



# 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 regular meeting of the City Council of West University Place** to be held on **Monday, May 23, 2016** beginning at **6:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the 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.

---

### **CALL TO ORDER**

Agenda items are as follows:

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

#### **1. 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.

#### **2. 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. *Recommended Action: Approve funding from the Friends of West U Parks Fund, Inc., for various parks projects.* **Mr. Tim O'Connor, Parks and Recreation Director** [See Agenda Memo 2]

#### **3. Facilities Master Plan**

Matters related to the City's Facilities Master Plan, including reviewing and approving recommendations from the Facilities Master Plan Task Force and providing guidance to the Task Force. *Recommended Action: Review and discuss and take any desired action.* **Councilmember Brennan Riley and Mayor Pro Tem Bob Kelly**

**4. Houston Coalition of Cities Resolution**

Matters related to consideration and action on adoption of a resolution joining the Houston Coalition of Cities. *Recommended Action: Approve resolution. Mr. M. Chris Peifer, City Manager* [See Agenda Memo 4]

**5. Ordinance Denying CenterPoint's Application for Cost Recovery Factor**

Matters related to adoption of an ordinance denying the CenterPoint Energy's application to amend its Distribution Cost Recovery Factor. *Recommended Action: Approve ordinance denying the application on the first and final reading. Mr. M. Chris Peifer, City Manager* [See Agenda Memo 5]

**6. Accept Donation and Authorize Execution of a Donation Agreement**

Matters related to Council approving accepting of a donation and further authorizing the Mayor to execute the Donation Agreement between the City of West University Place and the Estate of James M. Hughes. *Recommended Action: Accept the donation and authorize the mayor to execute the Donation Agreement between the City of West University Place and the estate of James M. Hughes. Mr. M. Chris Peifer, City Manager* [see Agenda Memo 6]

**7. Possible Changes in Council Meeting Dates During Summer Months**

Matters related to possible changes in Council meeting dates due to Council summer schedules. *Recommended Action: Discuss and take any desired action. Councilmember Brennan Riley and Mayor Pro Tem Kelly*

**8. Future Agenda Items**

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

**9. 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**

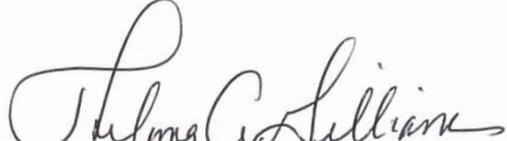
Approve City Council Minutes of the May 9, 2016. *Recommended Action: Approve Minutes. Ms. Thelma Gilliam, City Secretary* [see Minutes]

**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 23, 2016 was posted on the Municipal Building bulletin board on May 20, 2016 at approximately 3:30 o'clock p.m.

(SEAL)

  
Thelma A. Gilliam, City Secretary

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

<b>AGENDA OF:</b>	May 23, 2016	<b>AGENDA ITEM:</b>	2
<b>DATE SUBMITTED:</b>	May 18, 2016	<b>DEPARTMENT:</b>	Parks and Recreation
<b>PREPARED BY:</b>	Tim O'Connor	<b>PRESENTER:</b>	Tim O'Connor, PAR Director
<b>SUBJECT:</b>	<b>Request to Approve Friends Funding of the Installation of four (4) adult exercise stations at the WUP Recreation Center.</b>		
<b>ATTACHMENTS:</b>	1) Equipment Specifics and Location Document 2) Quote for Equipment and Installation		
<b>EXPENDITURE REQUIRED:</b>	\$28,000.00		
<b>AMOUNT BUDGETED:</b>	\$28,000.00		
<b>ACCOUNT NO.:</b>	Friends of West University Parks Inc. Fund		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	203-0000-43303 PR16WURCEXER Reimbursement from FWUP		
	203-7000-85002 PR16WURCEXER Expenditure for construction of exercise stations		

**EXECUTIVE SUMMARY**

One of the elements of the long-term planning for the West University Place Recreation Center campus involves the addition of adult fitness stations to be installed on the immediate perimeter of the decomposed granite running/walking trail. These elements are intended to provide residents and our fitness program participants an anaerobic component to augment their aerobic training. We have carefully considered all of the activities conducted on the west side of the campus and visited with the principals. It was determined that four (4) adult fitness stations could be installed at the turns on the existing track without any negative impact to programming or maintenance. Staff thoroughly researched outdoor fitness equipment and determined that the Greenfields equipment line would be best suited for our standards. These fitness elements are consistent with the preferences of our instructors and residents who regularly use the track. Staff is confident that this will be a welcomed amenity and will be an aesthetically pleasing addition to the campus.

On May 11, 2016 the Friends Board reviewed and unanimously approved this funding request. On May 18, 2016 the Parks Board reviewed and unanimously approved the funding request. As required by Ordinance, the funding request is being brought forth to City Council for their approval.

**RECOMMENDATION**

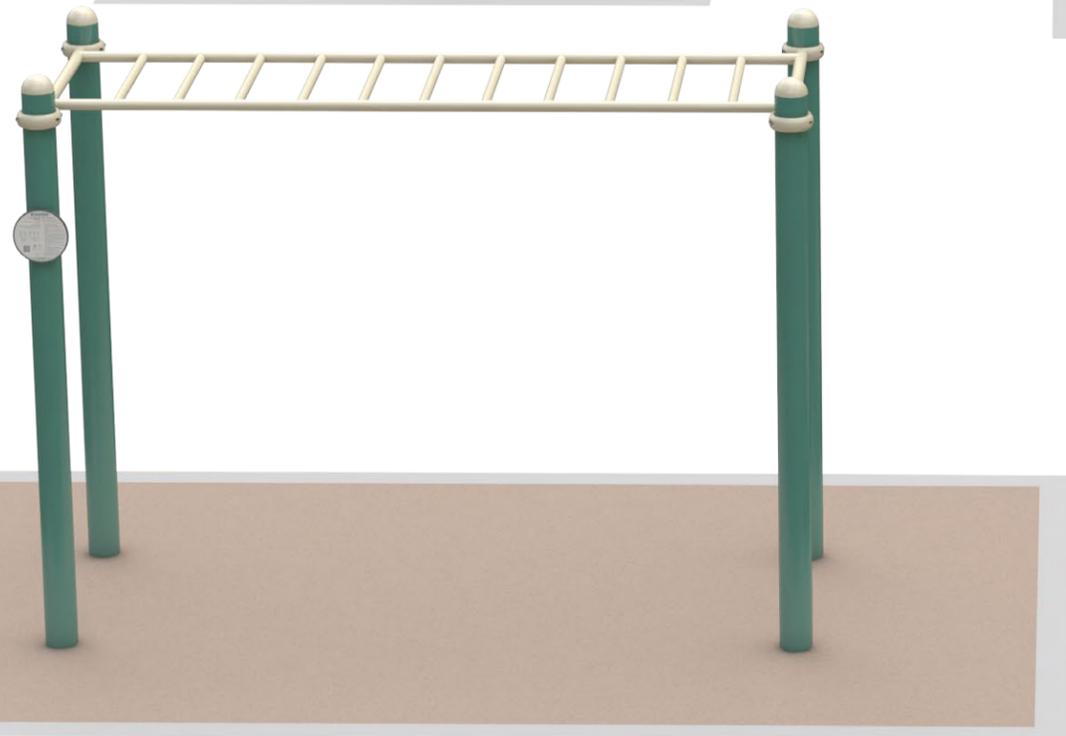
Staff recommends that City Council approve the Friends funding of four (4) adult fitness stations to be installed on the perimeter of the walking jogging trail on the west side of the West University Place Recreation Center campus, at a cost not to exceed \$28,000.00 and authorize staff to move forward with preparing construction documents, the construction phase and moving forward with the construction.

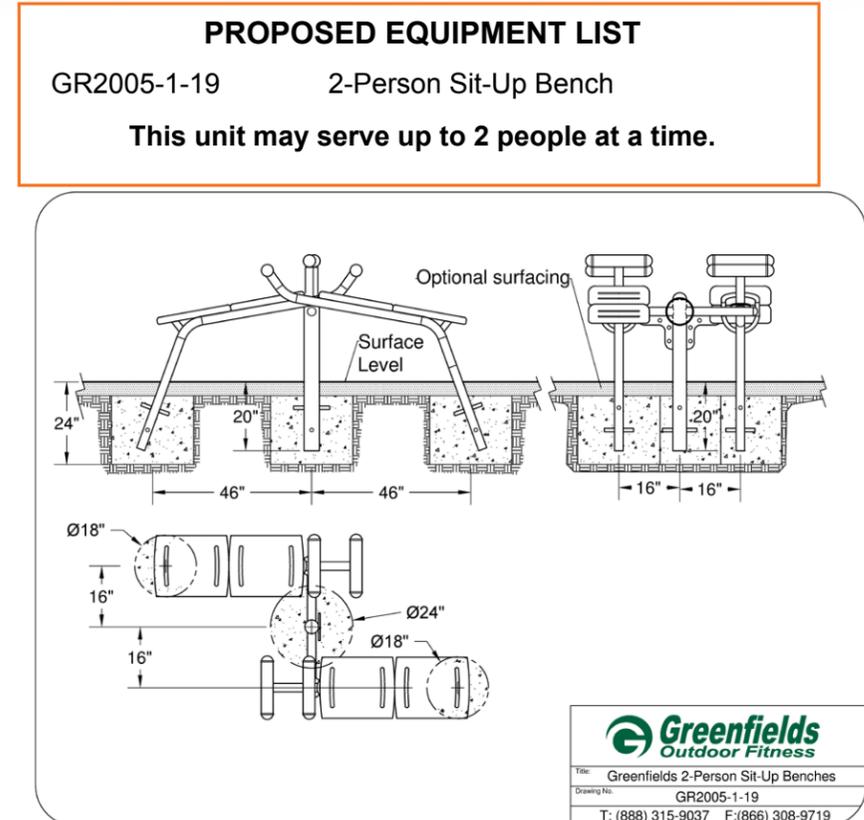
**TX - City of West University Place - Recreation Center**  
**PROPOSED FITNESS STATIONS**

**PROPOSED EQUIPMENT LIST**

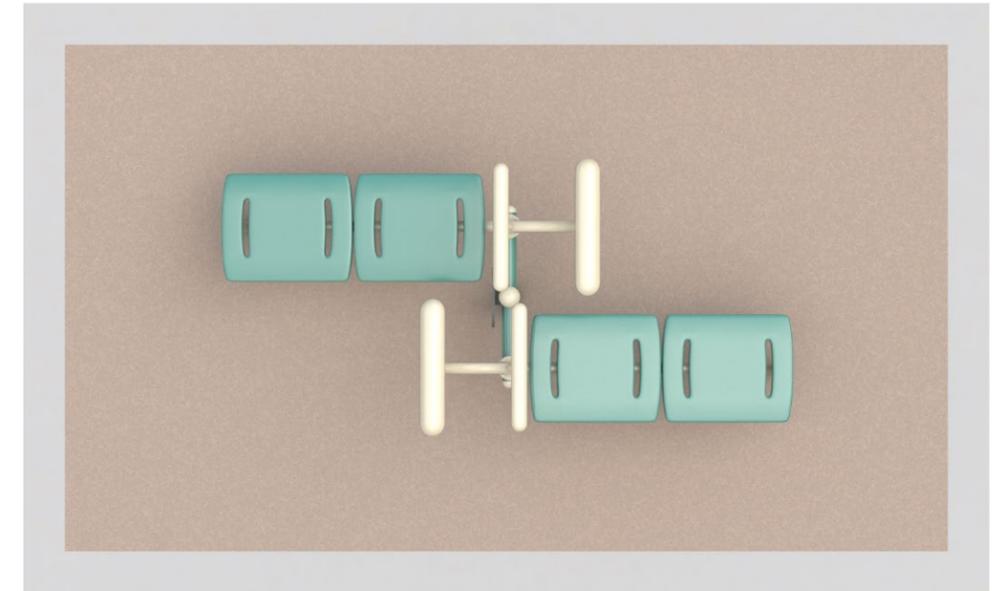
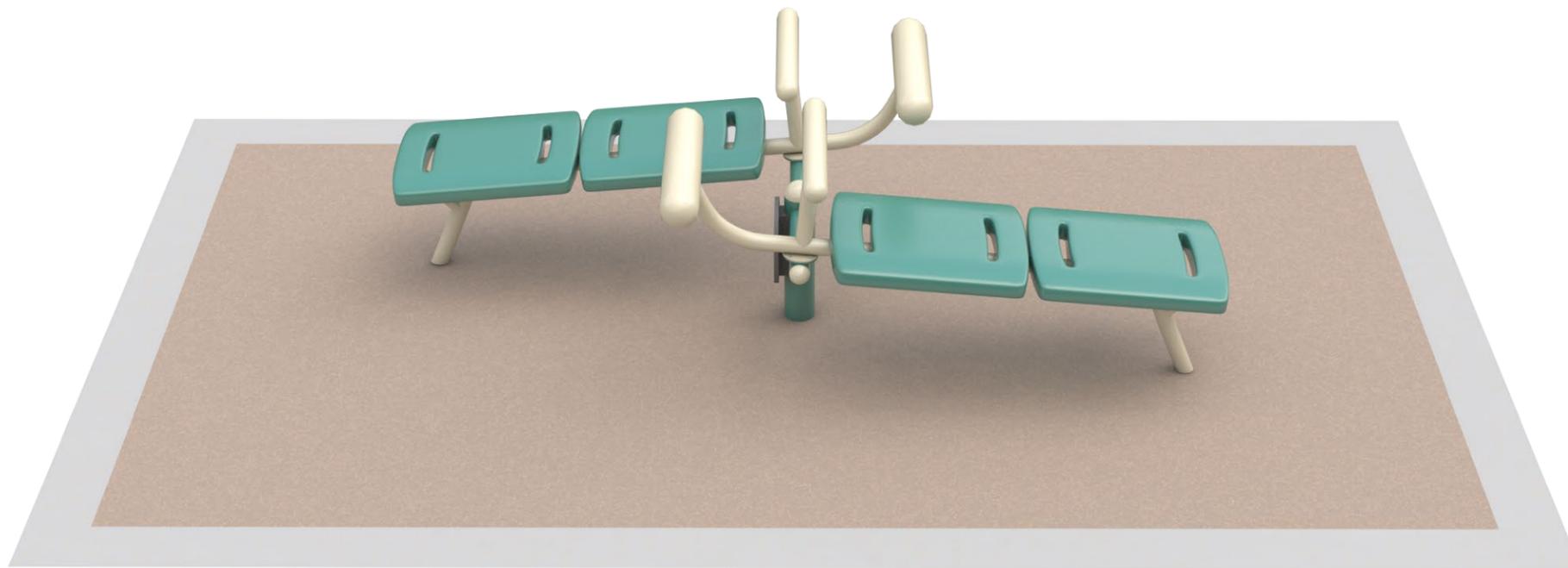
GR2005-1-19	2-Person Incline Sit-Up Bench
HP2009-5-09	Horizontal Ladder
HP2009-5-10	4-Person Combo Bars
HP2009-7-24	Pylometric Steps

**These 4 units may serve up to 10 people at a time.**



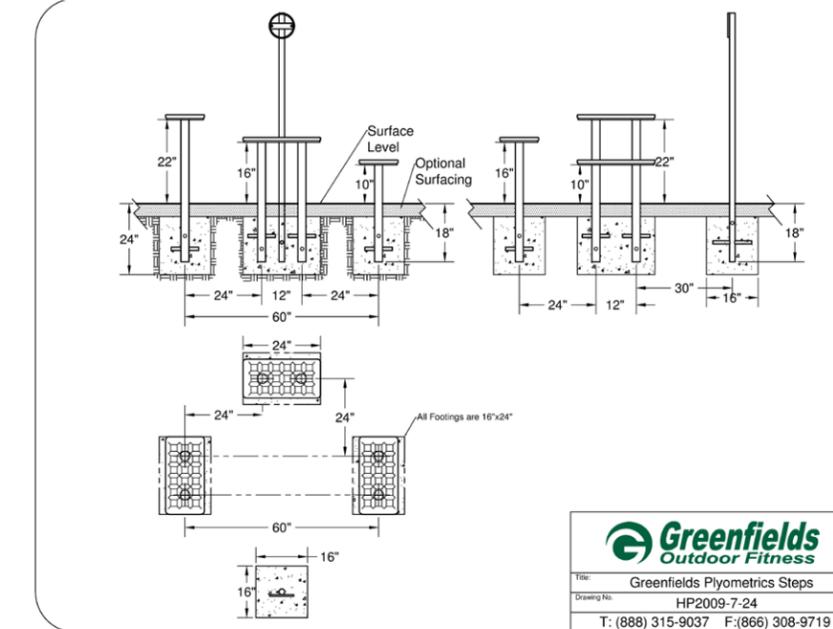


# TX - City of West University Place - Recreation Center PROPOSED FITNESS STATIONS

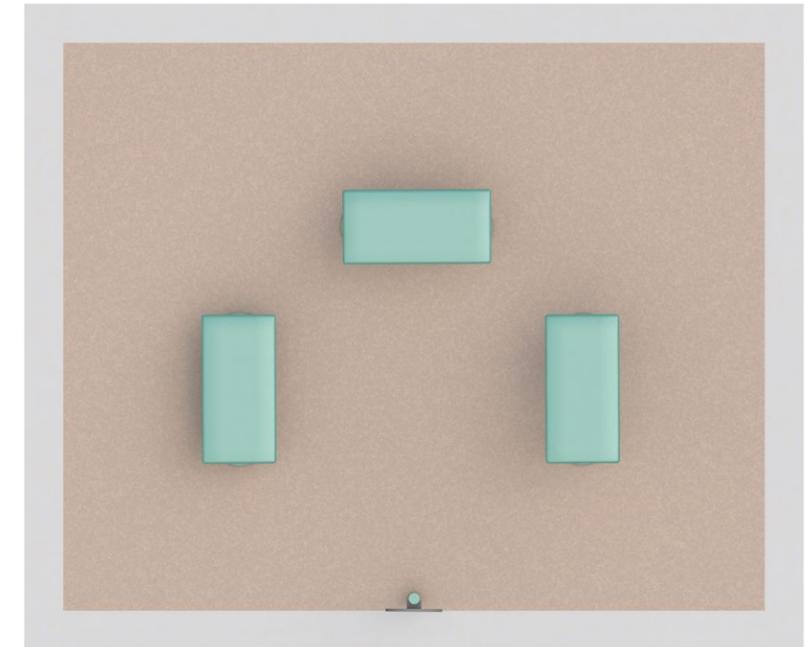




**PROPOSED EQUIPMENT LIST**  
HP2009-7-24 Pylometric Steps  
This unit may serve up to 3 people at a time.

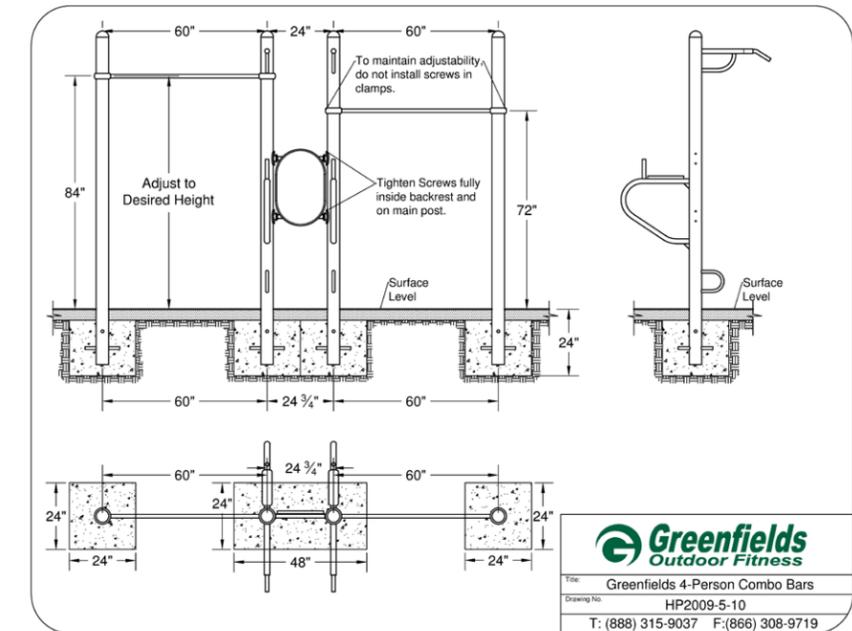


# TX - City of West University Place - Recreation Center PROPOSED FITNESS STATIONS

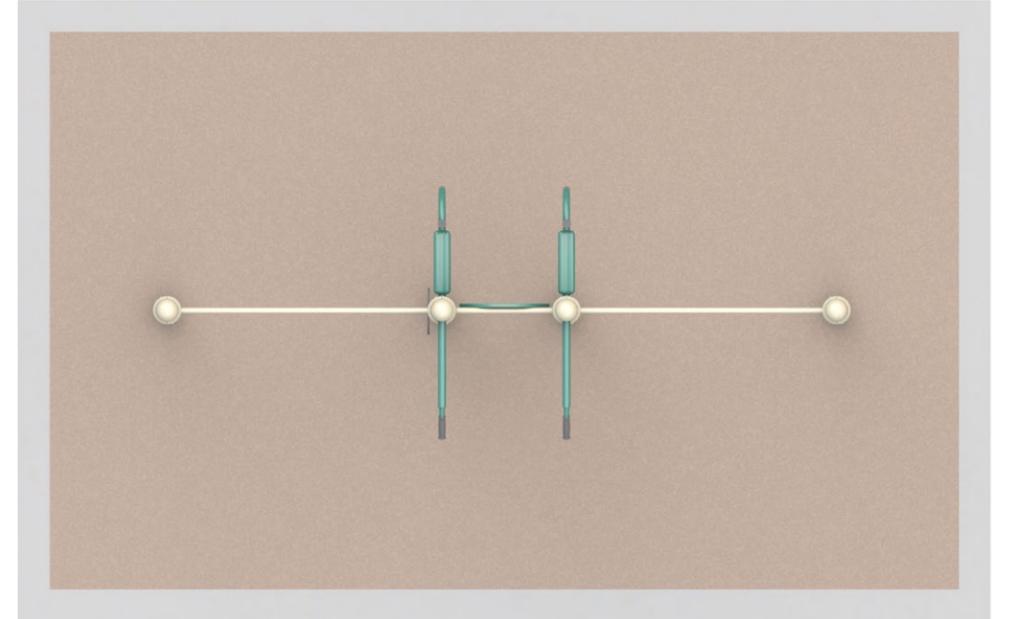


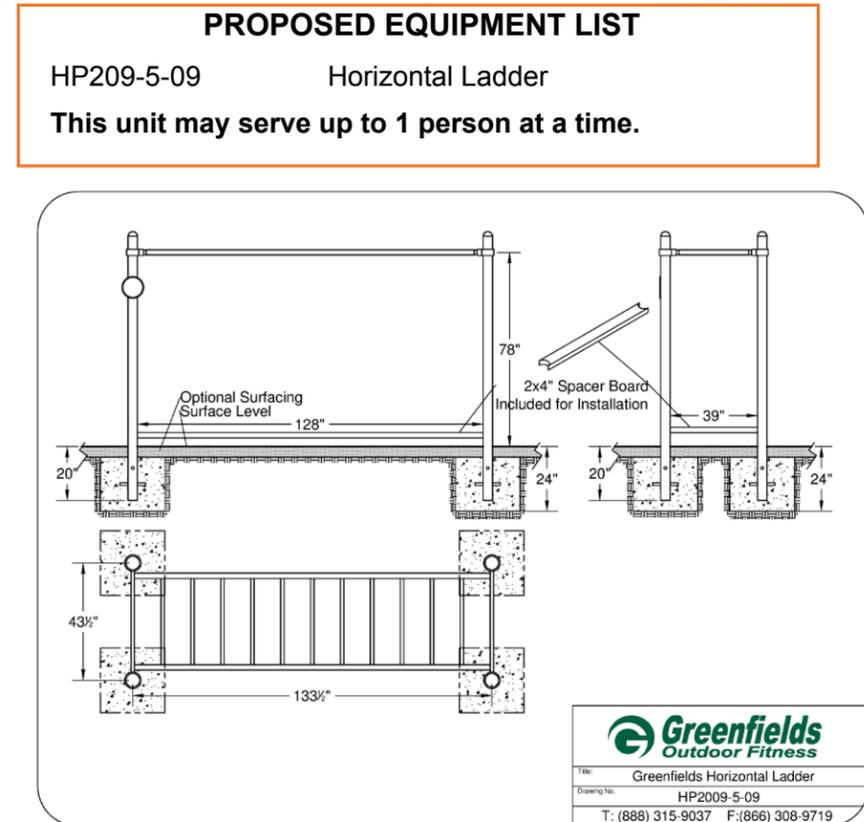


**PROPOSED EQUIPMENT LIST**  
HP2009-5-10      4-Person Combo Bars  
**This unit may serve up to 4 people at a time.**

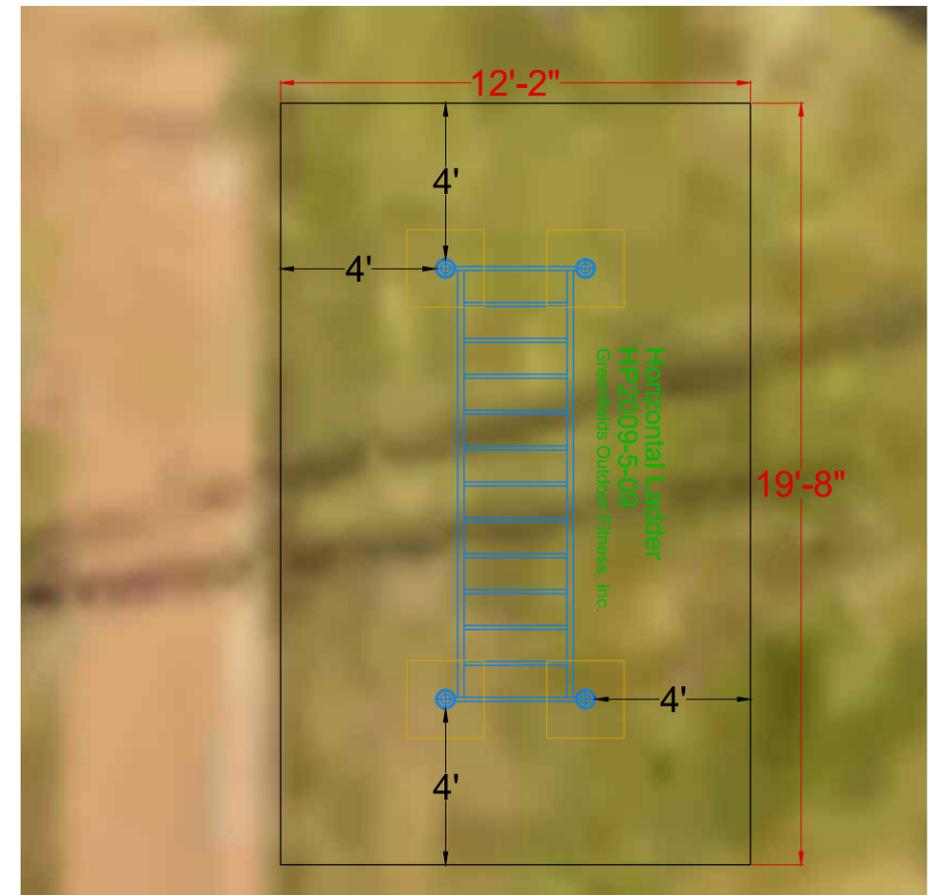
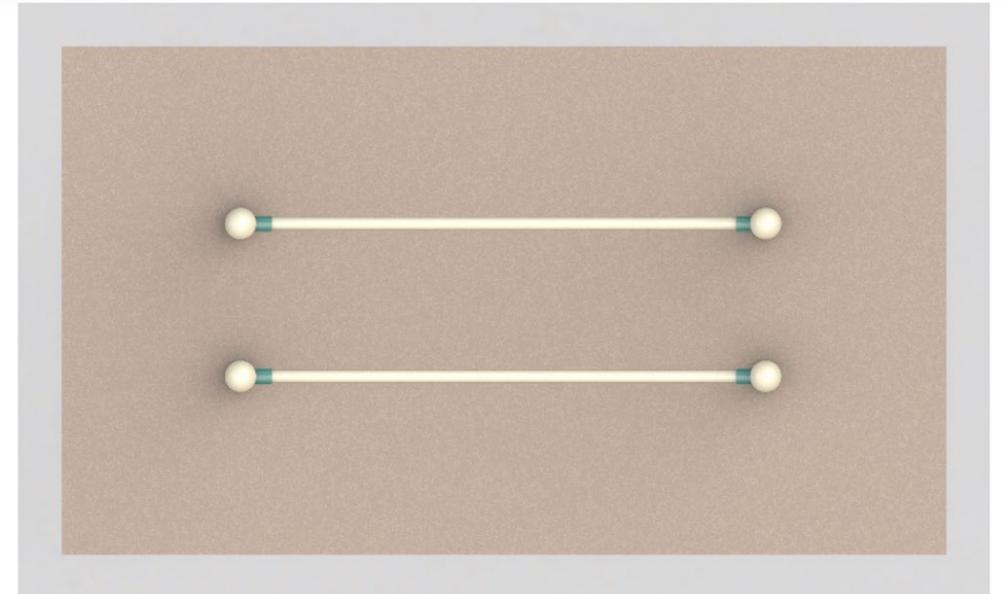


# TX - City of West University Place - Recreation Center PROPOSED FITNESS STATIONS





# TX - City of West University Place - Recreation Center PROPOSED FITNESS STATIONS





**Kraftsman**  
 COMMERCIAL PLAYGROUNDS &  
 WATER PARKS  
 19535 Haude Road  
 Spring TX 77388  
 Phone: 281-353-9599  
 Fax: 281-353-2265

**Quote #Q53982**

Date: 5/6/2016  
 Project: 18106  
 By: Gilbert Fragosa

**Sold To:** West University Place, City of  
 Mrs. Susan White  
 West University, Greenfields Exercise  
 6104 Auden  
 West University Place TX 77005  
 Phone: 713-662-5367 Fax: 713-662-5357  
 Terms: Net 30 days

**Ship To:** West University Place, City of  
 Mrs. Susan White  
 West University, Greenfields Exercise  
 4210 Bellaire Blvd  
 Houston TX 77025  
 Main Phone: 713-662-5367 Mobile Phone: 713-417-0498

Qty	Product	Description	Size	Weight	Color	Unit Price	Ext. Price
-----	---------	-------------	------	--------	-------	------------	------------

**West U Recreation Center**

1	GR2005-1-19	2-Person Sit Up Bench by Greenfield Outdoor Fitness				2,763.46	2,763.46
1	HP2009-5-09	Horizontal Ladder by Greenfield Outdoor Fitness				2,763.46	2,763.46
1	HP2009-5-10	Combo Bars by Greenfield Outdoor Fitness				4,148.08	4,148.08
1	HP2009-7-24	Plyometrics Steps (Set of 3) by Greenfield Outdoor Fitness				2,763.46	2,763.46
*****							
1	<b>DISCBB</b>	<b>Discount on BuyBoard Purchase of Greenfields Exercise Equipment, BuyBoard Contract #423-13</b>				-248.77	-248.77
*****							
1	SITE PREP	Excavate areas for DG surface below and surrounding exercise units. Includes haul off of soils.				1,500.00	1,500.00
1	DG-4	Decomposed Granite with steel edging, Installed at 4" compacted depth for four each exercise pads under Green fields Equipment. By: Kraftsman	675 SF			4,387.50	4,387.50
1	FABRIC	Polyspun Soil Separator, 1800 SF	6'x300'	40 lbs		437.50	437.50

Subtotal:	\$18,514.69
Shipping & Handling:	\$1,970.00
Equipment Subtotal:	\$20,484.69
Tax:	\$0.00
Install:	\$4,503.46
<b>Total:</b>	<b>\$24,988.15</b>



Date:	5/6/2016
Project:	18106
By:	Gilbert Fragosa

## Special Terms and Conditions

**Subject: Bonding**

**Date: 3/21/2016**

No performance, or payment bonds, and/or maintenance bonds are included. These are available upon request at additional cost for the bonds and processing.

---

**Subject: Building Permits**

**Date: 3/21/2016**

- Building permits are not included or provided.
  - Engineer stamped plans are not included.
  - Submittals and reviews for State of Texas ADA compliance and inspections are not included.
- Additional charges will apply if these services are provided and / or required for completion of the project

---

**Subject: Site Work**

**Date: 3/21/2016**

- Site preparation, grading, and any fill materials required are included.
- Proper/Positive drainage of the area is to be included prior to start of construction by Kraftsman.
- Preparation and submittal of SWPPP (Storm Water Pollution Prevention Plan) is not included.

---

**Subject: Locating for Underground Utilities**

**Date: 3/21/2016**

- Kraftsman will call and arrange for utility locating with the public utilities stake out providers. All Public Utilities, including Phone, Electrical, Gas, Cable, and Fiber Optics are to be staked prior to installation. Kraftsman will arrange with Public Utility Stake Out providers for a date that this is to be completed prior to Kraftsman arriving on site.
- Customer is to locate, mark, and provide information for all privately owned utilities that are not marked by the Public Utility providers, for all utility service lines below grade that are privately owned. These will include any and all of the following: electrical, water lines, gas lines, irrigation lines, sewer and storm lines, cable service lines, fiber optic or other IT lines, which are privately owned by the property owner.
- Kraftsman is not responsible for any underground utilities which are not marked or located by the owner or public utilities stake out providers. Damages to underground utilities for electrical, water, irrigation, and other listed above will not be repaired by Kraftsman and will be the owner's expense and responsibility.

---

**Subject: Items Not Included**

**Date: 3/21/2016**

- Finish landscaping, sodding or seeding of disturbed areas. All disturbed areas to be leveled and raked out.
- Decomposed Granite lead walks adjoining walking track or other destinations.
- Shade systems or site amenities.
- Temporary security fence during construction.
- Storm Water Pollution Controls for project site.

---

**Subject: Insurance Terms**

**Date: 3/21/2016**

Kraftsman will supply a certificate of insurance verifying the limits of coverage. See terms page for details and charges for naming additional insured parties or adding special coverage's if required.

---

**Subject: Sales Tax**

**Date: 3/21/2016**

Sales tax is not included in prices quoted. Customer is to supply Sales Tax Exemption or Sales Tax Resale certificate at time of acceptance of proposal, or sales tax will be added to final contract and invoicing for the project.

---

**Subject: Color Selections**

**Date: 3/21/2016**

Color selection to be Green/Tan

---



# Kraftsman

COMMERCIAL PLAYGROUNDS &  
WATER PARKS

19535 Haude Road  
Spring TX 77388  
Phone: 281-353-9599  
Fax: 281-353-2265

## Quote #Q53982

Page: 3

Date:	5/6/2016
Project:	18106
By:	Gilbert Fragosa

**Subject: Payment Terms**  
Net 30 days

**Date: 3/18/2016**

Shipping & Handling:



**Kraftsman**  
**COMMERCIAL PLAYGROUNDS &**  
**WATER PARKS**  
 19535 Haude Road  
 Spring TX 77388  
 Phone: 281-353-9599  
 Fax: 281-353-2265

**Quote #Q53982**

Page: 4

Date:	5/6/2016
Project:	18106
By:	Gilbert Fragosa

## General Terms and Conditions

*Sold To:* West University Place, City of

*Ship To:* West University, Greenfields Exercise

*Terms:* Net 30 days

### CONDITIONS OF SALE

1. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the contract.
2. No returns of merchandise will be accepted unless previously authorized in writing by Kraftsman. All returns are subject to restocking fee of 25% plus freight charges incurred for return to original shipment origination.
3. Title for all equipment is reserved by Kraftsman Commercial Playgrounds and Water Parks until payment in full is received. The right to enter the property and repossess said equipment is hereby granted to Kraftsman Commercial Playgrounds and Water Parks if payment is not rendered in accordance with the terms above. All payments made prior to repossession under this contract shall be forfeited to Kraftsman Commercial Playgrounds and Water Parks as cost incurred to recover the equipment. Repossession of product does not waive any damages or costs due as awarded by the court.
4. All collections or litigation concerning this contract shall be governed by the laws of the State of Texas, with venue in Harris County.
5. Kraftsman warrants the merchandise on this proposal to be up to the manufacturers published standards as to material and workmanship. See catalogs or attached drawings for specific layouts, warranties, and specifications .
6. Kraftsman reserves the right to review contract for final acceptance by management and to make corrections of clerical errors.
7. A service charge of 1.5% per month will be assessed on all past due amounts.
8. Payments to Kraftsman by credit card will incur a processing fee of 4% for Visa and MasterCard, and 6% for American Express.
9. Installation services include all labor, equipment required to complete the job, and insurance coverage's as required by law. Extra installation charges will incur for abnormal sub surfaces, ie. rock, landfill, etc. Price quoted includes Kraftsman's standard insurance coverages of \$2 million in General Liability & Completed operations, \$1 million in Automobile Liability, \$1 million per occurrence/\$2 aggregate in Workman's Compensation. Any charges by Kraftsman's insurance carrier or agents for adding General Contractor or Owner as additional insured, waivers of subrogation, or changes to standard coverage shall be added to contract charges. No performance bond or labor and material payment bonds shall be provided by Kraftsman, unless listed as individual line item in proposal.
10. Kraftsman Commercial Playgrounds and Water Parks is not liable for damages to underground utilities, and irrigations systems during installation. It is the customers responsibility to locate all underground utilities.
11. Building permits required by local or state authorities & municipalities are not included and are the responsibility of the owner of the property, unless specifically included as a line item in the proposal. If you want Kraftsman to handle required permitting please contact our office and we will provide a quote if not included as a line item within this proposal.
12. This proposal may be withdrawn by Kraftsman if not accepted within thirty (30) days.

*Respectfully Submitted:* \_\_\_\_\_  
 Gilbert Fragosa

*Date:* May 6, 2016

**Acceptance of Proposal:**

The prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If contract is placed with an attorney for suit or collection through probate, bankruptcy or other legal proceedings, customer agrees to pay all expenses and reasonable attorney fees incurred. Any verbal instructions, agreements, or promises are not valid unless written as part of this contract.

*Authorized Signature:* \_\_\_\_\_

*PO#:* \_\_\_\_\_

*Printed Name & Title :* \_\_\_\_\_

*Date of Acceptance:* \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_

*Printed Name & Title :* \_\_\_\_\_

**WE STRONGLY RECOMMEND A RESILIENT FALL SURFACE BE INSTALLED UNDER ALL PLAY & FITNESS EQUIPMENT**

**Thank You! We Appreciate Your Business!**

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

<b>AGENDA OF:</b>	May 23, 2016	<b>AGENDA ITEM:</b>	4
<b>DATE SUBMITTED:</b>	May 20, 2016	<b>DEPARTMENT:</b>	City Administration
<b>PREPARED BY:</b>	M. C. Peifer, City Manager	<b>PRESENTER:</b>	M. C. Peifer, City Manager
<b>SUBJECT:</b>	<b>Consider and take action on adoption of a resolution joining the Houston Coalition of Cities</b>		
<b>ATTACHMENTS:</b>	1) Resolution 2) Update correspondence to the Houston Coalition of Cities		
<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**

CenterPoint Energy (CPE) filed an application to amend its Distribution Cost Recovery Factor (DCRF) on April 4, 2016. The application includes a \$60.6 MM request, less an \$11.2 refund (due to cost identification errors in their prior application); with a net impact of a \$49.4MM application. The cities have 60 days to review the application and approve, modify or reject. If we take no action the application is appealed to the Public Utility Commission; however, contrary to a case in a Base Rate Adjustment, the cities do not have the ability to suspend this application. Given the short timeline and the relatively large amount included in the DCRF, the City of Houston has taken the lead in reforming the Houston Coalition of Cities (HCC) to take up this cause. The City of Houston is taking action as a large consumer and therefore provides both expert outsourced legal and technical counsel at no charge to the member cities.

In the event that no action is taken a party may compromise its ability to make further enquiry or its full ability to review and question further issues regarding this application. Due to the expedited nature of this timeline and to further take for advantage of the support and resources of a regional coalition we encourage this effort. Please note that the City Attorney has reviewed and approved the attached resolution.

**RECOMMENDATION**

Adopt the Resolution of City Council to rejoin the HCC.

City of West University Place  
Harris County, Texas

**RESOLUTION NO. XX-XXXX**

**RESOLUTION OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS,  
PERTAINING TO THE CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC  
APPLICATION FOR APPROVAL OF A DISTRIBUTION COST RECOVERY FACTOR  
PENDING AS DOCKET NO. 45747 AND RELATED PROCEEDINGS.**

**WHEREAS**, on or about April 4, 2016, CenterPoint Energy Houston Electric, LLC ("CenterPoint Houston") filed an Application for Approval of a Distribution Cost Recovery Factor ("DCRF") with the Public Utility Commission of Texas ("Commission ") under Docket No. 45747; and

**WHEREAS**, Section 36.210 of the Public Utility Regulatory Act authorizes an electric utility company to request periodic adjustment to its rate schedule between full base rate cases due to changes in the utility's invested capital by including a DCRF in its Commission approved rates; and

**WHEREAS**, any DCRF ordered by the Commission in the proceedings could ultimately affect CenterPoint Houston's rates for wholesale electric transmission customers and for end-use retail electric customers in CenterPoint Houston's certificated service territory; and

**WHEREAS**, certain municipalities have indicated their desire to join with the City of Houston, Texas in a coalition of cities interested in the conduct of the proceedings and to authorize the coalition to intervene on behalf of the participating municipalities therein; and

**WHEREAS**, the coalition of cities shall be led by the City of Houston, which shall direct the selection of legal counsel and consultants on behalf of the coalition; and

**WHEREAS**, interested parties must seek party status to comply with the intervention deadline to be set in the proceedings; and

**WHEREAS**, the City Council finds that the participation of the City of West University Place, Texas ("City") in the coalition of cities will achieve coordinated efforts among similarly situated affected municipalities in order to maximize the efficient use of resources and expertise in reviewing, analyzing, and investigating CenterPoint Houston's DCRF application; and

**WHEREAS**, City Council has determined that it is in the best interest of the City that the City participates with the coalition of cities in the proceedings; **NOW THEREFORE**,

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

**Section 1:** That the statements and findings recited in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

**Section 2.** That the City is hereby authorized to join with other municipalities as part of the coalition of cities and to participate to the fullest extent permitted by law in proceedings affecting the rates, operations and services of CenterPoint Houston for customers within the City and in particular regarding the DCRF recovery factor.

**Section 3.** That the City is hereby authorized to intervene in the proceedings as a member of the coalition.

**Section 4.** That such outside counsel that the City of Houston may select, shall represent the City in all of the proceedings and are hereby authorized to take all legal and other actions necessary to forward the interests of the City in the proceedings and all matters related to such proceedings, including without limitation any hearings, conferences, negotiations and related Proceedings.

**Section 5.** That this Resolution shall take effect immediately upon its **passage and approval.**

**PASSED, APPROVED AND ADOPTED** on the 23<sup>rd</sup> day of May, 2016.

**Attest:** \_\_\_\_\_  
City Secretary (Seal)

**Signed:** \_\_\_\_\_  
Mayor

**Recommended:**

\_\_\_\_\_  
City Manager

**Approved as to legal form:**

\_\_\_\_\_  
City Attorney



# CITY OF HOUSTON

Administration & Regulatory Affairs  
Department

Sylvester Turner

Mayor

Tina Paez  
Director  
P.O. Box 1562  
Houston, Texas 77251-1562

T. 713.837.0311  
F. 832.393.8527  
[www.houstontx.gov/ara/](http://www.houstontx.gov/ara/)

May 12, 2016

To: Houston Coalition of Cities

Re: CenterPoint Energy Houston Electric, LLC's Application for Approval to Amend its Distribution Cost Recovery Factor — Update and Rate Ordinance Recommendation

The deadline for cities to adopt a rate ordinance approving, modifying, or rejecting CenterPoint Energy Houston Electric, LLC's (CenterPoint or Company) application for approval to amend its distribution cost recovery factor (DCRF) is **June 3, 2016**. The Houston Coalition of Cities (Coalition) experts recommend that Coalition cities deny CenterPoint's application for a DCRF. A sample rate ordinance is attached.

Following a preliminary review of CenterPoint's DCRF request, the Coalition experts identified, and will more thoroughly explore, the following issues:

- **Proposed refund.** CenterPoint is proposing to refund approximately \$11.2 million to customers during the period September 1, 2016 to August 31, 2017 in conjunction with its proposed DCRF rate. This refund is intended to account for an over-recovery resulting from an error made by the Company in the development of its initial DCRF rates approved by the Public Utility Commission (PUC) in 2015. However, our experts believe that CenterPoint incorrectly calculated the refund amount by using a short-term interest rate of 0.12% per year. The DCRF rule provides that the utility's authorized rate of return (ROR), in this case 7.54% per year, should be used in reconciling any over-recoveries. Using the 7.54% ROR for calculating the interest on CenterPoint's refund increases the refund by approximately \$900,000.
- **Automatic increase in DCRF rates.** CenterPoint is requesting a \$49.4 million increase (inclusive of the \$11.2 million refund) for the first year (September 1, 2016 – September 1, 2017) in which its new DCRF would be in effect, and proposes that its DCRF then be increased by another \$11.2 million per year beginning September 2017 once the refund is completed. This proposal would essentially result in two separate DCRF rate increases through a single DCRF application, which the Coalition's experts contend is not allowed under the PUC's DCRF rule. By including two separate DCRF requests in a single filing, CenterPoint would also be extending the period before it is required to file its next base rate case. The DCRF rule allows CenterPoint to file only four DCRF requests before filing a base rate case. Our experts opine that CenterPoint should not be allowed to combine two DCRF filings in one proceeding.
- **Excess Earnings Determination.** CenterPoint's right to implement a DCRF is subject to a determination that the Company's earnings, as reflected in the Company's most recent annual Earnings Monitoring Report (2015 in this case), did not exceed the authorized ROR. Although analysis of CenterPoint's 2015 earnings is not complete, if the Company is found to be earning more than authorized, its \$60 million DCRF rate increase application would be dismissed.
- **Unsupported and Misclassified Costs.** The experts are also concerned that CenterPoint's request fails to demonstrate that certain costs it seeks to recover are properly classified as distribution investment costs or otherwise eligible for recovery through the DCRF. The DCRF is limited to recovery of qualified distribution

Houston Coalition of Cities Update  
May 12, 2016

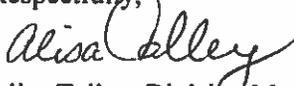
system investment costs. Transmission expenses, capitalized operations and maintenance expense, and indirect corporate charges are ineligible for recovery through the DCRF. CenterPoint's application appears to indicate that capitalized operations and maintenance expenses, transmission, and indirect corporate costs have been improperly included in the Company's \$60.6 million DCRF increase request. Based on preliminary estimates, it appears these unsupported and misclassified costs serve to overstate CenterPoint's DCRF request by several million dollars.

- **Overstatement of Federal Income Taxes.** It also appears that CenterPoint's DCRF calculation significantly overstates the level of income taxes that are eligible for recovery through the DCRF as a result of the Company's understatement of the income tax level allowed by the PUC in its last base rate case. Correcting this error would significantly reduce CenterPoint's DCRF request.

Once cities deny CenterPoint's DCRF request, the rate ordinances will be appealed to the Commission and consolidated with the PUC proceeding. CenterPoint filed a similar application at the PUC for customers within the unincorporated areas and in cities ceding jurisdiction to the Commission. The Coalition is an intervenor in the PUC proceeding. The PUC must make a final decision by July 15, 2016 (unless the deadline is extended).

If you have any questions or would like additional information, I can be reached at 832.393.8531.

Respectfully,



Alisa Talley, Division Manager  
Administration and Regulatory Affairs Department  
City of Houston

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

<b>AGENDA OF:</b>	May 23, 2016	<b>AGENDA ITEM:</b>	5
<b>DATE SUBMITTED:</b>	May 20, 2016	<b>DEPARTMENT:</b>	City Administration
<b>PREPARED BY:</b>	M. C. Peifer, City Manager	<b>PRESENTER:</b>	M. C. Peifer, City Manager
<b>SUBJECT:</b>	<b>Consider and take action on adoption of an ordinance pertaining to the denial of CenterPoint Energy's application to amend its Distribution Cost Recovery Factor (DCRF.)</b>		
<b>ATTACHMENTS:</b>	1) Ordinance 2) Update correspondence to the Houston Coalition of Cities		
<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**

CenterPoint Energy (CPE) filed an application to amend its Distribution Cost Recovery Factor (DCRF) on April 4, 2016. The application includes a \$60.6 MM request, less an \$11.2 refund (due to cost identification errors in their prior application); with a net impact of a \$49.4MM application. The cities have 60 days to review the application and approve, modify or reject. If we take no action the application is appealed to the Public Utility Commission; however, contrary to a case in a Base Rate Adjustment, the cities do not have the ability to suspend this application. Given the short timeline and the relatively large amount included in the DCRF, the City of Houston has taken the lead in reforming the Houston Coalition of Cities (HCC) to take up this cause. The City of Houston is taking action as a large consumer and therefore provides both expert outsourced legal and technical counsel at no charge to the member cities.

In the event that no action is taken a party may compromise its ability to make further enquiry or its full ability to review and question further issues regarding this application. Due to the expedited nature of this timeline and to further take for advantage of the support and resources of a regional coalition we encourage this effort. Please note that the City Attorney has reviewed and approved the attached ordinance.

**RECOMMENDATION**

Adopt the ordinance denying CPE's application to amend its DCRF on first and final reading.

**Ordinance No. XXXX**

**AN ORDINANCE DENYING THE APPLICATION OF CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC, FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR FILED WITH CITY OF WEST UNIVERSITY PLACE, TEXAS ON OR ABOUT APRIL 4, 2016; CONTAINING FINDINGS AND PROVISIONS RELATED TO THE FOREGOING SUBJECT.**

\* \* \* \* \*

**WHEREAS**, on or about April 4, 2016, CenterPoint Energy Houston Electric, LLC (“CenterPoint”) filed an Application for Approval to Amend its Distribution Cost Recovery Factor (“DCRF”) with the City of West University Place, Texas (“City”) pursuant to Section 36.210 of the Texas Public Utility Regulatory Act (“PURA”) to increase electric rates; and

**WHEREAS**, CenterPoint filed an application to implement a distribution cost recovery factor in 2015 to recover \$16,704,985 per year due to changes to capital investment in its distribution system and the Public Utility Commission approved \$13 million of the requested amount (“2015 DCRF”); and

**WHEREAS**, CenterPoint’s DCRF filed this year amends its 2015 DCRF amount of \$13 million to request \$60,596,164 per year; and

**WHEREAS**, CenterPoint advises that there was an accounting error in its 2015 DCRF that resulted in a \$11.2 million overcharge that will be refunded through this DCRF; and

**WHEREAS**, the deadline for acting on CenterPoint’s DCRF application is June 3, 2016 and the effective date of CenterPoint’s amended DCRF rider is September 1, 2016; and

**WHEREAS**, the expert utility rate consultants retained to review CenterPoint’s DCRF application on behalf of the Coalition (“consultant”) have issued a preliminary assessment and concluded that CenterPoint has not yet demonstrated through its application and testimony that its present earnings are not sufficient to fund the \$60.5 million it is seeking to recover through a DCRF rider for investments incurred since CenterPoint’s last comprehensive base rate case; and

**WHEREAS**, the consultants have not had sufficient time to determine whether the proposed refund is the correct amount or that the proposed refund mechanism and interest rate are appropriate; and

**WHEREAS**, the consultants have further determined that CenterPoint has not yet established that the costs it seeks to recover are eligible for recovery through a DCRF rider pursuant to PURA; and

**WHEREAS**, City Council finds that it is in the best interests of the ratepayers served by CenterPoint within the City that the DCRF application be denied. **NOW THEREFORE**;

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

**Section 1.** That the statements and findings set out in the preamble to this Ordinance are determined to be true and correct and are hereby adopted as part of this Ordinance.

**Section 2.** That the City of West University Place, Texas hereby denies CenterPoint's Application for Approval to Amend Its Distribution Cost Recovery Factor rider and the ensuing rate increase.

**Section 3.** That CenterPoint's Amendment to its Distribution Cost Recovery Factor application on file with the City is denied in total.

**Section 4.** That if any provision, section, subsection, sentence, clause or phrase of this ordinance or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this ordinance or their application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council in adopting this ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity of any other portion hereof, and all provisions of this ordinance are declared to be severable for that purpose.

**Section 5.** That the City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Act, Tex. Gov't. Code Ann., ch.551 (Vernon 2004 & Supp. 2005); and that this meeting was open to the public as required by law at all times during which this ordinance and the subject matter thereof have been discussed, formally considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

**Section 6.** That the City Council of the City finds that an emergency exists such that the requirement for two readings of ordinances is hereby waived and that this Ordinance shall take effect immediately upon its passage and approval.

**PASSED, APPROVED AND ADOPTED** on the 23<sup>rd</sup> day of May, 2016.

**Attest:** \_\_\_\_\_  
City Secretary (Seal)

**Signed:** \_\_\_\_\_  
Mayor

**Recommended:**  
\_\_\_\_\_  
City Manager

**Approved as to legal form:**  
\_\_\_\_\_  
City Attorney



# CITY OF HOUSTON

Administration & Regulatory Affairs  
Department

Sylvester Turner

Mayor

Tina Paez  
Director  
P.O. Box 1562  
Houston, Texas 77251-1562

T. 713.837.0311  
F. 832.393.8527  
[www.houstontx.gov/ara/](http://www.houstontx.gov/ara/)

May 12, 2016

To: Houston Coalition of Cities

Re: CenterPoint Energy Houston Electric, LLC's Application for Approval to Amend its Distribution Cost Recovery Factor — Update and Rate Ordinance Recommendation

The deadline for cities to adopt a rate ordinance approving, modifying, or rejecting CenterPoint Energy Houston Electric, LLC's (CenterPoint or Company) application for approval to amend its distribution cost recovery factor (DCRF) is **June 3, 2016**. The Houston Coalition of Cities (Coalition) experts recommend that Coalition cities deny CenterPoint's application for a DCRF. A sample rate ordinance is attached.

Following a preliminary review of CenterPoint's DCRF request, the Coalition experts identified, and will more thoroughly explore, the following issues:

- **Proposed refund.** CenterPoint is proposing to refund approximately \$11.2 million to customers during the period September 1, 2016 to August 31, 2017 in conjunction with its proposed DCRF rate. This refund is intended to account for an over-recovery resulting from an error made by the Company in the development of its initial DCRF rates approved by the Public Utility Commission (PUC) in 2015. However, our experts believe that CenterPoint incorrectly calculated the refund amount by using a short-term interest rate of 0.12% per year. The DCRF rule provides that the utility's authorized rate of return (ROR), in this case 7.54% per year, should be used in reconciling any over-recoveries. Using the 7.54% ROR for calculating the interest on CenterPoint's refund increases the refund by approximately \$900,000.
- **Automatic increase in DCRF rates.** CenterPoint is requesting a \$49.4 million increase (inclusive of the \$11.2 million refund) for the first year (September 1, 2016 – September 1, 2017) in which its new DCRF would be in effect, and proposes that its DCRF then be increased by another \$11.2 million per year beginning September 2017 once the refund is completed. This proposal would essentially result in two separate DCRF rate increases through a single DCRF application, which the Coalition's experts contend is not allowed under the PUC's DCRF rule. By including two separate DCRF requests in a single filing, CenterPoint would also be extending the period before it is required to file its next base rate case. The DCRF rule allows CenterPoint to file only four DCRF requests before filing a base rate case. Our experts opine that CenterPoint should not be allowed to combine two DCRF filings in one proceeding.
- **Excess Earnings Determination.** CenterPoint's right to implement a DCRF is subject to a determination that the Company's earnings, as reflected in the Company's most recent annual Earnings Monitoring Report (2015 in this case), did not exceed the authorized ROR. Although analysis of CenterPoint's 2015 earnings is not complete, if the Company is found to be earning more than authorized, its \$60 million DCRF rate increase application would be dismissed.
- **Unsupported and Misclassified Costs.** The experts are also concerned that CenterPoint's request fails to demonstrate that certain costs it seeks to recover are properly classified as distribution investment costs or otherwise eligible for recovery through the DCRF. The DCRF is limited to recovery of qualified distribution

Houston Coalition of Cities Update  
May 12, 2016

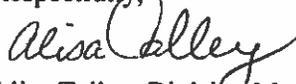
system investment costs. Transmission expenses, capitalized operations and maintenance expense, and indirect corporate charges are ineligible for recovery through the DCRF. CenterPoint's application appears to indicate that capitalized operations and maintenance expenses, transmission, and indirect corporate costs have been improperly included in the Company's \$60.6 million DCRF increase request. Based on preliminary estimates, it appears these unsupported and misclassified costs serve to overstate CenterPoint's DCRF request by several million dollars.

- **Overstatement of Federal Income Taxes.** It also appears that CenterPoint's DCRF calculation significantly overstates the level of income taxes that are eligible for recovery through the DCRF as a result of the Company's understatement of the income tax level allowed by the PUC in its last base rate case. Correcting this error would significantly reduce CenterPoint's DCRF request.

Once cities deny CenterPoint's DCRF request, the rate ordinances will be appealed to the Commission and consolidated with the PUC proceeding. CenterPoint filed a similar application at the PUC for customers within the unincorporated areas and in cities ceding jurisdiction to the Commission. The Coalition is an intervenor in the PUC proceeding. The PUC must make a final decision by July 15, 2016 (unless the deadline is extended).

If you have any questions or would like additional information, I can be reached at 832.393.8531.

Respectfully,



Alisa Talley, Division Manager  
Administration and Regulatory Affairs Department  
City of Houston

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

<b>AGENDA OF:</b>	May 23, 2016	<b>AGENDA ITEM:</b>	6
<b>DATE SUBMITTED:</b>	May 20, 2016	<b>DEPARTMENT:</b>	City Administration
<b>PREPARED BY:</b>	M. C. Peifer, City Manager	<b>PRESENTER:</b>	Susan V. Sample, Mayor
<b>SUBJECT:</b>	<b>Consider and take action on the acceptance of donated property</b>		
<b>ATTACHMENTS:</b>	None		
<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**

On April 1, 2016, Mr. James M. Hughes, an 87 year resident of 6446 Sewanee Avenue passed away. Mr. Hughes was a professional architect and dedicated member of the community volunteering many hours in the assistance of the sick and shut-ins within the St. Vincent's community. In his typical gracious and kind nature he has bequeathed his property at 6446 Sewanee Avenue to the City in memorial and respect to his mother, Jennie Elizabeth Hughes the original purchaser of the property in early 1900's with the homestead being constructed in 1928, as a quiet/passive park. In addition to the donation of the real property, Mr. Hughes has donated \$200,000.00 for the development of this quiet/passive park.

Mr. Hughes bequest is conditioned on the following:

- a. The Property shall be dedicated as a public park of the City and is to be used for no other purpose.
- b. The Property, once dedicated as a public park and developed, shall bear the name "JENNIE ELIZABETH HUGHES PARK," which name shall continue in perpetuity and shall be displayed on a suitable sign located on the front of the Property.
- c. The Property shall be developed only as a "quiet park," which means that (i) it shall not be used for formal or structured athletics and (ii) nothing shall be constructed to interfere or impede quiet use and enjoyment of the Property by residents of the City, such as bright lights or noise-producing elements.
- d. The City shall use the Development Funds solely for the improvement and development of the Property.

**RECOMMENDATION**

Council approve the acceptance of this donation and further authorize the Mayor to execute the Donation Agreement Between the City of West University Place and the Estate of James M. Hughes.

# FUTURE AGENDA ITEMS

Shaded items are on immediate agenda

Date	Item	Synopsis & Recommendation
05/23/16	Facilities Master Plan	Matters related to the City's Facilities Master Plan, including but not limited to Council providing feedback to the Facilities Master Plan Task Force in response to the presentation by the Task Force on May 9, 2016. <i>Recommended Action: Discuss and take any desired action. <b>Councilmember Brennan Riley and Mayor Pro Tem Bob Kelly</b></i>
05/23/16	Changing Meeting Dates	Matters related to possible changes in Council meeting dates due to Council summer schedules. <i>Recommended Action: Discuss and take any desired action. <b>Councilmember Brennan Riley and Mayor Pro Tem Kelly</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 to adoption of a resolution in support of 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>
05/23/16	Ordinance Denying CenterPoint's Application for CRF	Matters related to adoption of an ordinance denying the CenterPoint Energy's application to amend its Distribution Cost Recovery Factor. <i>Recommended Action: Approve ordinance denying the application on the first and final reading. <b>Mr. M. Chris Peifer, City Manager</b></i>
05/23/16	Donation Agreement	Matters related to Council approving accepting of a donation and further authorizing the Mayor to execute the Donation Agreement between the City of West University Place and the Estate of James M. Hughes. <i>Recommended Action: Accept the donation and authorize the mayor to execute the Donation Agreement between the City of West University Place and the estate of James M. Hughes. <b>Mr. M. Chris Peifer, City Manager</b></i>
06/27/16	2015 Budget Amendment	Matters related to an ordinance amending the 2015 Budget. <i>Recommended Action: Approve ordinance amending the 2015 Budget. <b>Ms. Rhonda Daugherty, Finance Director</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>

Date	Item	Synopsis & Recommendation
11/14/16	Friends 2017 Projects	Matters related to funding of the Friends of West University Place Parks 2017 projects. <b>Mr. Tim O'Connor, Parks and Recreation Director</b>
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 Memorandum of Understanding.</i> <b>Mr. Tim O'Connor, Parks and Recreation Director</b>
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.</i> <b>Mr. Tim O'Connor, Parks and Recreation Director</b>
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.</i> <b>Mr. Tim O'Connor, Parks and Recreation Director</b>
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.</i> <b>Ms. Rhonda Daugherty, Finance Director</b>
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.</i> <b>Ms. Rhonda Daugherty, Finance Director</b>
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.</i> <b>Ms. Rhonda Daugherty, Finance Director</b>
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. <b>Mr. M. Chris Peifer, City Manager</b>
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.</i> <b>Ms. Rhonda Daugherty, Finance Director</b>
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.</i> <b>Ms. Rhonda Daugherty, Finance Director</b>
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.</i> <b>Ms. Rhonda Daugherty, Finance Director</b>
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

Date	Item	Synopsis & Recommendation
		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>
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	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	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	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>

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

5/20/2016 3:34:47 PM



# 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 workshop and regular session on **Monday, May 9, 2016**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **6:00 p.m.**

### **SPECIAL MEETING/WORKSHOP**

Agenda Items were as follows:

**Call to Order.** Mayor Sample called the meeting to order at 6:00 p.m. in the Conference Room. Council and Staff in attendance were: Mayor Pro Tem Kelly, Councilmembers Ballanfant, Reilly and Turner, City Manager Peifer, City Secretary Lenz, City Attorney Petrov, Public Works Director Beach, Parks and Recreation Director O'Connor and Police Chief Walker.

Task Force Chair Owen Rutz was also present.

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

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

Chair Rutz presented this item and said after a very significant amount of analysis and discussion the Task Force has come to consensus on some basic recommendations. He said the opinions of the Task Force represent the thoughts of the 11-member Task Force and do not necessarily represent the thinking of West University citizens as a whole.

Mr. Rutz presented a PowerPoint presentation that reviewed the scope of the Facilities Master Plan Task Force (Task Force) that was discussed at the City Council workshop of January 4, 2016, and the Task Force recommendations.

Mr. Rutz said at the meeting of January 4, 2016, Council made and approved a motion to limit the scope of what the Task Force is looking at to the Library, the Community Building/Senior Center, the Public Works Out-Buildings as defined in the 2015 Master Plan document, the Public Works Maintenance Facility and the Dincans Facility. Mr. Rutz said the Task Force met weekly for 2-3 hours per meeting, consulted with architects PGAL who worked on the previous Master Plan, and toured all the City's facilities, except for the Ruffino Hills land field. He said they also reviewed and discussed the contents of the 2014 Master Plan and the two 2015 versions of the Master Plan and reviewed the Minutes of the January 4, 2016 Council workshop.

Mr. Rutz first provided thoughts of the Task Force on the following facilities:

- **Public Works Maintenance and Operations Facilities.** The Task Force recommends retaining these facilities at their current location on Milton Street because it sees no compelling reasons or benefits arising from a relocation of these facilities and feels that both facilities are in satisfactory condition and should, with normal regular maintenance and upkeep, adequately fulfill the City's needs for the next 10 years.
- **Dincans Facility.** The Task Force recommends retaining this property for the City's use or benefit for the foreseeable future because it feels that the Dincans facility provides flexibility to meet possible future needs of West University and that it would be very difficult to find and acquire similar property if such a need arises. Further, the Task Force sees Dincans as a valuable asset, which is most likely to increase rather than fall in value, and it sees no downside in its retention.

Councilmember Reilly asked if the committee reviewed what the value would be for a ground lease of that property. Mr. Rutz responded "no", because they did not go into that level of detail.

He said at this point, the Task Force would like to receive feedback from Council to see if it is anywhere close to what is expected.

- **Library, Community Center and Senior Center**
  - Complete the Library Improvements as budgeted in the 2016 Budget in the near term, which will allow the City enough time to properly solicit public feedback concerning the future use of the Library, the Community Center and Senior Center.
  - Canvass the West U Community to assess whether the Library, Community Building and Senior Center meet the residents' current and future needs and wants.
  - City Council could consider whether an opportunity might exist for a joint facility to better optimize the use of the limited space. *Mr. Rutz noted that the Task Force feels uncomfortable making any specific recommendations regarding this item without having additional input from West U citizens before moving forward on something like that.*

Councilmember Reilly asked if the consensus of the Task Force is that the City should investigate having a single facility and if it is based the perception that the current facility isn't adequate to the City's need or is in poor condition. Mr. Rutz responded that the gist of it was the Task Force didn't feel comfortable making that kind of analysis. He said they specifically did not let PGAL give them technical information and that the requested engineering study was never done. He said they felt that the whole basic issue was premature and did not belong in the presentation.

Mayor Sample asked if the Task Force sees this as one of the many options that can be included in the Master Plan. Mr. Rutz said the Task Force thinks that only the front page of the recommendation section of the 2015 Master Plan should be updated to include all the ideas and then get the citizen's input on it, because as the Task Force sees it, nothing needs to be at this particular point in time, until people say they want it to be done.

- **Long-term Planning for City Property.** Mr. Rutz said the Task Force has no recommendations that allude to any specific idea of what the City should do about long-term planning for city property other than there has to be a plan, because in order to do something five or ten years from now, planning for property acquisition has to start now. He said it became evident during the review of the options available for location of City facilities, there

were limited options to address the changing long-term needs of the community and future property opportunities will be increasingly limited and costly; and further, there is very little to no downside to securing property as West U and adjacent area are assets that hold their value.

Mayor Sample said she doesn't have any thoughts about acquiring property, but asked what the Task Force is thinking about in that regard. Mr. Rutz said there are a lot of hypotheticals which the Task Force is hesitant to talk about because it gets people all worked up.

Orval Marlow, member of the Task Force, spoke to say that they discussed acquiring small acquisitions for parking lots and things of such, but no serious acquisitions.

Councilmember Reilly said if he was trying to put together that type of a long-term plan, one of things he would like to document is a perceived inadequacies of the current facility or perceive the need for a future facility, so he looks for the Task Force to inform Council of what it is missing that it should be planning for or pointing out deficiencies Council needs to correct.

Councilmember Reilly also commented regarding the Task Force recommendation to hold on to the Dincans property for some need in the future. He asked what are the possible needs because, though it relatively costless, the City is missing out on opportunity costs which is something that is significant to long-term planning.

Councilmember Reilly said one of the things he was disappointed about was that the City has a property on Braes Bayou (Ruffino Hills) that the Task Force didn't even tour. He said it seems to him that whatever the Task Force is thinking it needs Dincans for in the future, the Ruffino Hills property could probably serve the purpose (parking garbage truck, etc.) and it's not valuable property due to its location.

Mayor Kelly said the Task Force did an excellent job and basically is stating that what the City has now works and there is no critical need that needs to be addressed at this time other than what has been budgeted for upgrades to the library. He said he also agrees that now it is time to go the public for their input and once those are received then the City can start developing the options and carrying them out maybe through an election. He said the citizens will either vote it up or down.

Mr. Rutz requested further direction from Council at some point.

## **2. Adjourn**

At 6:30 p.m., Mayor Sample closed and adjourned the workshop meeting.

## **REGULAR MEETING**

Agenda Items were as follows:

**Call to Order.** Mayor Sample called the meeting to order at 6:35 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 Lenz, City Attorney Petrov, Public Works Director Beach, Parks and Recreation Director O'Connor and Police Chief Walker.

Senior Services Board Chair Michelle Moore was also present.

Mayor Pro Tem Kelly led the Pledge.

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

**3. Public Comments**

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

**Diane Wells**, 3804 Coleridge, spoke regarding gun laws. She said she was surprised to learn that guns are perfectly legal at swim meets at the Rec Center, because if a gun goes off at one of the meets a bullet would be almost certain to hit someone. She said she checked with the office of Senator Joan Huffman and according to her office banning guns from the Rec Center is out of the City's control because it is a public facility. She asked if the City has a plan to ensure the safety of her grandchildren and their friends.

**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.*

Senior Services Manager Toby Brooks presented this item and thanked all the volunteers.

Mayor Sample then read the proclamation proclaiming May 2016 as National Older Citizens and National Volunteers month in the City of West University Place.

**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.*

Public Works Director Beach presented this item and said that in 2015 funds were allocated for the rehabilitation of the 1.5 Million Gallon (MG) Storage Tank and the 400,000 Gallon Ground Storage Tank at the Milton Street facilities and upon completion of both projects it was found that there was a leak in the 1.5 MG Storage Tank that occurred during the rehabilitation process. He said after consulting with an engineer specializing in water storage tanks, staff decided that the most cost effective way of repairing the leak was to layer the bottom of the storage tank with a 6-inch concrete flooring and install a drain.

Mr. Beach said 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.

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

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

**6. Seniors' Exemption**

Matters related to the exemption for senior West U residents. *Recommended Action: Discuss and take any desired action.*

Senior Services Board Chair Michelle Moore presented this item and thanked Council for recognizing the value of the City's senior citizens and the many volunteer hours they have donated for the betterment of the community.

Ms. Moore said residents are fortunate that West U has a history of providing significant incentives for the continuing residency of its seniors, but it's the property tax reduction that she is present to address.

Ms. Moore said in 1990 the City instituted its own senior tax reduction program in order to help seniors on a fixed income remain in their homes despite rising property taxes. She said due to escalating property values, Council enacted adjustments in 1993, 2003 and 2008 bringing the value of the senior reduction up 25% of the average taxable value for each revision. She said currently, the reduction represents only 19% of average taxable value and, 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.

Ms. Moore said after analysis, the Senior Services Board (the "Board") proposes that the current over 65 tax reduction be restored to its historical level of 25% of average taxable value and because the 2015 average taxable value of a West U home is \$972,320 the Board proposes an adjusted tax reduction of \$243,000, effective with the next applicable annual budget cycle. She said this proposal affects the tax rate by only 4/10ths of one cent per \$100 value, approximately \$44, per household. She said, furthermore, the Board requests Council consideration of reviewing the senior tax exemption rate on a regular basis to ensure the historical level of 25% of average taxable value is maintained.

Ms. Moore said many of the seniors have lived in West U for decades and have paid taxes that funded extensive infrastructure upgrade, parkland acquisition and the construction of a brand new recreation center, all of which benefit the community-at-large. She said the Board believes that adopting the tax reduction would be a strong affirmation of the City's commitment to its seniors and recognition that seniors are essential to the City's quality of life.

After Ms. Moore's presentation and before Council's discussion, Mayor Sample called on members of the public who signed up to speak on the issue.

**Chuck Guffey**, 2809 Sunset spoke to say that Council needs to recognize that seniors living on retired income need an additional exemption on taxes because they no longer have an income they can deduct from their federal taxes.

**Thomas Pielech**, 4208 Ruskin Street, spoke to speak in opposition of an increase of the senior tax exemption. He said his chief concern with granting special privileges for classes of people based solely on their age is that there is no means testing for this special economic privilege. He said Council would be shifting the tax burden from wealthy, over 65 residents to hard working families and other residents. He said according to U.S. Census data, the average over 65 household in West U has an income of \$123,000, which is 5 times the household income level of average Harris County and Houston residents and that's without taking into account the tremendous real estate value. Mr. Pielech said residents over 65 already enjoy a host of benefits from West U and since

2010 the amount spent on senior citizen services per household is up 75%. He asked that Council reject an increase in the exemption and also look into means testing exemption itself, because it is unfair to be asking hardworking families to subsidize over 65 wealthy citizens.

**Carlos De La Torre**, 6700 Belmont, spoke to say that he is a member of the Senior Services Board and the Good Neighbor Team. He said senior residents contribute to the community by paying school taxes when they don't have children and by contributing to the parks and recreation facilities when the facilities are mostly directed at young families. He said he wants Council to realize that West U facilities are maintained by everyone for the benefit of everyone and it's impossible to try to split specifically the benefit that each one gets. Mr. De La Torre urged Council to think of how much the community gets from seniors when looking at senior benefits.

**Alida Drewes**, 6112 Fordham, spoke to say that it has been many years since the last senior exemption was granted and so Council should support an increase. She said seniors are not moving into West U buying \$2,000,000 homes to get the 65 exemption. She said many seniors are long-time residents living in lower priced homes as she does. She said the Senior Services Board has come forward to support West U seniors and it is past time to raise the exemption. She asked Council to do the right thing by voting to raise the senior exemption.

There were further comments from the public.

City Manager Peifer noted that tonight's vote is not whether or not to approve an ordinance, but whether or not Council wants staff to bring forward an ordinance at a future meeting that would reflect proposed changes. He said Council will have to determine whether this City is being equitable to both seniors as well as others that will shoulder the financial responsibility and whether the action will focus on those residents in need.

Regarding a question he was asked regarding senior exemptions for surrounding cities, Mr. Peifer said Piney Point offers \$21,000, Spring Valley offers \$20,000, Hedwig Village offers \$20,000 and Bunker Hill offers \$15,000.

Mr. Peifer noted that West U does not offer tax freezes, but it does offer deferrals and payment plans.

Councilmember Reilly asked about senior exemptions for the City's immediate neighbors such as Bellaire and City of Houston. Mr. Peifer responded that Southside Place mirrors West U at \$185,000, which is the highest exemption in Harris County; Bellaire's exemption is \$135,000 and the City of Houston's is \$160,000.

Councilmember Reilly asked about the City's deferral option and City Manager Peifer responded that a senior can defer a payment of property taxes that will accumulate and be charged against the estate at an interest rate of 8 percent annually.

City Manager Peifer said the deadline to adopt an ordinance to amend the exemption is July 1, 2016 for the next tax cycle.

Mayor Sample said she calculated the \$44 increase a year per household and amortized it to a 15-year bond and so the City would be borrowing approximately \$4,000,000 on a recurring basis every 15 years; so, she would want to take it the voting public to see if they would want to take on a permanent \$4,000,000 bond.

Councilmember Reilly asked if there is a way to mean test this directly or through proxies (age of home for example). He said he asked staff if the City could figure out a way to have a different tax rate based upon the age of a home, the number of years one lived there, a person's income, etc., and he was informed that the City can't as state law dictates that there has to be one tax rate for everybody over the age 65, regardless whether a person has a \$2,000,000 home who moved here last year or someone who has lived here for 50 years and is living in a \$400,000 home.

Councilmember Reilly asked Ms. Moore why they chose the average taxable value to set the exemption amount. Ms. Moore responded that the Board charted the trend to see how many times the City adjusted the exemption and every time it was adjusted it increased 25% of average taxable value, so to the Board it seemed it was a defacto policy.

Councilmember Reilly said it is very interesting to look at the numbers and how they've changed over time. He said from 1995 to 2003 the number of seniors decreased dramatically, so in inflation adjustment terms, the value of the exemption declined by over 20%. He said from 2003-2008 it decreased by 20% in the amount of tax. He said over those years, in nominal terms, the benefit went from \$374,000 to \$348,000, which was due to the dramatic decrease in the tax rate even though the number of seniors increased.

Councilmember Reilly said since 2003, the number of seniors has increased by 36%. He said due to the increased number of seniors the amount of the tax exemption has increased dramatically in nominal terms and in real terms. He said there is now a total tax cost of \$773,000 compared to the \$612,000 in 2009 after the last increase, so the actual amount of tax benefits that the seniors are getting is increasing dramatically.

Ms. Moore said it might be worthwhile for the Board to further explore other ideas and direction from Council. She said it has been quite some time since the last exemption and there are people that are on very low social security income. Councilmember Reilly said he sympathizes with the seniors, but he is concerned that the City's financial circumstances are quite different then it was in 2008 and 2003.

Councilmember Turner asked whether the Board discussed deferrals and payment plans and how they fit into the proposal for a 25% increase. Ms. Moore said the Board did not discuss deferrals and payment plans. Councilmember Turner said deferrals and payment plans seem to be a good way to go if someone wants to keep their house. She said is that not a possibility for some of the residents. Ms. Moore said that would require more research because the Board doesn't have an accurate account of residents the City has over 65 that could really benefit from this. Councilmember Turner said that is what bothers her about the proposal in general. She said she is not sure that Council has all the data it needs to make an intelligent decision.

Ms. Moore said the Board's purpose was to bring this forward to provide history of what they see as a defacto policy. She said in her opinion Council needs more answers on the demographics before it can make a decision.

Councilmember Ballanfant said Council will need more data on this. City Manager Peifer said he isn't sure how much more data the City can collect, but he will check into it.

Mayor Sample said how about doing an impact study for the people who will end up paying for it. She said there are a lot of families living paycheck to paycheck who moved here for the school. She said they work hard to pay for their homes and she doesn't want to stick them with the bill for the increased exemption.

Councilmember Reilly said the way these things work, the number will go up and will never come down. He said as the number of seniors increases the spreading of the costs increase. He said it is one thing when there are 4 or 5 under 65 for every over 65, but it's another thing when there's 2. He said it becomes very difficult to spread those costs out and it has to be thought about for the long-run and not just for the next year.

Ms. Moore said it would take someone who is more educated in demographics and research than she is to figure out how to do those projections. She said a suggestion was made by the Board that maybe members could possibly talk to Rice University of University of Houston graduate students to see if they could get some additional projections on the over 65 population.

Councilmember Ballanfant said the amount of debt the City is carrying is declining and a large portion of what is owed will decrease. He said the City wants to look at all the different options and be able to make a smart look forward of what the next 5 to 10 years will be like.

Councilmember Turner asked if staff has a source at the Harris County Appraisal District that could provide additional information, because the City needs to find a way to treat everyone fairly.

Ms. Moore said she and the Board are open to any creative solutions.

Councilmember Reilly said one solution is to continue doing what the City is doing right now, such as providing value to seniors through discounted programs at the recreational facilities.

Mayor Sample said the City does offer many services to seniors, including rides to where they need to go. She said the City offers its seniors great services.

Mr. Peifer said he is looking to Council to provide staff with direction on whether it wants staff to bring forward a proposed ordinance, do further research or something else.

Councilmember Turner said she would like to see additional data.

Mr. Peifer confirmed that it is his understanding that Council wants additional data on senior population, income level and projected debt service.

Mayor Sample asked what data will be collected with respect to the people who will be picking up the costs.

Mr. Peifer said the City could do some type of survey.

Councilmember Reilly said the best thing the City can do for its seniors is to keep the taxes low and not incur any new debt so residents are able to enjoy the anticipated decrease in the rate in 2021 and at that time take a look at increasing the exemption. He said another thing the City can do is publicize the deferral program so that seniors can understand what it is.

Mayor Sample said staff can also look at what other cities are doing.

Mayor Pro Tem Kelly said he has heard a lot of the pros and cons before over the years and said he thinks the strongest argument for raising the exemption in the past was the fact that there was no way of making it available to the people who needed it versus making it available to those who didn't need it. He said when staff generates all the numbers it will come across the same problem.

Mr. De La Torre spoke again and said the Board agrees that it would be much better if the City can direct the efforts that the community makes to support the seniors who need it. He said those serving on the Seniors Services Board and the Good Neighbor Team knows those that need it. He said they need direction in order to use the City's tax dollars so that they are distributed to those who need it, which is probably not by way of a tax exemption.

Mr. De La Torre said the Good Neighbor Team conducted a survey of the residents they serve and there is a great need for other services, such as a free connection to Direct Link for an emergency call and have a med alert button or something that would save the life of a senior who lives alone. He said the last thing the seniors need is for Council to eliminate or curtail the tax exemption without receiving anything in return.

Ms. Moore said the Board is willing to discuss any other solution Council has.

Mayor Sample said Council will need to think about this and provide direction later because she doesn't feel Council is ready to make a decision at this point.

Councilmember Reilly said he is not interested in an ordinance at this point, but he interested in hearing more about ways the City can publicize the deferment program and having a real market rate of interest on the program so that it is more attractive to the City's seniors so they don't feel like they are losing their homes by not paying their taxes.

**Cynthia Johnson**, 3805 Tennyson, spoke to say that the City might also want to look at the footprint of a senior home versus the footprint of a family home, so that the City is not just looking at what it's doing for seniors, but also the extensive amount of amenities provided to families. She said the footprint on a family home on goods and services is probably more significant than that of a senior home.

Mr. Peifer said staff will collect and provide Council with additional data and in the future the mayor or two councilmembers can add it to an agenda.

## **7. Future Agenda Items**

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

Councilmember Reilly requested that an item for Council feedback to the Facilities Master Plan Task Force be added to the May 23, 2016 Council agenda. Mayor Pro Tem Kelly seconded the request.

Councilmember Reilly requested that an item to discuss meeting date changes be added to the Mayor 23, 2016 Council agenda. Mayor Pro Tem Kelly seconded the request.

## **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.*

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

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

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

City Manager Peifer gave an update on the parking lot that is contiguous to the Rec Center. He said the City's Public Works staff is spreading stabilized material on it for a stabilized surface and they will add car stops. He said before staff can spread an all-weather purpose surface, staff will need to either redirect the drainage flows up to Ruskin or purchase detention.

Regarding the lot behind the Rec Center, Mr. Beach spoke to say that the goal is to have the lot complete by June 1.

Mr. O'Connor spoke to say that staff is moving forward on upgrading the existing lot and going further north to the City's property line, which will probably give the City 35 to 40 parking spaces. He said this is significant because there was no definition before and people didn't know it was a parking lot.

Mr. Peifer reported that the Drug Take Back Program sponsored by the Drug Enforcement Agency collected between 700 and 800 pounds of drugs at the West U collection site.

Mayor Sample announced that the City is having a ribbon cutting on Wednesday night at 6:00 p.m. for the opening of the Colonial Park West End Redevelopment.

**10. Adjourn**

With no further discussion, Councilmember Ballanfant moved to adjourn the meeting at 8:05 p.m. Councilmember Turner seconded the motion. **MOTION PASSED.**

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

Prepared By:

---

Thelma A. Gilliam, City Secretary

---

Date Approved