TO SCALE

MILTON STREET

TX FIRM REG. NO. 2253

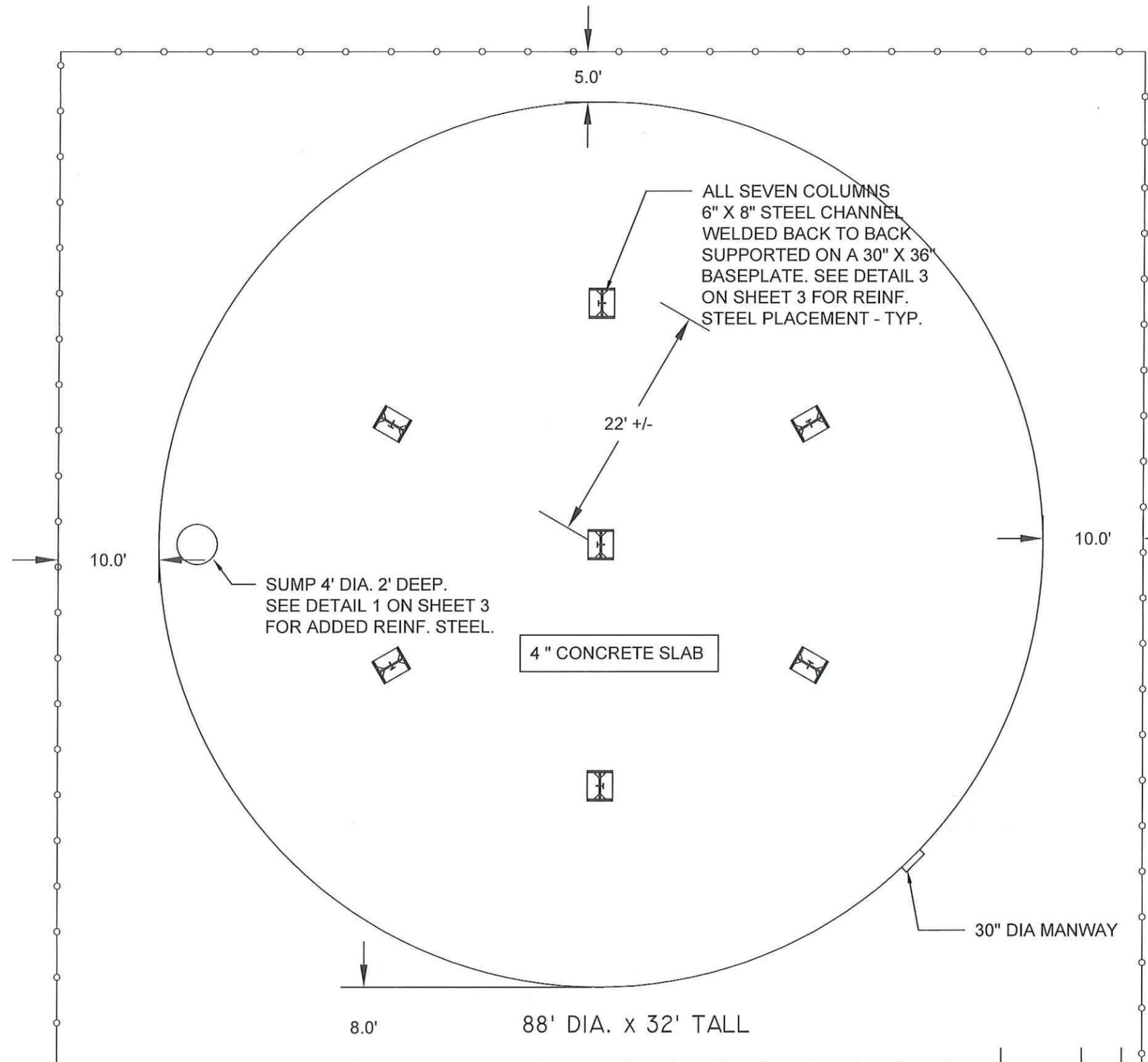
MILTON GST SITE PLAN  
WEST UNIVERSITY PLACE, TEXAS

DUNHAM  
ENGINEERING

Inspection. Design. Results.

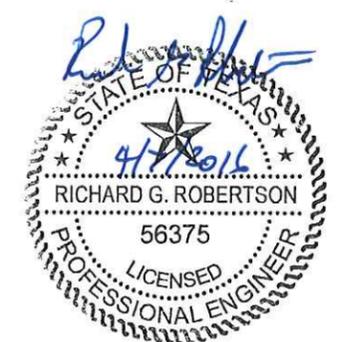
DESIGNED R.G.R.	DRAWN T.W.S.	DATE 4/07/2016	SHEET 1_OF_3
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Revisions		
No.	Date	Description



GENERAL NOTES AND SPECIFICATIONS

1. The contractor is responsible for verifying all dimensions and conditions before proceeding with the work. Report any discrepancies or variations from the drawings to the engineer for any revisions that may be required.
2. All reinforcing steel shall be new billet deformed bars conforming to ASTM A615, Grade 60. All reinforcing shall be clean and free of mill scale and rust. Provide necessary ties and bar supports as required by the Manual of Standard Practice, ACI 315. Concrete coverage for the reinforcing steel shall comply with the 2012 ACI Code, except where specifically stated otherwise.



FOUNDATION PLAN  
NOT TO SCALE

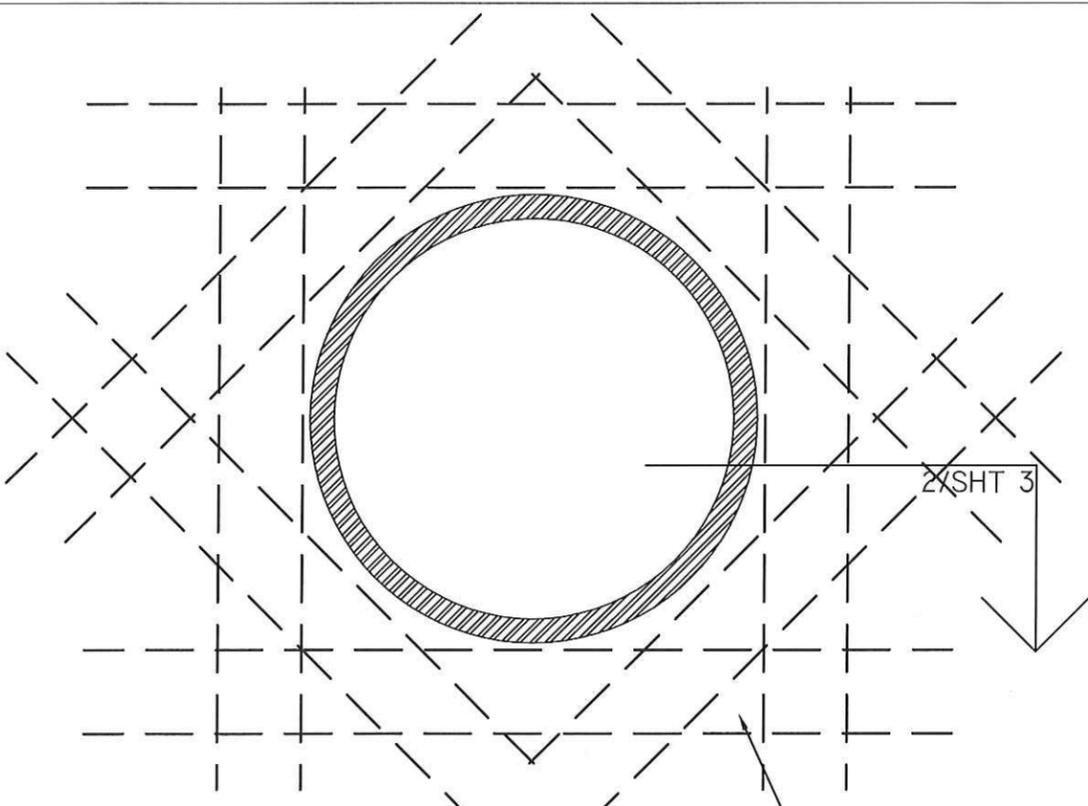
TX FIRM REG. NO. 2253

MILTON GST FOUNDATION PLAN  
WEST UNIVERSITY PLACE, TEXAS

**DE**  
DUNHAM  
ENGINEERING  
Inspection. Design. Results.

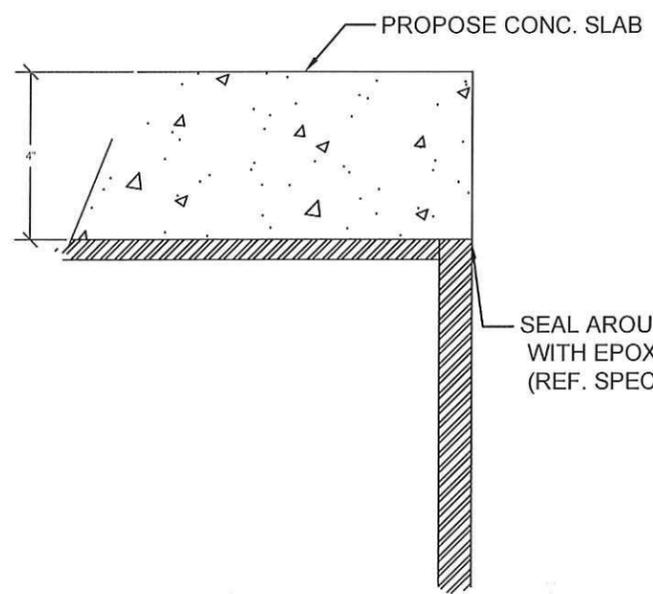
DESIGNED R.G.R.	DRAWN T.W.S.	DATE 4/07/2016	SHEET 2_OF_3
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Revisions		
No.	Date	Description



**DETAIL 1: PLAN VIEW AT SUMP**  
NOT TO SCALE

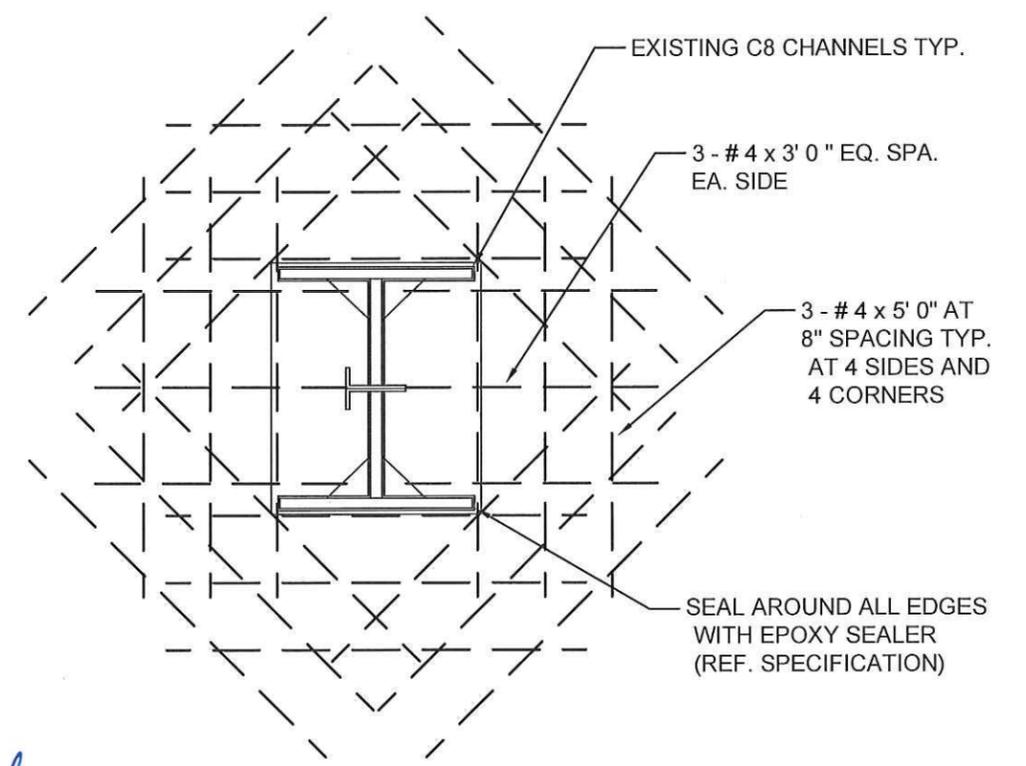
2 - #4 BARS x 5' 0" AT 8" SPACING 8 PLACES



**DETAIL 2: SECTION AT SUMP**  
NOT TO SCALE

SEAL AROUND ALL EDGES WITH EPOXY SEALER (REF. SPECIFICATION)

**FOUNDATION DETAILS**  
NOT TO SCALE



**DETAIL 3: REINFORCING AT COLUMNS**  
NOT TO SCALE

EXISTING C8 CHANNELS TYP.

3 - #4 x 3' 0" EQ. SPA. EA. SIDE

3 - #4 x 5' 0" AT 8" SPACING TYP. AT 4 SIDES AND 4 CORNERS

SEAL AROUND ALL EDGES WITH EPOXY SEALER (REF. SPECIFICATION)



TX FIRM REG. NO. 2253

MILTON GST FOUNDATION DETAILS WEST UNIVERSITY PLACE, TEXAS		<p><b>DE</b> DUNHAM ENGINEERING</p> <p><i>Inspection. Design. Results.</i></p>
DESIGNED R.G.R.	DRAWN T.W.S.	
DATE 4/07/2016		SHEET 3_OF_3





May 5, 2016

Mr. Patrick Walters  
Operations Superintendent  
City of West University Place  
3826 Amherst Street  
West University Place, Texas 77005

Re: **Milton Street GST Rehabilitation**  
**Recommendation for Installation of a Drain Connection and Valve (East Tank)**  
HDR Job No. 15-002

Dear Mr. Walters:

In support of the rehabilitation efforts on the East Tank at the Milton Street Water Production Facility, a drain line and valves is needed to allow the existing drainage sump to be closed. The valve is to be installed in the tank wall and route flow to the existing overflow line. Work will also include touch-up coatings as required for a complete finished installation

The proposed Change Order No. 9 to authorize Blastco to perform the work described above is in the amount of \$17,400.00. We recommend that the City proceed with the work proposed in Change Order No. 9 to install the new drain line and valve.

Please contact me if you have any questions or need any additional information regarding this recommendation to proceed with the work describe in Change Order No. 9.

Sincerely,  
HDR Engineering, Inc.

David M. Hunn, P.E.  
Senior Project Manager

[hdrinc.com](http://hdrinc.com)

4828 Loop Central Drive, Suite 800,  
Houston, TX 77081-2220  
(713) 622-9264

**AGENDA MEMO**  
**BUSINESS OF THE CITY COUNCIL**  
**CITY OF WEST UNIVERSITY PLACE, TEXAS**

<b>AGENDA OF:</b>	May 9, 2016	<b>AGENDA ITEM:</b>	6
<b>DATE SUBMITTED:</b>	May 3, 2016	<b>DEPARTMENT:</b>	Parks and Recreation
<b>PREPARED BY:</b>	Tim O'Connor, Parks Director	<b>PRESENTER:</b>	Michelle Moore, Senior Board Chair
<b>SUBJECT:</b>	<b>WUP Senior Board Request for a Senior Tax Exemption Increase</b>		
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li>1) Cover letter from Senior Board</li> <li>2) Senior Board Chair Michelle Moore's Presentation</li> <li>3) Supporting Data Spread Sheet</li> <li>4) Summary of Benefits City Provides Residents 65 &amp; Older</li> </ol>		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		

**EXECUTIVE SUMMARY**

Approximately nine months ago the West University Place Senior Services Board undertook a study of the benefits the city offers its resident's age 65 and older – attached is a listing of the benefits, as provided by staff. A Senior Service Board sub-committee was formed to produce recommendations that would further enhance the quality of life for senior residents. The sub-committee conducted an effort that identified data in regard to the Senior Tax Exemption benefit, beginning in 1995 through the present. Upon presentation of the data to the full Senior Services Board and conducting multiple discussions, the consensus of the board was to present a recommendation to the City Council asking for consideration of raising the current exemption of \$185,000.00 to \$243,000.00

**RECOMMENDATION**

Senior Services Board proposes that the current over-65 tax reduction be restored to its historical level of 25% of average taxable value. Because the 2015 average taxable value of a West U home is \$972,320, we propose an adjusted tax reduction of \$243,000. This proposal affects the tax rate by only 4/10 of 1 cent per \$ 100 value, or approximately \$ 44 per household. Furthermore, we request council consideration of reviewing the Senior Tax Exemption rate every five (5) years, to insure the historical level of 25% of average taxable value is maintained.

# West University Place Senior Services Board 2015/2016



Chair: Michelle Moore; Members: Stan McCandless, Judy Faulkner, Rebecca Dozier, George Baker, Carlos De La Torre, Sarah Ballanfant, Selby Clark, Ruth Becker, Becky Arnold, John Palmer, Candyce Beneke, Susan Davis, Virginia Lootens

May 2, 2016

To: Mayor Susan Sample, Councilmembers Burt Ballanfant, Mardi Turner, Bob Kelly, Brennan Reilly

Dear Mayor and Councilmembers,

The Senior Services Board will be presenting a proposal advocating an update to the current senior property tax reduction at the Council meeting on May 9. I have attached the proposal and relevant research material for your review prior to our presentation.

Sincerely,

Michelle Moore

Chair, Senior Services Board 2015/2016

**OVER-65 PROPERTY TAX REDUCTION BENEFIT PROPOSAL**  
**PRESENTATION OF SENIOR SERVICES BOARD TO CITY COUNCIL**

**MAY 9, 2016**

**Contents**

Introduction

Continued Residency Incentive

Property Value Analysis

Senior Services Board Proposal

Analysis of Tax Records

Conclusions

On behalf of the Senior Services Board, I would like to thank Council for recognizing the value of our City's senior citizens and the many volunteer hours they have donated for the betterment of our community. Today's "Older Americans and Volunteers" Proclamation highlights the importance of a healthy, involved senior community that contributes to an intergenerational support system of neighbors helping neighbors.

Introduction

West University is special. By any conventional measure of attractiveness, our city ranks at the top of places where the average American family would like to live – quality of services, great schools, recreational facilities, resilient property values, and convenient location. In many ways, West U is a zip code of choice. But, while the zip code identifies West U on the map, it is our shared values that make us a community that finds a special place in our hearts.

We are fortunate that West U has a history of providing significant incentives for the continuing residency of its seniors. These benefits include discounted city service fees, a property tax reduction, and a Senior Services Board and dedicated City senior services department.

#### Continued Residency Incentive

It is the property tax reduction that I would like to address today.

In 1990, the City instituted its own senior tax reduction in order to help fixed-income seniors remain in their homes despite rising property taxes. Due to escalating property values, Council enacted adjustments in 1993, 2003 and 2008 bringing the value of the senior reduction up to 25% of average taxable value for each revision. Currently, however, the reduction represents only 19% of average taxable value.

#### Property Value Analysis

According to the Harris County Appraisal District, the percentage of homes claiming the over-65 exemption in West U has increased from 18% to 23% over the last 20 years. Despite this increase, the city has seen its tax revenue grow significantly over this same period. This revenue was healthy enough to reduce the tax rate in 2015 to its lowest level since 1985, yet the number of tax dollars collected increased from the prior year.

#### Senior Services Board Proposal

After analysis, the Senior Services Board proposes that the current over-65 tax reduction be restored to its historical level of 25% of average taxable value. Because the 2015 average taxable value of a West U home is \$972,320, we propose an adjusted tax reduction of \$243,000, effective with the next applicable annual budget cycle. This proposal affects the tax rate by only 4/10 of 1 cent per \$ 100 value, or

approximately \$ 44 per household. Furthermore, we request council consideration of reviewing the Senior Tax Exemption rate every five (5) years, to insure the historical level of 25% of average taxable value is maintained.

#### Analysis of Tax Records

As an aid to Council's review process, the Board is providing in Table 1 the relevant historical, financial and census data that we used in our analysis. We have also included the "Summary of Benefits to West University Place Senior Aged Residents" document that the Parks and Recreation staff prepared at the request of the Senior Board. We would especially like to thank Finance Director Rhonda Daugherty for her assistance in gathering the city's financial data for our research and Parks Director Tim O'Connor for additional data, help and staff support.

#### Conclusions

Many of our seniors have lived here for decades, paying the taxes that funded extensive infrastructure upgrades and the construction of a brand new Recreation center - all projects that benefit the community at large. We believe that adopting this tax reduction would be a strong affirmation of the City's ongoing commitment to our seniors as essential to the quality of life of our community.

Tax Year	REF	2016 Budget	2015	2014	2013	2012	2011	2010
Total Taxable Value \$ '000	(1)	\$ 5,461,000	\$ 4,817,000	\$ 4,371,000	\$ 4,209,000	\$ 4,056,000	\$ 4,075,000	
Total Residential Taxable Value \$ '000	(1)	\$ 5,269,000	\$ 4,646,000	\$ 4,218,000	\$ 4,063,000	\$ 3,906,000	\$ 3,919,000	
Tax Revenue on Residential Property	calc	\$ 18,119,052	\$ 17,427,424	\$ 16,347,540	\$ 15,746,290	\$ 15,173,902	\$ 15,244,983	
Total number Residential Units	(1)	5,414	5,414	5,430	5,420	5,418	5,419	5,425
Average Value of Residence Homestead (HCAD)	calc	\$ 973,218	\$ 855,617	\$ 778,229	\$ 749,908	\$ 720,797	\$ 722,396	
Average Value of Residence Homestead (WestU)		\$ 898,108	\$ 786,138	\$ 753,383	\$ 722,733	\$ 790,986	\$ 800,585	
Tax rate West U (per \$ 100 valuation)	(1)	0.33179	0.33179	0.36179	0.37400	0.37411	0.37411	0.37411
Over 65 exemption West U	(1)	\$ 185,000.00	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000
Number of homes with Over 65 exemption	(1)	1,260	1,253	1,234	1,177	1,121	1,044	991
Over 65 Exemption as % of Average Value	calc		19.0%	21.6%	23.8%	24.7%	25.7%	25.6%
Dollars of Tax reduction due to exemption	calc	\$ 613.81	\$ 613.81	\$ 669.31	\$ 691.90	\$ 692.10	\$ 692.10	\$ 692.10
Updated Dollars of Tax reduction due to exemption	calc		\$ 807.26					
Updated Over 65 Exemption (25% of Avge Value)	calc		\$ 243,304					
Reduction in tax revenue for West U	calc		\$ 242,391					
Increment in tax rate per \$ 100 to offset reduction	calc		\$ 0.00444					
Total West U Operating Expenses (General Fund)	(2)	\$ 18,560,563	\$ 15,805,990	\$ 14,836,048	\$ 14,820,729	\$ 14,272,338	\$ 13,469,166	\$ 13,316,342
Senior Services Expenses	(2)	\$ 341,600	296,439	\$ 283,323	\$ 247,496	\$ 246,884	\$ 221,379	\$ 205,130
Senior Services as % of West U Budget	calc	1.84%	1.88%	1.91%	1.67%	1.73%	1.64%	1.54%
Exemption as % of West U Budget	calc	4.17%	4.87%	5.57%	5.49%	5.44%	5.36%	5.15%
Number of residents over 65	(3)	1,950	1,800	1,677	1,525	1,408	1,249	1,181
Senior Services \$ spent per resident over 65	calc	\$ 175.18	\$ 164.69	\$ 168.95	\$ 162.29	\$ 175.34	\$ 177.24	\$ 173.69
Senior Services \$ spent per household	calc	\$ 63.10	\$ 54.75	\$ 52.18	\$ 45.66	\$ 45.57	\$ 40.85	\$ 37.81

#### REFERENCES

(1) HCAD

(2) WEST U Finance Department

(3) U.S. Bureau of the Census

Tax Year	REF	2009	2008	2007	2006	2005	2004	2003
Total Taxable Value \$ '000	(1)	\$ 4,189,000	\$ 3,897,000	\$ 3,549,000	\$ 3,191,000	\$ 2,905,000	\$ 2,738,000	\$ 2,592,000
Total Residential Taxable Value \$ '000	(1)	\$ 4,041,000	\$ 3,755,000	\$ 3,430,000	\$ 3,082,000	\$ 2,835,000	\$ 2,643,000	\$ 2,498,000
Tax Revenue on Residential Property	calc	\$ 15,028,038	\$ 13,990,230	\$ 12,989,340	\$ 12,827,820	\$ 11,707,150	\$ 12,047,200	\$ 11,578,464
Total number Residential Units	(1)	5,439	5,448	5,451	5,455	5,460	5,480	5,490
Average Value of Residence Homestead (HCAD)	calc	\$ 742,967	\$ 689,244	\$ 629,242	\$ 564,986	\$ 519,231	\$ 482,299	\$ 455,009
Average Value of Residence Homestead (WestU)		\$ 739,608	\$ 649,000	\$ 582,000				
Tax rate West U (per \$ 100 valuation)	(1)	0.35875	0.35900	0.36600	0.40200	0.40300	0.44000	0.44670
Over 65 exemption West U	(1)	\$ 185,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 72,850
Number of homes with Over 65 exemption	(1)	923	883	828	796	780	774	769
Over 65 Exemption as % of Average Value	calc	24.9%	16.0%	17.5%	19.5%	21.2%	22.8%	16.0%
Dollars of Tax reduction due to exemption	calc	\$ 663.69	\$ 394.90	\$ 402.60	\$ 442.20	\$ 443.30	\$ 484.00	\$ 325.42
Updated Dollars of Tax reduction due to exemption	calc							
Updated Over 65 Exemption (25% of Avge Value)	calc							
Reduction in tax revenue for West U	calc							
Increment in tax rate per \$ 100 to offset reduction	calc							
Total West U Operating Expenses (General Fund)	(2)	\$ 13,167,804	\$ 11,757,499	\$ 13,159,074	\$ 10,435,363	\$ 9,966,651	\$ 9,565,205	\$ 9,214,256
Senior Services Expenses	(2)	\$ 203,171	\$ 176,462	\$ 179,029	\$ 161,414	\$ 148,975	\$ 144,594	\$ 168,986
Senior Services as % of West U Budget	calc	1.54%	1.50%	1.36%	1.55%	1.49%	1.51%	1.83%
Exemption as % of West U Budget	calc	4.65%	2.97%	2.53%	3.37%	3.47%	3.92%	2.72%
Number of residents over 65	(3)	1,165						
Senior Services \$ spent per resident over 65	calc	\$ 174.40						
Senior Services \$ spent per household	calc	\$ 37.35	\$ 32.39	\$ 32.84	\$ 29.59	\$ 27.28	\$ 26.39	\$ 30.78

#### REFERENCES

(1) HCAD

(2) WEST U Finance Department

(3) U.S. Bureau of the Census

Tax Year	REF	2002	2001	2000	1999	1998	1997	1996	1995
Total Taxable Value \$ '000	(1)	\$ 2,489,000	\$ 2,299,000	\$ 2,023,000	\$ 1,783,000	\$ 1,568,000	\$ 1,506,000	\$ 1,481,000	\$ 1,453,000
Total Residential Taxable Value \$ '000	(1)	\$ 2,392,000	\$ 2,207,000	\$ 1,942,000	\$ 1,704,000	\$ 1,493,000	\$ 1,432,000	\$ 1,408,000	\$ 1,377,000
Tax Revenue on Residential Property	calc	\$ 10,702,700	\$ 9,655,800	\$ 8,496,600	\$ 7,310,300	\$ 6,585,600	\$ 6,024,000	\$ 5,627,800	\$ 5,376,100
Total number Residential Units	(1)	5,505	5,493	5,452	5,465	5,440	5,464	5,468	5,453
Average Value of Residence Homestead (HCAD)	calc	\$ 434,514	\$ 401,784	\$ 356,200	\$ 311,802	\$ 274,449	\$ 262,079	\$ 257,498	\$ 252,522
Average Value of Residence Homestead (WestU)									
Tax rate West U (per \$ 100 valuation)	(1)	0.43000	0.42000	0.42000	0.41000	0.42000	0.40000	0.38000	0.37000
Over 65 exemption West U	(1)	\$ 72,850	\$ 72,850	\$ 72,850	\$ 72,850	\$ 72,850	\$ 72,850	\$ 72,850	\$ 72,850
Number of homes with Over 65 exemption	(1)	769	791	805	818	866	912	944	972
Over 65 Exemption as % of Average Value	calc	16.8%	18.1%	20.5%	23.4%	26.5%	27.8%	28.3%	28.8%
Dollars of Tax reduction due to exemption	calc	\$ 313.26	\$ 305.97	\$ 305.97	\$ 298.69	\$ 305.97	\$ 291.40	\$ 276.83	\$ 269.55
Updated Dollars of Tax reduction due to exemption	calc								
Updated Over 65 Exemption (25% of Avge Value)	calc								
Reduction in tax revenue for West U	calc								
Increment in tax rate per \$ 100 to offset reduction	calc								
Total West U Operating Expenses (General Fund)	(2)	\$ 9,061,566	\$ 9,263,812	\$ 8,459,500	\$ 7,404,847	\$ 6,855,641	\$ 6,823,337	\$ 7,073,285	\$ 7,641,619
Senior Services Expenses	(2)	\$ 157,001	\$ 155,406	\$ 145,875	\$ 139,943	\$ 126,815	\$ 118,856	\$ 116,841	\$ 123,452
Senior Services as % of West U Budget	calc	1.73%	1.68%	1.72%	1.89%	1.85%	1.74%	1.65%	1.62%
Exemption as % of West U Budget	calc	2.66%	2.61%	2.91%	3.30%	3.86%	3.89%	3.69%	3.43%
Number of residents over 65	(3)			1,314					
Senior Services \$ spent per resident over 65	calc			111.02					
Senior Services \$ spent per household	calc	\$ 28.52	\$ 28.29	\$ 26.76	\$ 25.61	\$ 23.31	\$ 21.75	\$ 21.37	\$ 22.64

#### REFERENCES

(1) HCAD

(2) WEST U Finance Department

(3) U.S. Bureau of the Census

**CITY OF WEST UNIVERSITY PLACE, TEXAS  
DEPARTMENT OF PARKS AND RECREATION  
SUMMARY OF BENEFITS TO WEST UNIVERSITY PLACE SENIOR AGE RESIDENTS**

*Prepared by Tim O'Connor and Toby Brooks – January 21, 2016*

At the request of the West University Place Parks and Recreation Department Senior Service Board, staff has compiled the following information. Special thanks to the Finance Department, Fire Department, Police Department and Public Works Department for their contributions to this effort.

**Municipal Property Tax and Services Benefits:**

- All home owner residents age 65 and older receive a \$185,000.00 Property Tax exemption. West University Place's 2016 Adopted Tax Rate is 0.33179 which is a lower rate than 2015's Tax Rate
  - The 2016 cash value of this exemption is \$613.81 per household.
    - The cash value is the same for each qualifying household, regardless of the value of the land and improvements assessed by the Harris County Appraisal Districts.
- Historical Perspective of West University Place Property Tax Exemptions.
  - **1991- 1993** the exemption was **\$42,850.00**
  - **1994 - 2003** the exemption was **\$72,850.00**
  - **2004 - 2008** the exemption was **\$110.00.00**
  - **2009 to present** the exemption is **\$185,000.00**

Section 33.06 of the Texas Tax Code entitles a resident homeowner 65 years of age or older to defer collection of property tax, abate a suit to collect a delinquent tax or abate a tax foreclosure sale. To obtain the deferral, the individual must file with the chief appraiser of the applicable county appraisal district. For specifics on abating a suit or a tax foreclosure sale, one should contact an attorney. If a tax payment is deferred, the taxes are collected and paid to the taxing entity when the homeowner passes away or sells the property.

Section 31.031 of the Texas Tax Code also allows certain taxpayers to pay their property tax in four equal installments without penalty or interest if the first installment is paid before the delinquency date and is accompanied by notice to the tax collector that the person will pay the remaining taxes in three equal installments. If the first delinquency date is February 1, the second installment is due before April 1, the third installment is due before June 1, and the fourth installment must be paid before August 1.

➤ **West University Place Property Tax Exemption Compared to Other Area Taxing Entities.**

Jurisdiction / Taxing Unit	Over 65 Discount	Disability Discount
<b>City of West University Place</b> <i>Highest Municipal Property Tax Discount in Harris County</i>	\$185,000.00	\$185,000.00
<b>City of Southside Place</b>	\$185,000.00	N/A
<b>Harris County</b> <i>Includes Harris County Flood Control, Port of Houston Authority, Hospital District and Department of Education</i>	\$160,000.00	\$160,000.00
<b>Houston ISD</b>	\$15,000.00	\$15,000.00
<b>City of Houston</b>	\$160,000.00	\$160,000.00
<b>City of Bellaire</b>	\$135,000.00	\$135,000.00
<b>City of Tomball</b>	\$90,000.00	\$90,000.00
<b>City of Katy</b>	\$80,000.00	\$80,000.00
<b>City of Morgan's Point</b>	\$65,000.00	\$65,000.00
<b>City of La Porte</b>	\$60,000.00	\$60,000.00
<b>Cities of Baytown, Deer Park and Pasadena</b>	\$50,000.00	\$50,000.00
<b>City of Jersey Village</b>	\$50,000.00	\$20,000.00
<b>City of Pearland</b>	\$40,000.00	\$40,000.00

- **All residents age 65 and older receive a discounted rate on municipal solid-waste fees. The resident's name must appear on the utility account at the city.**
- They are charged a monthly rate of \$17.27 while residences whose resident is under the age of 65 are charged a monthly rate of \$33.99. ( approximately a 50% discounted rate )

- All residents age 65 and older receive a discounted rate on their municipal pet registrations.
  - They are charged an annual per pet registration fee of \$15.00 while residents who are under the age of 65 are charged an annual per pet registration fee of \$20.00. ( approximately a 25% discounted rate )

General Municipal Services Benefits:

- Municipal Recreational Facilities
  - WUP Recreation Center

WUP Residents ages 65 to 74	50% Discount on all membership plans
WUP Residents ages 75 and Older	Full subsidy on all membership plans

- Colonial Park Pool

All WUP Residents age 65 and Older	Fully subsidized membership
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- WUP Senior Center & Community Building

All WUP Residents age 65 and Older	10% ( <i>approximate – we round up or down to allow for even dollar amounts</i> ) Discount on All Senior Services Division programs and activities
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Senior Services Division Annual Budget

- The Annual Operating Budget is approximately **\$410,000.00**
- In order to capture the true operating cost of each departmental cost center, all associated operating costs are included; Personnel, operating supplies, equipment, maintenance contracts, Information Technology, electricity, natural gas, janitorial, capital equipment & supplies, grounds maintenance and pest control.
- The Annual Revenue total is approximately **\$54,600.00** ( **13% return** on expenses )
  - Compared to **\$1,250,000.00** in Annual Revenue from the other PARD divisions ( **50% return** on expenses )

Toby Brooks is the Senior Services Manager and Patricia Noren is the Recreation Specialist – Senior Services. They are responsible for the operation and management of the Senior Center and all rentals at the Community Building and Scout House.

**Contact Information:**

[tbrook@westutx.gov](mailto:tbrook@westutx.gov) / 713-662-5897

[pnoren@westutx.gov](mailto:pnoren@westutx.gov) / 713-662-5896

**Frequently Asked Senior Services Questions:**

**Do I need to be a resident to participate in the senior programs?**

NO. However, non-residents are required to pay a slightly higher registration fee than residents.

**How may I enroll in the program(s) I am interested in?**

You may phone 713-662-5895 or e-mail the Senior Services Manager, Toby Brooks or the Recreation Specialist Patricia Noren, or you may stop by and enroll in person.

**Is there a membership requirement?**

NO.

**What programs does the center offer?**

A variety of leisure classes, educational classes, fitness classes, field trips, educational lectures and monthly theme meals are offered year-around. A complete listing of offerings may be found on the City's web site, including the most current Hi Neighbor Quarterly Newsletter - [www.westutx.gov/SeniorServices](http://www.westutx.gov/SeniorServices) .

**What services are offered at the Senior Center?**

- A variety of leisure offerings – see the preceding answer to the question immediately above.
- Transportation services are available to residents only. For specific information and restrictions, please phone 713-662-5895.
- Social Services referrals. Staff members are not trained/certified social service professionals, but we are able to assist residents in contacting the appropriate social service agencies.
- Good Neighbor Team/ Handyman Service: This service is available to residents only and involves the provision of "welfare checks", household repairs and the delivery of holiday themed gift packets at Christmas, Spring and July Fourth and the mailing of a Valentine card and a Thanksgiving card to all residents over the age of 84, recently widowed residents and homebound residents.
- Special Trash Pick-Up is available, pending review and approval by staff, to accommodate residents with mobility and strength limitations.

## **Benefits For the Senior Residents of West University Place:**

### **➤ Police and Fire Services:**

- **Our Police and Fire personnel are extraordinarily attentive and accommodating to all residents, but in particular to our elderly residents.**
  - **Maintain a database of residents with special needs.**
  - **Conduct welfare checks as requested by the resident, neighbor, family member or Senior Services personnel - 24/7.**
  - **Conduct home security and safety audits as requested.**
  - **Complimentary blood pressure checks at the Fire Station.**
  - **Free Residential Knox Box program.**

### **➤ Transportation Services:**

- **We provide complimentary transportation services to any qualifying West University Place resident, regardless of age. We have assisted younger adult residents who have experienced temporary mobility issues that prohibit them from driving and who do not have a friend or family member who can get them to and from life necessary destinations.**
  - **Typically we restrict the travel distance to within seven (7) miles of the city limits and destinations include doctor and dental appointments, grocery stores, banks, hair salons, etcetera.**

### **➤ Handyman Services:**

- **We coordinate with a group of West University Place residents who volunteer their time and resources to assisting qualified senior age residents with minor home repairs.**

### **➤ Words on Wheels Deliveries:**

- **In conjunction with the WUP Branch of the Harris County Library, we deliver and pick up books and videos/DVD's to resident senior age residents who for whatever reason can't get to the library themselves.**

### **➤ Medical Equipment Loans:**

- **We maintain an inventory ( donated ) of various medical equipment; wheelchairs, walkers, walking canes, bed pans, etcetera to temporarily loan to senior age residents. There is no charge for this service.**

## Benefits For the Senior Residents of West University Place continued:

### ➤ Complimentary Income Tax Assistance:

- In conjunction with AARP and several local resident volunteers, we provide free Income Tax Return assistance to any resident in need, regardless of age.

### ➤ Front Door Trash & Recycling Service:

- West University Place provides front door pick-up for regular trash and recyclables to senior residents who are unable to carry their trash or recycling to curb for collection due to their age, physical disability or a medical condition.

**ELIGIBILITY: *There is a form/application that must be completed and submitted.***

- To be eligible for front door trash and recycling collection, you must meet the following minimum qualifications: Must be age 50 or older;
- Have a physical disability or medical condition that would prevent you from placing trash or recycling at the curb for collection; and
- Not have another person living with you or a caregiver who comes regularly who can take the trash or recycling to the curb.

### ➤ The Good Neighbor Team:

- The Good Neighbor Team is a group of caring and concerned neighbors who take the time to give back to their community by offering friendship and assistance to homebound senior residents. They call, visit, and help facilitate contact with other agencies and services. The Good Neighbor Team meeting is held the third Thursday of each month @ 1:00 PM, at the Community Building.

### ➤ Social Services Referrals:

- We assist resident seniors and their families in contacting area support services. Examples include; Social Security, Sheltering Arms, medical and psychological services, home health care, retirement and assisted living facilities, Adult Protective Services, Medicare, Meals on Wheels, etcetera.

### ➤ Provision of Low Cost and Complimentary Leisure Programs:

- We provide a multitude of affordable leisure programs and activities for our senior residents, typically only recovering the "direct costs" - Instructors and basic equipment & supplies.
- We offer a number of low or no-cost seminars, presentations and demonstrations, on various topics ranging from health & wellness to leisure and travel.

# FUTURE AGENDA ITEMS

Shaded items are on immediate agenda

Date	Item	Synopsis & Recommendation
05/09/16	Ground Storage Tank	Matters related to authorizing funds from the Water Capital Improvement Project Fund to fund a 1.5 MG Storage Tank concrete floor. <i>Recommended Action: Authorize funds from the CIP fund for a 1.5 MG Storage Tank concrete floor. <b>Mr. Dave Beach, Public Works Director</b></i>
05/09/16	National Older Citizens Month and National Volunteer Month	Matters related to proclaiming the month of May 2016 as “National Older Citizens and National Volunteers Month” in the City of West University Place. <i>Recommendation: Proclaim May as “National Older Citizens and National Volunteers Month” in the City of West University Place. <b>Ms. Toby Brooks, Senior Services</b></i>
05/09/16	Facilities Master Plan (Workshop)	Matters related to hearing recommendations from the Facilities Master Plan Task Force and providing the Task Force with further guidance. <i>Recommended Action: Hear recommendations and take any desired action. <b>Mayor Susan Sample</b></i>
05/09/16	Seniors’ Exemption	Matters related to the exemption for senior West U residents. <i>Recommended Action: Discuss and take and desired action. <b>Mayor Susan Sample and Ms. Michelle Moore</b></i>
05/23/16	Friends Funding of Parks Projects	Matters related to a request to approve acceptance of funding from the Friends of West U Parks Fund, Inc., for various parks projects. <i>Recommended Action: Approving funding from the Friends of West U Parks Fund, Inc., for various parks projects. <b>Mr. Tim O’Connor, Parks and Recreation Director</b></i>
05/23/16	Houston Coalition of Cities Resolution	Matters related a resolution in support and joining the Houston Coalition of Cities’ efforts pertaining to CenterPoint Energy’s application for approval of a Distribution Cost Recovery Factor (DRF) with the Public Utility Commission. <i>Recommended Action: Approve resolution. <b>Mr. M. Chris Peifer, City Manager</b></i>
06/27/16	Annual Financial Report (CAFR)	Matters related to acceptance of the Annual Financial Report. <i>Recommended Action: Accept the Annual Financial Report. <b>Ms. Rhonda Daugherty, Finance Director</b></i>
10/24/16	Chevron Houston Marathon	Matters related to the 2017 Chevron Houston Marathon. <i><b>Ms. Susan White, Assistant Parks and Recreation Director</b></i>
10/24/16	Video Distribution of Council and Board Meetings	Matters related to posting videos of Council and Board meetings on the City’s website. <i><b>Mr. Gary McFarland, IT Director</b></i>
11/14/16	Friends 2017 Projects	Matters related to funding of the Friends of West University Place Parks 2017 projects. <i><b>Mr. Tim O’Connor, Parks and Recreation Director</b></i>
11/14/16	West U Aquatics MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and West University Aquatics. <i>Recommended Action: Approve</i>

Date	Item	Synopsis & Recommendation
		<i>Memorandum of Understanding. Mr. Tim O'Connor, Parks and Recreation Director</i>
11/14/16	West U Baptist Church MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and West University Baptist Church. <i>Recommended Action: Approve Memorandum of Understanding. Mr. Tim O'Connor, Parks and Recreation Director</i>
11/14/16	Tri-Sports MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and Tri-Sports. <i>Recommended Action: Approve Memorandum of Understanding. Mr. Tim O'Connor, Parks and Recreation Director</i>
TBD	Certified Appraisal Roll	Matters related to a resolution acknowledging receipt of the appraisal roll, the assessor-collector's certificate and notice of a public hearing. <i>Recommended Action: Approve resolution acknowledging receipt of appraisal roll, assessor-collector's certificate and notice of a public hearing. Ms. Rhonda Daugherty, Finance Director</i>
TBD	Record Vote on Tax Rate and Set Public Hearings	Matters related to a resolution recording vote on tax rate and scheduling public hearings. <i>Recommended Action: Approve resolution recording vote on tax rate and schedule public hearings. Ms. Rhonda Daugherty, Finance Director</i>
TBD	Schedule Public Hearings for 2017 Budget	Matters related to scheduling public hearings to hear comments on the 2017 City Budget. <i>Recommended Action: Schedule public hearings for _____and_____, to hear comments on the City's 2017 Budget. Ms. Rhonda Daugherty, Finance Director</i>
TBD	Budget Workshop with Council (Saturday)	Matters related to city finances, 2016 tax rate and the 2017 Budget including revenues and expenditures for current and future years for all funds. <i>Mr. M. Chris Peifer, City Manager</i>
TBD	First Public Hearing on Tax Rate (If Necessary)	Matters related to the first of two public hearings to hear comments on the proposed tax rate. <i>Recommended Action: Hold first public hearing on the proposed tax rate. Ms. Rhonda Daugherty, Finance Director</i>
TBD	Second Public Hearing on Tax Rate (If Necessary)	Matters related to a second public hearing to hear comments on the proposed tax rate. <i>Recommended Action: Hold second and final public hearing on the proposed tax rate. Ms. Rhonda Daugherty, Finance Director</i>
TBD	Public Hearing on 2017 Budget	Matters related to a public hearing to hear comments on the 2017 City Budget. <i>Recommended Action: Hold public hearing on the City's 2017 Budget. Ms. Rhonda Daugherty, Finance Director</i>
TBD	Adoption of the 2017 Budget	Matters related to an ordinance adopting the budget for the fiscal year beginning January 1, 2017 and ending December 31, 2017 appropriating funds for such budget; containing findings and provisions relating to the subject; and declaring an emergency. Public Hearing has been closed. <i>Recommended Action: Adopt ordinance adopting the 2017 Budget on first and final reading. Ms. Rhonda Daugherty, Finance Director</i>

Date	Item	Synopsis & Recommendation
TBD	Adoption of the 2016 Tax Rate	Matters related to an ordinance approving and adopting the 2016 Tax Rate, and declaring an emergency. <i>Recommended Action: Adopt ordinance reducing the 2016 tax rate to _____ on first and final reading. Ms. Rhonda Daugherty, Finance Director</i>
TBD	Fee Schedule	Matters related to an ordinance adopting the 2017 Fee Schedule. <i>Recommended Action: Approve an ordinance on the first of two readings. Mr. Chris Peifer, City Manager</i>
TBD	Park Acquisition and Development	Matters related to a report from the Parks Board and staff regarding a presentation relating to current and previous parks surveys. <b>City Council</b>
TBD	2017 General Election	Matters related to an ordinance calling the 2017 Election. <i>Recommended Action: Approve ordinance on the first and final reading. Ms. Thelma Lenz, City Secretary</i>
TBD	Park Acquisition and Development	Matters related to the status of the work with the Evelyn's Park Conservancy and the planning efforts with CenterPoint.
TBD	WU Rec Center Campus Parking Lot	Matters related to the proposed expansion of the parking lot on the ELPH Pipeline Property / West Side of the campus. <i>Recommended Action: Discuss and take any desired action. Mr. Tim O'Connor, Parks and Recreation Director</i>
TBD	Safe Pedestrian Crossing	Matters regarding the investigation and installation of a safe pedestrian crossing at the railroad tracks on the north side of Bellaire Boulevard. <i>Recommended Action: Discuss and take any desired action. Mr. Tim O'Connor, Parks and Recreation Director</i>
TBD	Evelyn's Park Development	Matters related to the development of Evelyn's park in Bellaire, including possibility of shared parking arrangements with the City of Bellaire for Evelyn's park. <i>Discuss and take any desired action. Mr. Tim O'Connor, Parks and Recreation Director</i>
TBD	Texas Ethics Commission Opinion	Matters related to a Texas Ethics Commission opinion relating to the content of articles written in <i>City Currents</i> . <i>Recommended Action: Discuss and take any desired action. Councilmember Brennan Reilly</i>
TBD	Parking Survey	Matters related to a parking survey. <i>Recommended Action: Discuss and take and desired action. Mr. Dave Beach, Public Works Director</i>
TBD	Town Center Zoning	Matters related to Town Center Zoning. <i>Recommended Action: Discuss and take any desired. City Council</i>
TBD	Poor Farm Ditch	Matters related to Poor Farm Ditch. <i>Recommended Action: Discuss and take any desired action. Mayor Susan Sample</i>
TBD	Investment Policy	Matters related to amendments to the City's Investment Policy and Investment Strategies. <i>Discuss and take any desired action. Ms. Rhonda Daugherty, Finance Director</i>

Date	Item	Synopsis & Recommendation
TBD	Buffalo Speedway	Matters related to Buffalo Speedway Replacement Project. <i>Mr. Chris Peifer, City Manager</i>

5/6/2016 9:58:47 AM



# The City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

Susan Sample, Mayor  
Bob Kelly, Mayor Pro Tem  
Burt Ballanfant, Councilmember  
Brennan Reilly, Councilmember  
Mardi Turner, Councilmember

## **STAFF**

M. Chris Peifer, City Manager  
Alan Petrov, City Attorney  
Thelma Gilliam, City Secretary

## **CITY COUNCIL MEETING MINUTES**

The City Council of the City of West University Place, Texas, met in regular session on **Monday, April 25, 2016**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **6:30 p.m.**

Agenda Items were as follows:

**Call to Order.** Mayor Sample called the meeting to order at 6:30 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Kelly, Councilmembers Ballanfant, Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Parks and Recreation Director O'Connor, Public Works Director Beach and Police Chief Walker.

Mayor Pro Tem Kelly led the Pledge.

City Secretary Lenz confirmed that the notice of the meeting was duly posted in accordance with the Texas Government Code, Chapter 551.

Agenda items were as follows:

### **1. Public Gold Medal Award**

Representative Sarah Davis will present the City of West University Place with a Proclamation acknowledging the City's receipt of the Gold Medal Award from the Texas Recreation and Parks Society.

Parks and Recreation Director O'Connor provided an overview of the award and thanked all involved in achieving the award and supporting the Parks and Recreation Department. He then introduced Representative Davis.

Representative Davis, representative for West University Place and resident, spoke to say that receiving the Texas Gold Medal is not an easy feat and said West University Place was the only city in its class size to receive such a distinction. She then read the proclamation proclaiming West University Place as a recipient of the Gold Medal Award and presented it to Council.

### **2. Public Comments**

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

The speaker who signed up deferred his comments until Item 4 was discussed.

**3. National Water Safety Month**

Matters related to proclaiming the month of May 2016 “National Water Safety Month” in the City of West University Place. *Recommended Action: Proclaim May 2016 “National Water Safety Month” in the City of West University Place.*

Brittany Bakes presented this item and spoke regarding drowning statistics and other related matters. Mayor Sample then read the proclamation proclaiming May 2016 as National Water Safety Month in West University Place.

**4. Video Distribution of Council and Board Meetings**

Matters related to posting audio and /or video of Council and Board meetings on the City’s website.

Before Council discussion, resident **David Kuykendall**, 3912 Milton, spoke to say that there are many reasons why people can’t come to Council meetings, so effective archiving of meetings with user friendly retrieval would be a good thing for the community. Mr. Kuykendall said there was discussion of costs at the last meeting and said improving information access might actually reduce costs. He said the City spent a lot of money last year on plans involved with potential land swaps with West U Baptist Church and said some of the expenses might have been avoided with improved information access. Mr. Kuykendall said in addition to the options being considered tonight, he asked Council to also consider audio archiving on the internet with audio topic start times written on the accompanying Minutes. He said the start time might be recorded by the City Secretary during the actual Council meeting so there would be very little extra cost involved and though not as effective as video indexing, it is a low cost alternative.

After the public comment, IT Director McFarland presented and said from the discussions that have been had on this issue, he would like further direction from Council so he can proceed accordingly. He said he needs to know if Council wants audio only, video only, broadcast on the internet or Public Education and Government (PEG) channel or both, and the number of cameras.

Regarding video for the website, Mayor Pro Tem Kelly the number of people that watch the meetings is usually agenda driven so routine items get less traffic. He said if there was something of interest to the community more people would watch.

Mayor Pro Tem Kelly said with the limited space in the Chambers and Conference Room, and with there not being any way for anyone to hear in the hallways, when there is a very critical interest item to the City it is virtually impossible for citizens to actively participate live.

Mayor Pro Tem Kelly said the people in Bellaire and other cities are not spendthrifts and he doesn’t see them throwing around \$30,000 or \$40,000 to initially set up something and then spending \$20,000 to \$30,000 a year because they don’t have anything better to spend their money on. He said he feels those cities recognize the arguments he has made and feels that being able to get the word out to the community to be something that’s important for government. Mayor Pro Tem Kelly said whether a resident wants to take advantage of it is their choice, but as a government entity, the City would be providing a resource that gets the information to them.

Mayor Pro Tem Kelly said in the last and prior elections there was talk about transparency and so having a way for citizens to at least see the meetings if they are unable to attend is very important. He said he thinks it is a little misleading to go on a tangent and say just because of costs this shouldn’t be considered.

Mr. McFarland demonstrated on the website the indexed audio of the previous meeting that was put together by the IT staff. He said staff was able to index the audio, but said software was needed to be able to pause the audio and “sew” it back together where needed in order for a smooth transition. He said the cost for the software was \$500.

Mr. McFarland said he is most concerned with cross-platform compatibility – the iPhone, versus Android, versus Windows, versus Samsung, etc. He said third party software vendors take those kinds of compatibility issues into account.

Councilmember Reilly said eventually video archiving of meetings is going to be common, so he thinks the City should start the archiving process sooner rather than later. He said it would be immensely helpful for residents to be able to see past discussions that come up again and again. He said Minutes do not provide complete descriptions of what was discussed regardless of how detailed they are because they miss a lot of the flavor of the discussion. He said the current solution for audio is amazing, but it is his suggestion that Council move forward on a proposal to implement video because it will be a great tool for residents.

Mr. McFarland said his IT staff is incapable of accomplishing the video process in-house without third-party vendors and said he believes for the full video implementation it is more cost effective for it to be completely done by a service provider rather than having everything done in-house.

Councilmember Turner asked if staff can determine the number of hits to the audio feature being implemented on the City’s webpage. Mr. McFarland responded yes, staff should be able to count all of the accesses to the webpage like it would any other webpage.

Councilmember Turner confirmed with Mr. McFarland that for a minimal cost the City could go live with audio and determine the number of hits to find out what the traffic is to see if there is a desire by residents to implement the process for full video. Mr. McFarland said the evaluation time would need to be a minimum of 6 months to a year so that residents can have time to learn and use the feature.

Councilmember Turner said she would be inclined to continue pursuing the audio with indexing since staff has already made a great deal of headway on realizing that solution. She said she has a hard time approving funds a more sophisticated solution until results from the amount of traffic determines that it is necessary.

Councilmember Ballanfant said he supports Councilmember Turner’s concept.

Councilmember Reilly said the hits on the webpage will be dependent on whether there is an issue that the public is interested in – like the proposal to do the land swap, which drew dramatic citizen involvement. He said he would like the City to have a professional archive of City Council meetings as well as for all the statutory commissions, too.

Councilmember Turner asked if Council was concerned that the video would be posted before the official Minutes are approved. Councilmember Reilly said there is no concern and thinks it’s fantastic because the Minutes are an official summary, but now someone can listen directly to what was discussed.

Councilmember Reilly said he believes the primary use of video for people will be for research.

Mayor Pro Tem Kelly said video is good for research, etc., but it is also important to things like the land swap situation. He said when there is an important issue being discussed, the information needs to be able to get out to the citizens so that they can understand it live.

Mayor Pro Tem Kelly asked how much more complicated is it during the trial period to have a third-party provider come in and set up a camera to have video with the audio.

Mayor Sample said she supports the audio process that was done in-house for \$500 that has already been paid.

Mayor Pro Tem Kelly said it sounds to him that Mayor Sample and Councilmember Turner are looking at this as cost driven. He said that is a valid concern, but it is an important part of government to have a vehicle for research and for watching government in action particularly when significant issues arise.

Councilmember Turner said she doesn't see this so much as a cost thing, although the lack of costs for the audio only is appealing, but as a software developer she is always happy to go into an alpha stage to see what she trolls up. She said if she doesn't get any hits or if she gets 5 or 10 of the same people every month, she's not inclined to spend anything on a bigger solution to a problem that really isn't there.

Mayor Pro Tem Kelly said he thinks this issue is a matter of open government. He said if the City puts this strictly on a cost-per-view averaged over a certain period of time, then it's a no brainer not to do it. He said the City would have to be doing it for the long run and said citizens are being denied access to video on the basis that it can't be justified in a short run situation.

Councilmember Turner moved that Council direct the IT Director to implement the audio indexing of the City Council meetings only, at this time, with a report back in 6 months of the hit rate on that audio website and to obtain an RFP for internet video providing a similar service. Mayor Pro Tem Kelly seconded the motion.

The Council asked IT Director McFarland to use his best professional judgment regarding the number of cameras that will be sufficient for internet video.

A vote was made on the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

**5. Interlocal Agreement with Harris County Flood Control District**

Matters related to an Interlocal Agreement with the Harris County Flood Control District for an easement exchange. *Recommended Action: Discuss and authorize the Mayor to execute an Interlocal Agreement and related easement deed documents with Harris County Flood Control District for an easement exchange – upon approval by the Commissioners Court.*

Public Works Director Beach presented and explained that when the sewer treatment plant was originally constructed in the 1980's it encroached on easement dedicated to the HCFCD and so part of the City's sewer treatment plant is on HCFCD's easement.

Mr. Beach said HCFCD has recommended an exchange of easement property which will facilitate the widening of Braes Bayou and, at the expense of the HCFCD, secure a retaining wall and relocate the outfall to the west end of the retaining wall to direct WWTP treated effluent into the bayou.

In response to Mayor Pro Tem Kelly's question as to whether this effects the City's sewer facility, Mr. Beach said other than relocating and improving the City's outfall, the facility will not be affected.

In response to Councilmember Reilly's concern as to whether this will affect any future use of the vacant site nearby known as "the yard", Mr. Beach said he doesn't see how it's affected, other than it being smaller.

In response to Councilmember Turner's concern as to whether it will affect the kennel, Mr. Beach said it will not be affected.

In response to Councilmember Reilly's question as to what is "the yard" currently used for, Mr. Beach said it used for materials, equipment and spoils from roadwork, etc.

Councilmember Reilly said if the City needed a place to park its garbage trucks, would "the yard" be a place to do it. Mr. Beach responded, yes, but with improvements.

City Manager Peifer said the best way to explain this project is that the City is giving HCFCD what it already has and getting almost an equal amount of property out of what they currently have, plus a retaining wall and a more efficient outfall that the City had planned for within the next 12 months.

Mr. Beach recommended that Council authorize the Mayor to approve an Interlocal Agreement with the Harris County Flood Control District for an easement exchange and execute the Easement Deed Documents to fulfill the agreement upon approval by the Commissioners Court.

Councilmember Reilly moved to approve staff's recommendation. Councilmember Turner seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

## 6. Future Agenda Items

Matters related to future agenda items. *Recommended Action: Discuss and take any desired action.*  
**City Council**

Councilmember Reilly moved to move this item to follow his Zoning and Planning Commission liaison report in case there is a desire to add something regarding Zoning and Planning to the next agenda. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

This item was postponed for the discussion until after Item 8 was discussed in case Council wanted to add an item after discussion of that item. Council revisited this item after discussion of Item 8 and no new items were added to the list.

**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.

**A. City Council Meeting**

Approve City Council Minutes of the April 11, 2016. *Recommended Action: Approve Minutes.*

Mayor Pro Tem Kelly moved to adopt the Consent Agenda as presented. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

**8. Council Liaison Report – Zoning and Planning Commission**

Matters related to an activity report from the Zoning and Planning Commission Council liaison.

Councilmember Reilly, Council liaison to the Zoning and Planning Commission, spoke to say that he asked to have this item on the agenda because he thought it would be helpful given the resolution that was adopted on October 26, 2015 to request that the ZPC review zoning and the Town Center Planned Redevelopment District and make recommendations regarding improvements for parking and whether or not a special exception should be added back and other matters necessary and appropriate in light of those two areas of focus. He said since October, the ZPC has had three meetings to discuss Town Center zoning. He said the January 2016 meeting was basically an overview of past zoning efforts through the Town Center as well as a discussion whether or not a parking study would be beneficial in determining whether or not they should move forward with some recommendations for changing the parking component of the Town Center zoning.

Councilmember Reilly said at the February 2016 meeting, there was a presentation by a consultant who reviewed a proposal involving individuals who would be standing at the corners counting the number of individuals who both parked in the Town Center and then went somewhere else. He said the ZPC members were concerned that despite that proposal there was not going to be an accurate read of exactly how many people are parking off-site, on the streets nearby. He said the study was approximately \$70,000 with significant limitations, so the ZPC spoke with staff about an alternative study and it received a proposal from staff at the April 2016 meeting for just a parking count study, which is more limited in scope and less expensive. Councilmember Reilly said, again ZPC was concerned because if the scope is reduced that much, nothing new is learned. He said the ZPC discussed the studies and eventually unanimously voted not to pursue a parking study because they didn't believe it would be beneficial.

Councilmember Reilly said there was discussion from the ZPC about whether Council wants them to do a study or not. He said if there is Council consensus for wanting ZPC to do a parking and traffic study, it would need to provide the ZPC some direction and, therefore, would need to be added to the Future Agenda Items list.

Mayor Pro Tem Kelly asked if the ZPC feels it can reach a decision about the Town Center without a parking study. Councilmember Reilly said yes, they believe they can. He said they think a

parking study isn't going to inform them of the real issue. He said the real issue is what will be the effect of the new zoning. He said ZPC doesn't think it will make it better and, at best, it will be the same.

Councilmember Reilly also reported that the ZPC has been reviewing extensively for the last three months proposals regarding the definition of what a school is and encouraged interested residents to attend ZPC meetings to be heard regarding this and all other ZPC issues.

**9. Adjourn**

At 7:52 p.m., Mayor Pro Tem Kelly moved to adjourn the regular meeting. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner  
**Noes:** None  
**Absent:** None

Prepared By:

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

\_\_\_\_\_  
Date Approved