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 Special Meeting and Regular meeting of the City Council of West University Place to be held on **Monday, August 22, 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.

SPECIAL MEETING (6:00 p.m. in the City Hall Conference Room)

1. **Employee Benefits**
   Matters related to employee group benefits (medical, dental, vision, life/AD&D and disability). ***Ms. Wendy Standorf, Human Resources Director and Mr. Bob Treacy, Gallagher Benefits Consultants*** [see Agenda Memo 1]

2. **Adjourn Special Meeting**

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. Funding Request for New Lighting System at Wier Park Tennis Courts

Matters related to a request for Council to authorize funding for staff to proceed with the purchase and replacement of the Wier Park lighting system. *Recommended Action: Authorize funding from the City's Equipment Replacement Fund for staff to proceed with the purchase and replacement of the lighting system at the Wier Park Tennis Courts.* ***Mr. Tim O'Connor, Parks and Recreation Director*** [see Agenda Memo 4]

5. RECESS REGULAR MEETING OF THE CITY COUNCIL AT 6:35 P.M. TO CONVENE A MEETING OF THE CITY OF WEST UNIVERSITY PLACE EMPLOYEE BENEFITS TRUST FOR WHICH A SEPARATE EBT AGENDA HAS BEEN POSTED.

RESUME REGULAR MEETING AFTER ADJOURNING EBT MEETING

6. Transfer of Funds to Employee Benefits Trust

Consideration and action on authorizing the transfer of funds from the City of West University Place to the City of West University Place Employee Benefits Trust to pay for employee-related benefits. *Recommended Action: Authorize the transfer of funds.* ***Ms. Wendy Standorf, Human Resources Director and Mr. Bob Treacy, Consultant*** [see Agenda Memo 6]

7. Emergency "On-Call" Debris Monitoring Contract

Matters related to a contract for emergency "on-call" debris monitoring services. *Recommended Action: Approve contract for emergency "on-call" debris monitoring services.* ***Mr. Dave Beach, Public Works Director*** [see Agenda Memo 7]

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 Minutes

Approve City Council Minutes of the August 8, 2016 Council meeting. *Recommended Action: Approve Minutes.* ***Ms. Thelma Gilliam, City Secretary*** [see Minutes]

B. Reappointment of Members to the Friends of West U Parks Fund, Inc.

Matters related to the adoption of a resolution reappointing members to the Friends of West U Parks Fund, Inc. *Recommended Action: Adopt resolution reappointing members to the Friends of West U Parks Fund, Inc.* ***Ms. Thelma A. Gilliam, City Secretary*** [see Agenda Memo 9B]

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 August __22__, 2016 was posted on the Municipal Building bulletin board on August ___18th___, 2016 at approximately _3:00_ o'clock p.m.

(SEAL)

Thelma A. Gilliam, City Secretary

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

AGENDA OF:	August 22, 2016	**AGENDA ITEM:**	1
DATE SUBMITTED:	August 9, 2016	**DEPARTMENT:**	Administration/HR
PREPARED BY:	Wendy Standorf HR Director	**PRESENTER:**	Bob Treacy, Gallagher Benefit Services and Wendy Standorf, HR Director
SUBJECT:	**Employee Group Insurance Benefits**		
ATTACHMENTS:	**City of West University Place 2016-2017 Benefits Renewal**		

EXPENDITURE REQUIRED:	$2,580,200 (approximate) based on current participation levels (vacancies, retirees & employee changes during open enrollment can change actual city contribution total)
AMOUNT BUDGETED:	$2,580,200
ACCOUNT NO.:	510-1000-71510 (Employee Medical) 510-1000-71511 (Retiree Medical) 510-1000-71513 (Employee Dental) 510-1000-71514 (Employee Vision) 510-1000-71516 (Life, AD&D, Disability)
ADDITIONAL APPROPRIATION REQUIRED:	N/A
ACCOUNT NO.:	N/A

EXECUTIVE SUMMARY

The City's annual anniversary date for Plan Year 2016/2017 Group Employee Benefits coverage is October 1, 2016.

You will recall that the City participated in an Interlocal Agreement with the cities of Friendswood, Webster and Dickinson beginning in 2012 and remained tethered together last year when all entities were rated individually yet all with BCBSTX,

During last year's RFP process and near the end of the City's 2014-2015 Plan Year with Aetna, the City began to see an up-tick in large claims activity that has carried over to our new and current carrier, BCBSTX. The rates that were provided by various carriers during last year's RFP process were reflective of the market and were the beginning of the larger claims that have affected the current year. As a reminder, below are the rates from that process.

Aetna 2014/2015 incumbent carrier – Interlocal Renewal (+39.5%); Direct (+12.7%)
BCBSTX (+6%); Alternate (4%)
UHC/Kelsey Seybold (+12.5%)
Cigna/Kelsey (+22%)
TML (21%)

The City's claims-to-date this plan year are 63% higher than they were during the same time-frame last year. This is the first claims increase that resembles a "spike" that West U has seen in over eight years and still well under the increases experienced by many other organizations, including the Federal Exchanges, which are seeing increases from 23% -68%.

That said, with BCBSTX giving the best rate last year, the city elected to exercise its contract option to negotiate a renewal with the incumbent carrier since the market has not changed in the last year but our claims have changed significantly (63%) in an adverse way.

The original renewal at currently benefit levels came in at 32%. Gallagher was able to work with the BCBSTX underwriter and negotiate the initial increase down to 20%. Ultimately, with a few plan design changes, we were able to secure a 15% increase and still maintain a very high silver level plan for our employees.

The plan design changes include the following:

Deductible - from $750 (x2) to $1,500 (x3)
Out-of-Pocket Max – from $3,000M/$1,000Rx to $4,500M/$1,000Rx
Rx Copays – from $10/$30/$60 to $20/$40/$70

Section 1 in the attached documentation is the Executive Summary
Section 2 in the attached documentation is the BCBSTX Group Medical Renewal
Section 3 in the attached documentation is the Cost/Benefit Benchmarking
Section 4 in the attached documentation is the Ancillary Renewals
Section 5 in the attached documentation is the Marketing Summary
Section 6 in the attached documentation is the A.M. Best Ratings, Compensation & Disclaimers

Overall, no additional funding for the remainder of FY 2016 is necessary meeting our fiduciary responsibilities to the City by containing costs and meeting the needs of our employees, our most valuable resource.

The City continues to proactively take measures to contain costs while providing employee medical insurance, efforts to assist in the regard by our employees through the employee wellness program has paid dividends, but does not deter large claims related to cancer or other major illnesses that we have experienced this year.

There are different contribution levels for employees, covered spouses and retirees who participate in our wellness program vs. employees, covered spouses and retirees who do not participate in the wellness program and this has been a practice for the past five enrollment periods.

Participation is defined by completing the Health Risk Assessment and Biometric Screenings and non-participation in the wellness program means the employee, covered spouse or retiree pays the maximum contribution level allowed by HIPAA regulations and is compliant with HIPAA regulations.

Open enrollment will happen from the end of August through Mid-September and Biometric Screening and Health Risk Assessments will be held in October.

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

It is recommended that the City of West University Place Employee Benefits Trust:

- Renew the contract with BCBSTX as a direct contract not to exceed the premium schedule described herein with the adjustment to the benefit levels as described in the documentation and above.

- Renew the contract for dental insurance with Guardian for dental insurance via the city of Friendswood (FWD) Inter-local Agreement not to exceed the premium schedule described herein.

- Renew the contract for Life, AD&D, Disability, and Optional Life with Sun Life as a direct contract not to exceed the premium schedule described herein.

- Renew the contract for Optional Vision insurance with Superior Vision as a direct contract not to exceed the premium schedule described herein.

Arthur J. Gallagher & Co.
BUSINESS WITHOUT BARRIERS

City of West University Place
PY 2016-2017 Group Benefits Renewal

AUGUST 3, 2016

The information contained herein is subject to the disclosures and disclaimers on the final page of this report/proposal/review.

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Section 2 – BCBSTX Group Medical Renewal
Section 3 – Cost / Benefit Benchmarking
Section 4 – Ancillary Renewals
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Section 1

EXECUTIVE SUMMARY

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GROUP MEDICAL MEMORANDUM

Plan Year 2016/2017 Renewal proposals were received for the ***City of West University Place Employee Benefit Trust*** which contracts for group Medical, Dental, Life, and Disability coverages. The City has a plan year contract date of October 1, 2016.

2015/2016 GROUP MEDICAL HISTORY

The City secured proposals for the **CURRENT 2015/2016** plan year as a result of a comprehensive Request for Proposal (RFP) process. The City secured a strong sampling of the group medical Carrier marketplace with the following companies providing either proposal responses or underwriting references to their uncompetitive benchmarks; initial proposals were received from;

Aetna Current Carrier Inter- Local renewal (+39.5%); Direct (+12.7%)

BCBSTX (+6%); Alternate (4%)

UHC / Kelsey Seybold (+12.5%)

Cigna / Kelsey Seybold (+22%)

TML (21%)

The City had been contracting through the ***FWD Chapter 791 Inter-local Cooperative*** which had been documented over the course of time, as an extremely effective platform to secure it's contracts in a very effective cost/benefit value. The Inter-Local was Chapter 791 Cooperative including **Cities of Friendswood, Dickinson, and Webster**. The City enjoyed three (3) plan years at extremely cost effective premium rates.

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The Cooperative Group experienced an adverse claims cycle during the 2014/2015 renewal timeline which impacted the ability for the four (4) Cities to continue contracting with Carriers on a Cooperative basis. Each City made the decision to secure their **current** 2015/2016 group medical contracts directly, ***one on one,*** and revisit the cooperative model again at a later date in the future.

The City of West University Place contracted ***directly*** with BCBSTX as a result of its 2015/2016 RFP.

2016/2017 GROUP MEDICAL RECOMMENDATION

BCBSTX rated out best in class as a result of ***last year's*** comprehensive RFP process. The City has enjoyed their first year ***(10 months)*** with BCBSTX. The 2015/2016 RFP reflected the competitive nature of BCBSTX in the marketplace as noted earlier in this section. The employees/staff incurred a certain amount of disruption ***leaving Aetna*** while transitioning to BCBSTX. The current contract is ***an initial one (1) year term with an option to continue for four (4) additional one (1) year terms.*** BCBSTX has offered a very competitive proposal to the City at premium rates of **(15%) increase** while still retaining a strong **"silver"** benchmark plan under ACA rating standards.

Staff recommends awarding the Plan year 2016/2017 group fully insured contract to BCBSTX effective October 1, 2016. The City will move to a total replacement ***MM 16 $1,500 deductible plan***.

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ANCILLARY BENEFITS RECOMMENDATION

DENTAL/LIFE

The current 2015/2016 Guardian Life **DENTAL** renewal was initially proposed with a 10% increase but negotiated down to +5%.

They have requested an additional **5% INCREASE** for 2016/2017 renewal. We have a very strong Dental benefit package with three (3) options. Many of Our Employees/Members have been able to build Dental spending accounts consequences, have been utilizing the preventative/wellness benefits included in the Guardian plan. Just a bit of history.....The Inter-local will be securing this **5% INCREASE** from Guardian for Plan Year 2016/2017, after last year's 5% increase; a combined 10% increase over current two (2) Plan years. Prior to that..... We were premium "rate passed" by Guardian since coming on board as our Carrier, October 2012. The new premium renewal rates from Guardian are only 10% above what we were paying Aetna back in Plan Year 09/10 which is about the time we added Life and Dental to the Inter-Local. That is an average of +1.5% increase over six (6) renewal periods on the PPO plan. Recommendation is to renew the Dental package with Guardian life under the Cooperative Inter-local agreement with the other three (3) Cities.

LIFE and DISABILITY

The City contracts with Sun Life for an integrated package covering the group Life and Short Term/Long Term disability coverages.

Sun Life has proposed a **NO INCREASE** for the Life and Short Term Disability coverages and an annual INCREASE of $1,862 for the Long Term Disability coverage for plan year 2016/2017. Recommendation is to renewal this direct contract with Sun Life.

VISION

Superior Vision has issued a **NO INCREASE** renewal for plan year 2016/2017. Recommendation is to renew this direct contract with Superior Vision.

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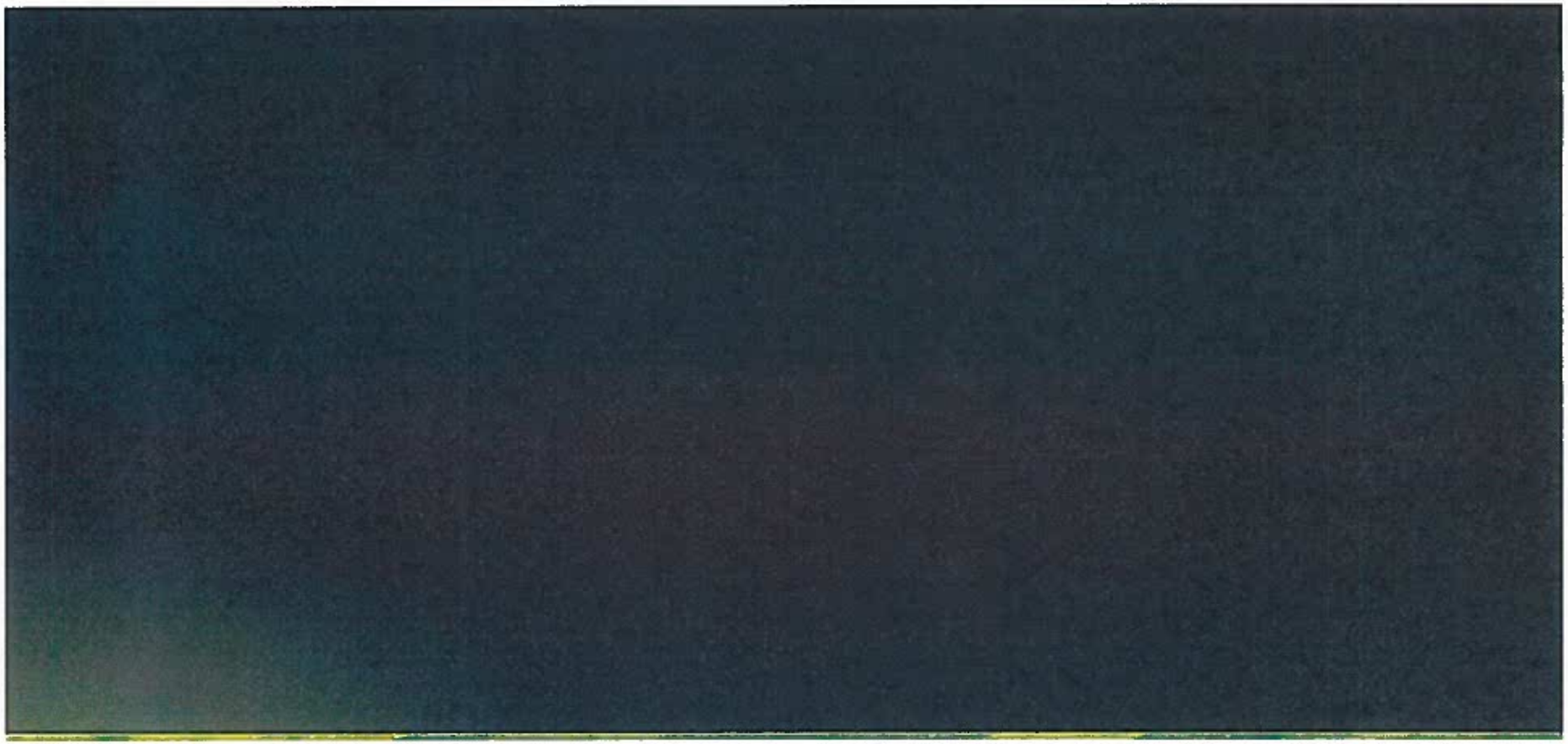

Section 2

BCBSTX GROUP MEDICAL RENEWAL

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EXHIBIT

CITY OF WEST U PLACE MEDICAL PLAN

PREMIUM PROJECTIONS 2016/2017

	50/50 BLEND
(1) NET Medical/RX Paid (10/14 - 9/15)	$679
(2) NET Medical/RX Paid (10/15 - 5/15)	$1,026
Blended Claim Value	$853
Trend Factor (20 Units@ .6%/Month)	12%
Total Projected Medical/RX Claims	**$955**
Pooling Charge ($100,000)	12%
ASO	10%
ACA Fees	3%
Total Projected Costs	**$1,211**
Total Earned Premium	**$920**
Premium Adjustment Projected	**32%**
ACTUAL BCBSTX NEGOTIATED INCREASE	20%

NOTE

(1) and (2) Line Items at $100,000 Pooling Level

City of West University Place EBT

Prospective Premium Projection
for the period
October 1, 2016 - September 30, 2017
2016 Fully Insured Renewal (Plan Change)

RATE DEVELOPMENT

Please refer to the ACA Disclaimer regarding benefits and final pricing.

			PPO
Premium at Current Rates			$1,548,321
Rate Action			15.0 %
Requested Premium at Renewal Rates *			$1,780,570
Allocated Taxes and Fees			$13,097
	Lives	Current	Renewal *
HCSC Primary			
Single	69	$523.08	$601.54
Single + Spouse	12	$1,151.67	$1,324.42
Single + Child(ren)	16	$967.84	$1,113.02
Family	37	$1,674.44	$1,925.61
Total	135		

**Total premium due includes the effects of Health Insurer Fees and Reinsurance Fees (including but not limited to successor or alternate programs), if any, plus any federal and state taxes applicable to the fees for (BCBSTX) products/services.*

City of West University Place EBT

Prospective Premium Projection
October 1, 2016 - September 30, 2017
2016 Fully Insured Renewal (Plan Change)

CLAIM PROJECTION

Please refer to the ACA Disclaimer regarding benefits and final pricing.

PPO	MEDICAL	DRUG	TOTAL
	Current	Current	Current
	06/15-05/16	06/15-05/16	06/15-05/16
Net Paid Claims	$675,602	$206,532	$882,134
Remove Large Claims	$119,653	$9,108	$128,761
Number of Large Claims	1		1
Adjusted Net Paid Claims	$555,949	$197,424	$753,373
Exposures	953	953	953
Average Claim Value (ACV) Per Contract Per Month (PCPM)	$583.37	$207.16	$790.53
Annual Trend Rate	7.70%	14.50%	
Trend Months (midpoint method)	16	16	
Trend Factor	10.40%	19.80%	
Trended ACV PCPM	$644.04	$248.18	$892.22
Historical Plan Change Adjustment	0.00%	0.00%	
Enrollment Shift Adjustment	0.00%	0.00%	
Demographic Adjustment	3.32%	5.05%	
Adjusted ACV PCPM	$665.42	$260.71	$926.13
Non-Pooled Large Claims PCPM	$92.63	$7.05	$99.68
Projected ACV PCPM by Period	$758.05	$267.76	$1,025.81
Experience Period Weighting	100%	100%	100%
Blended Experience ACV PCPM	$758.05	$267.76	$1,025.81
Manual ACV PCPM	$704.02	$233.07	$937.09
Credibility	36%	36%	36%
Total Projected ACV PCPM	$723.47	$245.56	$969.03
Projected Plan Change Adjustment	-6.58%	-6.58%	
Total Projected ACV PCPM with Projected Plan Changes	$675.87	$229.40	$905.27
Stop Loss Alternate Level Adjustment	1	1	
Adjusted Projected ACV PCPM with Projected Plan Changes	$675.87	$229.40	$905.27
Projected Enrollment	135	135	135
Number of Months in Policy Period	12	12	12
Projected Net Paid Claims	$1,094,909	$371,628	$1,466,537
10/01/2016 Proj. Deductible/OOP Max Change	-6.58%	-6.58%	
Total Projected Benefit Adjustments	-6.58%	-6.58%	

City of West University Place EBT

Prospective Premium Projection
for the period
October 1, 2016 - September 30, 2017
2016 Fully Insured Renewal (Plan Change)

TOTAL PROJECTED COST BY ASSOCIATION

Please refer to the ACA Disclaimer regarding benefits and final pricing.

PPO	
Projected Enrollment	135
Total Projected Net Claims	$1,466,537
Pooling ($95,000 Level)	$194,465
Risk	$43,996
Total Benefit Charges	$1,704,998
Desired Loss Ratio (DLR)	90.34%
Preliminary Premium	$1,887,312
Miscellaneous Adjustment	($119,844)
Required Premium	$1,767,468
Allocated Taxes/Fees *	$13,097
Total Required Premium	$1,780,565
Premium at Current Rates	$1,548,321
Total Required Premium/Premium at Current Rates	15.00%

**Total premium due includes the effects of Health Insurer Fees and Reinsurance Fees (including but not limited to successor or alternate programs), if any, plus any federal and state taxes applicable to the fees for (BCBSTX) products/services.*

Section 3

COST/BENEFIT BENCHMARKING

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HISTORICAL PREMIUM SUMMARY

		2008/2009 UHC		2015/2016 BCBSTX	
EE	69	$483.03	$399,948.84	$523.08	$433,110.24
ES	12	$893.60	$128,678.40	$1,151.67	$165,840.48
EC	16	$1,062.66	$204,030.72	$967.84	$185,825.28
EF	37	$1,545.68	$686,281.92	$1,674.44	$743,451.36
Total Annual	134		$1,418,939.88		$1,528,227.36

BENEFIT DETRIMENTS OVER TIME

Deductible	$1,000 (2X)	$750 (2X)
Coinsurance	20%	20%
Out Of Pocket ACA	$3,000 (2X)	$4,000 (2X)
PCP/Spec OV Copay	$25 / $50	$30/$50
RX Card	$10/$30/$50/$100	$10/$30/$60
Routine Lab/Imaging	100%	100%
Emergency room	$200 Copay	$200 Copay; Ded-Coins

2. Accumulated Increase; +7.7%

3. The average annual increase over seven (7) renewal rating periods is 1.1%

4. The Plan Year 2015/2016 renewal Plan is rated as an 80% ACV Gold standard Plan under PPACA guidelines

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MEDICAL BENEFITS & COST ANALYSIS
PLAN YEAR 2016/2017

		BCBSTX		BCBSTX	
		Current PPO		PROPOSED MM16 PPO	
Annual Deductible		$750 (2X)		$1,500 (3X)	
Co-insurance		20%		20%	
Total Annual ACA Compliant OOP		$3,000M/$1,000RX		$4,500M/$1,000RX	
PCP Visit Copay		$30		$30	
Specialist Visit Copay		$50		$50	
Routine Lab/Imaging					
• Billed by Physician		100%		100%	
• Free Standing		100%		100%	
• Out Patient Hospital Facility		100%		100%	
Emergency Room					
• Facility		$200 Copay		$200 Copay	
• Physician		Ded-Coins		Ded-Coins	
• Urgent Care		$50 Copay		$50 Copay	
RX Card Co-Pays					
• Copays		$10/ $30/ $60		$20/$40/$70	
• Retail Specialty Drugs		N/A		N/A	
• Mail Order		3X		3X	
• Generic Push/Step Therapy/Prior Auth		YES		YES	
Physical Therapy/Chiro		Ded-Coins 20V/ YES		Ded-Coins 20V/ YES	
		PREMIUMS	ANNUAL	PREMIUMS	ANNUAL
EE	65	$523.08	$408,002	$601.54	$469,201
ES	26	$1,151.67	$359,321	$1,324.42	$413,219
EC	20	$967.84	$232,282	$1,113.02	$267,125
EF	36	$1,674.44	$723,358	$1,925.61	$831,864
Total Annual Premium	147		$1,722,963		$1,981,409
Percentage Increase				(+15%)	

Disclaimers and Disclosures on last page of presentation

PPO Insured Standard with Network Deductible and Split Copay

BENEFIT HIGHLIGHTS *Prepared for*
City of West University Place
Effective Date: 10/01/2016
BA# 0001

BlueChoice Network

This is a general summary of your benefits. *Please refer to your Summary of Benefits and Coverage (SBC), or you may request a copy of the policy or plan document for additional details and a description of the plan requirements and benefit design. This plan does not cover all health care expenses.*

Please carefully review the plan's limitations and exclusions.

☐ ***Partial matrix page attached***

Overall Payment Provisions	In-Network Benefits	Out-of-Network Benefits
Deductibles		
Calendar Year Deductible *Applies to all Eligible Expenses, unless otherwise indicated, except Inpatient Hospital Expenses*	*$1,500 Individual / $3,000 Family*	*$5,000 Individual / $10,000 Family*
Three-month Deductible carryover applies	*No*	*No*
Out-of-Pocket Maximum		
Standard (2014 forward)	*$4,000 Individual / $8,000 Family*	*$10,000 Individual / $20,000 Family*
Deductible applies to Out-of-Pocket	*Yes – no option*	*Yes***
Copayment applies to Out-of-Pocket	*Yes – no option*	*Yes***
** Copayment amounts and per admission deductibles are applied but will continue to be required after the benefit percentage increases to 100%.	*Network Deductible & Out-of-Pocket **will only** apply toward Network Deductible & Out-of-Pocket Maximum*	*Out-of-Network Deductible & Out-of Network Out-of-Pocket **will only** apply toward Out-of-Network Deductible & Out-of-Network Out-of-Pocket Maximum*
Copayment Amounts Required		
Physician office visit/consultation: **Primary Care Copayment Amount** for office visit/consultation when services rendered by a Family Practitioner, OB/GYN, Pediatrician, Behavioral Health Practitioner, or Internist and Physician Assistant or Advanced Practice Nurse who works under the supervision of one of these listed physicians	*$30 Primary Care Copayment*	
Specialty Care Copayment Amount for office visit/consultation when services rendered by a Specialty Care Provider *Refer to Medical/Surgical Expenses section for more information*	*$50 Specialty Care Copayment*	
Urgent Care center visit *Refer to Urgent Care section for more information*	*$55 Copayment Amount*	
Outpatient Hospital Emergency Room/Treatment Room visit *Refer to Emergency Room/Treatment Room section for more information*	*$200 Copayment Amount*	*$200 Copayment Amount*
Maximum Lifetime Benefits		
Per Participant	*Unlimited*	
Inpatient Hospital Expenses		
Inpatient Hospital Expenses		
All services must be preauthorized		
All usual Hospital services and supplies, including semiprivate room, intensive care, and coronary care units	*80% of Allowable Amount after Deductible*	*50% of Allowable Amount after Deductible*
Penalty for failure to preauthorize services	*None*	*$250*
Medical/Surgical Expenses		
Medical / Surgical Expenses		
Services performed during the office visit/consultation when rendered by a Primary Care Provider, including lab and x-ray (does not include Certain Diagnostic Procedures and surgical services)	*100% of Allowable Amount after $30 Primary Care Copayment***	*50% of Allowable Amount after Deductible*
Services performed during the office visit/consultation when services rendered by a Specialty Care Provider, including lab & x-ray (does not include Certain Diagnostic Procedures and surgical services)	*100% of Allowable Amount after $50 Specialty Care Copayment*	*50% of Allowable Amount after Deductible*
-Lab & x-ray in other outpatient facilities (excluding Certain Diagnostic Procedures)	*100% of Allowable Amount*	*50% of Allowable Amount after Deductible*
-Physician surgical services performed in any setting	*80% of Allowable Amount after Deductible*	*50% of Allowable Amount after Deductible*

** Primary Care/Specialty Care copayments are defined in the Overall Payment Provisions section in this document.

PPO Insured Standard with Network Deductible and Split Copay

Medical / Surgical Expenses, cont.	In-Network Benefits	Out-of-Network Benefits
-Physician inpatient hospital visits	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
-Certain Diagnostic Procedures; such as Bone Scan, Cardiac Stress Test, CT Scan (with or without contrast), MRI, Myelogram, PET Scan	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
-Home Infusion Therapy *(Services must be preauthorized)*	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
-All other outpatient services and supplies	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
In Vitro Fertilization Services	Not Covered	
Extended Care Expenses		
Extended Care Expenses *All services must be preauthorized*	100% of Allowable Amount	50% of Allowable Amount after Deductible
Skilled Nursing Facility	Limited to 25 day maximum each Year*	
Home Health Care	Limited to 60 visit maximum each Year*	
Hospice Care	Unlimited	
Special Provisions Expenses		
Serious Mental Illness/Mental Health Care/ Treatment of Chemical Dependency		
Inpatient Services *Inpatient Chemical Dependency treatment must be provided in a Chemical Dependency/Residential Treatment Center (RTC)*		
-Hospital services (facility	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
-Physician services	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
Penalty for failure to preauthorize services *Preauthorization required for inpatient, residential treatment centers (RTC), partial hospital program admissions, and certain outpatient professional services*	None	$250
Outpatient Services		
-Services performed during office visit/consultation when rendered by a Primary Care Provider (does not include psychological testing)	100% of Allowable Amount after $30 Primary Care Copayment Amount	50% of Allowable Amount after Deductible
-All outpatient services and psychological testing	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
Emergency Room/Treatment Room		
Accidental Injury & Emergency Care		
-Facility charges	80% of Allowable Amount after $200 Copayment Amount (Copayment Amount waived if admitted, Inpatient Hospital Expenses will apply)	
-Physician charges	80% of Allowable Amount after Deductible	
Non-Emergency Care		
-Facility charges	80% of Allowable Amount after $200 Copayment Amount (Copayment Amount waived if admitted, Inpatient Hospital Expenses will apply)	50% of Allowable Amount after $200 Copayment Amount & Deductible (Copayment Amount waived if admitted, Inpatient Hospital Expenses will apply)
-Physician charges	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
Urgent Care Services		
Urgent Care center visit, including lab & x-ray services *(does not include Certain Diagnostic Procedures and surgical services)*	100% of Allowable Amount after $50 Copayment Amount	50% of Allowable Amount after Deductible
Certain Diagnostic Procedures: Bone Scan, Cardiac Stress Test, CT Scan (with or without contrast), MRI, Myelogram, PET Scan, surgical procedures and all other services and supplies	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible

* Benefits used In-Network and Out-of-Network will apply toward satisfying any Annual Maximum benefits indicated

PPO Insured Standard with Network Deductible and Split Copay

Special Provisions Expenses, cont.	In-Network Benefits	Out-of-Network Benefits
Ground and Air Ambulance Services		
	80% of Allowable Amount after Deductible	
Preventive Care		
Routine annual physical examinations, well-baby care exams, immunizations 6 years of age & over, and any other preventive health services as determined by USPSTF	100% of Allowable Amount	50% of Allowable Amount after Deductible
Immunizations for Dependent children through the date of the child's 6th birthday	100% of Allowable Amount	100% of Allowable Amount
Speech and Hearing Services		
Services to restore loss of or correct an impaired speech or hearing function	Covered same as any other sickness	Covered same as any other sickness
Hearing Aids	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
Hearing Aid Maximum	Hearing aids are subject to 1 per ear per 36 month period	
Organ and Tissue Transplant Services		
	Covered same as any other sickness Refer to benefit booklet for details	Covered same as any other sickness Refer to benefit booklet for details
Physical Medicine Services		
Physical Medicine Services (includes, but is not limited to physical, occupational, and manipulative therapy)	80% of Allowable Amount after Deductible	50% of Allowable Amount after Deductible
Maximum	Limited to 35 visits each Year*	

* Benefits used In-Network and Out-of-Network will apply toward satisfying any Annual Maximum benefits indicated

PPO Insured Standard with Network Deductible and Split Copay

Pharmacy Benefits	Participating Pharmacy*	Non-Participating Pharmacy (member files claim)
Drug List**	*Drug List 1-Standard* *Note: Insured business ≤250 must select Generics Plus. 251+ Insured business can select Generics Plus (2016 standard) or Preferred formulary.*	
Compound Drugs	*Not Covered*	
Non-sedating antihistamine (NSA) drugs and combination medications containing a non-sedating antihistamine and decongestant	*Exclude Prescription Strength NSA's*	
Proton Pump Inhibitors	*Generics coverage only*	
Prescription Drug Deductible***	*None*	
Prescription Drug Out-of-Pocket Maximum	*Separate Prescription Drug Out-of-Pocket Maximum applies to Retail & Mail Service Pharmacy: Individual: $ 1,000 / Family: $ 2,000*	
Vaccinations obtained through Pharmacies****	*Yes, all ACA vaccines, including flu covered at pharmacies participating in Prime's Vaccination Network only:* *Zero Copayment* ***Deductible does not apply*** ***(No OON Benefits)***	
Retail Pharmacy (Copayment amounts are based on a 30-day supply. With appropriate prescription order, up to a 90-day supply is available. Copayment amounts apply to Out-of-Pocket Maximum.)		
Generic Drug	*$20 Copayment Amount*	*50% of Allowable Amount minus Copayment Amount*
Preferred Brand Name Drug	*$40 Copayment Amount*	*50% of Allowable Amount minus Copayment Amount*
Non-Preferred Brand Name	*$70 Copayment Amount*	*50% of Allowable Amount minus Copayment Amount*
Specialty Drugs†	*Mandatory Specialty applies: Available at in-network benefit level through Prime Specialty Pharmacy only. All other pharmacies will be payable at the non-participating pharmacy benefit level.*	
Mail Order Program (Copayment amounts are based on a 30-day supply. With appropriate prescription order, up to a 90-day supply is available. Copayment amounts apply to Out-of-Pocket Maximum.)	*Yes*	
Generic Drug	*$20 Copayment Amount*	
Preferred Brand Name Drug	*$40 Copayment Amount*	
Non-Preferred Brand Name Drug	*$70 Copayment Amount*	

***MAC 2 - Rx Enhanced**-Members electing to purchase Preferred/Non-Preferred Brand Name Drugs when "Brand Medically Necessary" is not indicated and a Generic equivalent is available, will be required to pay the difference between the cost of the Generic and Preferred/Non-Preferred Brand Name Drug, plus the Preferred Brand Name Copayment Amount. If "Brand Medically Necessary" is indicated on the prescription, the member will pay the Preferred or Non-Preferred Brand Name Copayment Amount.*

** To locate a preferred/participating pharmacy in your area, go to myprime.com or contact customer service at the phone number on the back of your identification card.*

***The standard and generics plus drug list is available at: bcbstx.com/member/rx_drugs.html*

**** Three-month Deductible carryover does not apply to prescription drug deductible.*

*****Select Participating Pharmacies have been contracted to provide vaccination services. Each pharmacy may have age, scheduling, or other requirements that will apply. Members are encouraged to contact the store in advance.* ***Benefit does not include childhood immunizations, subject to state regulations.***

†For more information on the specialty drug program, call Prime Specialty Pharmacy at (877)627-6337.

Diabetes Supplies are available under the Prescription Drug benefits of your plan. Diabetic Supplies include insulin and insulin analog preparations, insulin syringes necessary for self-administration, prescriptive and non-prescriptive oral agents, all required test strips and tablets which test for glucose, ketones, and protein, lancets and lancet devices, biohazard disposable containers, glucagon emergency kits, and other injection aids. All provisions of this portion of the plan will apply including Copayment Amounts and any pricing differences that may apply to the items dispensed.

Standard UM Programs (prior authorization and step therapy) and exclusions apply, including auto updates and FastPath.
***Note:** To confirm standard benefits, refer to the Pharmacy page on Product Central on FYIBlue.*

PPO Insured Standard with Network Deductible and Split Copay

EMPLOYER INFORMATION

RATES

Plan I – Four Rate Structure

Employee Only	$
Employee + Child(ren)	$
Employee + Spouse	$
Employee + Family	$

The above proposed rates are projected to be effective for the 12-month period beginning on the effective date of group coverage. Changes in enrollment and contribution will be addressed as stated in the Benefit Program Application (BPA).

Group Executive Name and Title (Please type or print)	Signature	Date
Agent of Record Name (Please print or type)	Signature	Date
BCBSTX Representative Name (Please print or type)	Signature	Date

Section 4

ANCILLARY RENEWALS

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PROPOSAL

Brighter under the sun

Created for:
City of West University Place

Sun Life Financial®

Renewal Rates Section

Renewal Effective Date: October 1, 2016

Group Sponsor Name:	City of West University Place
Group Policy Number:	224163

Basic Life

Employee Basic Life, AD&D, and Dependent Life Current Rates

Coverage	Total employees	Current monthly rate	Total current monthly volume	Total current monthly premium	Total current annual premium
Employee Basic Life:	123	$0.115	$7,788,000	$896	$10,747
Employee Basic AD&D	123	$0.025	$7,788,000	$195	$2,336
Dependent Basic Life	28	$3.950	NA	$0	$0
Total estimated premium				$1,090	$13,084
Rate basis: Per $1,000 of volume					

There could be income tax and ERISA implications when the employer-funded Basic Life rates are subsidized by employee-funded Optional Life rates. Subsidized rates may create additional imputed income for some employees (under IRC Section 79) and may implicate ERISA's fiduciary rules. You should review these issues with your tax and ERISA counsel before implementing a subsidized group basic and optional life plan.

Employee Basic Life, AD&D, and Dependent Life Renewal Rates

Coverage	Total employees	Monthly rate	Total estimated monthly volume	Total estimated monthly premium	Total estimated annual premium
Employee Basic Life:	123	$0.115	$7,788,000	$896	$10,747
Employee Basic AD&D	123	$0.025	$7,788,000	$195	$2,336
Dependent Basic Life	28	$3.950	NA	$111	$1,327
Total estimated premium				$1,201	$14,411
Rate basis: Per $1,000 of volume					

There could be income tax and ERISA implications when the employer-funded Basic Life rates are subsidized by employee-funded Optional Life rates. Subsidized rates may create additional imputed income for some employees (under IRC Section 79) and may implicate ERISA's fiduciary rules. You should review these issues with your tax and ERISA counsel before implementing a subsidized group basic and optional life plan.

Group Basic Life and AD&D coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Optional Life

Employee Optional Life, AD&D, and Dependent Optional Life Current Rates

Employee Optional Life

Age band	Participating employees	Current monthly rate	Current monthly volume	Current monthly premium
Under age 20	0	$0.080	$0	$0
20–24	0	$0.080	$0	$0
25–29	2	$0.080	$170,000	$14
30–34	7	$0.090	$710,000	$64
35–39	6	$0.120	$650,000	$78
40–44	8	$0.190	$610,000	$116
45–49	7	$0.320	$400,000	$128
50–54	7	$0.490	$510,000	$250
55–59	3	$0.810	$180,000	$146
60–64	2	$0.920	$200,000	$184
65–69	0	$1.710	$0	$0
70–74	0	$2.820	$0	$0
75–79	0	$9.920	$0	$0
80–84	0	$9.920	$0	$0
85 and over	0	$9.920	$0	$0

Rate basis: Per $1,000 of volume

Spouse Optional Life

Age band	Participating employees	Current monthly rate	Current monthly volume	Current monthly premium
Under age 20	0	$0.080	$0	$0
20–24	0	$0.080	$0	$0
25–29	1	$0.080	$20,000	$2
30–34	1	$0.090	$20,000	$2
35–39	6	$0.120	$125,000	$15
40–44	4	$0.190	$80,000	$15
45–49	6	$0.320	$90,000	$29
50–54	4	$0.490	$70,000	$34
55–59	2	$0.810	$35,000	$28
60–64	1	$0.920	$20,000	$18
65–69	0	$1.710	$0	$0
70–74	0	$2.820	$0	$0
75–79	0	$9.920	$0	$0
80–84	0	$9.920	$0	$0
85 and over	0	$9.920	$0	$0

Rate basis: Per $1,000 of volume

Totals

Coverage	Total participating employees	Current monthly rate	Total current monthly volume	Total current monthly premium	Total current annual premium
Employee Optional Life	42	N/A	$3,430,000	$979	$11,749
Employee Optional AD&D	36	$0.035	$3,280,000	$115	$115
Spouse Optional Life	25	N/A	$460,000	$143	$1,721
Total current premium				$1,258	$15,096

Rate basis: Per $1,000 of volume

Group Optional Life and AD&D coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Coverage	Total eligible employees	Current monthly rate
Child Optional Life	123	$0.197
Rate basis: Per $1,000 of volume		

Employee Optional Life, AD&D, and Dependent Optional Life Renewal Rates

Employee Optional Life

Age band	Participating employees	Monthly rate	Estimated monthly volume	Estimated monthly premium
Under age 20	0	$0.080	$0	$0
20–24	0	$0.080	$0	$0
25–29	2	$0.080	$170,000	$14
30–34	7	$0.090	$710,000	$64
35–39	6	$0.120	$650,000	$78
40–44	8	$0.190	$610,000	$116
45–49	7	$0.320	$400,000	$128
50–54	7	$0.490	$510,000	$250
55–59	3	$0.810	$180,000	$146
60–64	2	$0.920	$200,000	$184
65–69	0	$1.710	$0	$0
70–74	0	$2.820	$0	$0
75–79	0	$9.920	$0	$0
80–84	0	$9.920	$0	$0
85 and over	0	$9.920	$0	$0
Rate basis: Per $1,000 of volume				

Spouse Optional Life

Age band	Participating employees	Monthly rate	Estimated monthly volume	Estimated monthly premium
Under age 20	0	$0.080	$0	$0
20–24	0	$0.080	$0	$0
25–29	1	$0.080	$20,000	$2
30–34	1	$0.090	$20,000	$2
35–39	6	$0.120	$125,000	$15
40–44	4	$0.190	$80,000	$15
45–49	6	$0.320	$90,000	$29
50–54	4	$0.490	$70,000	$34
55–59	2	$0.810	$35,000	$28
60–64	1	$0.920	$20,000	$18
65–69	0	$1.710	$0	$0
Rate basis: Per $1,000 of volume				

Totals

Coverage	Total participating employees	Monthly rate	Total estimated monthly volume	Total estimated monthly premium	Total estimated annual premium
Employee Optional Life	42	N/A	$3,430,000	$979	$11,749
Employee Optional AD&D	36	$0.035	$3,280,000	$115	$1,378
Spouse Optional Life	25	N/A	$460,000	$143	$1,721
Total estimated premium				$1,258	$15,096
Rate basis: Per $1,000 of volume					

Coverage	Total eligible employees	Monthly rate
Child Optional Life	123	$0.197
Rate basis: Per $1,000 of volume		

Group Optional Life and AD&D coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Short-Term Disability

Short-Term Disability Current Rates

Coverage	Total participating employees	Current monthly rate	Total current volume	Total current monthly premium	Total current annual premium
STD	123	$0.059	$87,219	$515	$6,175
Rate basis: Per $10 of weekly benefit					

Short-Term Disability Renewal Rates

Coverage	Total participating employees	Monthly rate	Total estimated volume	Total estimated monthly premium	Total estimated annual premium
STD	123	$0.059	$87,219	$515	$6,175
Rate basis: Per $10 of weekly benefit					

Group Short-Term Disability coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Long-Term Disability

Long Term Disability Current Rates

Coverage	Total participating employees	Current monthly rate	Total current volume	Total current monthly premium	Total current annual premium
LTD	123	$0.195	$574,616	$1,121	$13,446
Rate basis: Per $100 of monthly covered payroll					

Long Term Disability Renewal Rates

Coverage	Total participating employees	Monthly rate	Total estimated volume	Total estimated monthly premium	Total estimated annual premium
LTD	123	$0.222	$574,616	$1,276	$15,308
Rate basis: Per $100 of monthly covered payroll					

Group Long-Term Disability coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Basic Life

Plan design and rates

Employee Basic Life, AD&D, and Dependent Life plan design

Employee Basic Life		
Eligible employees	All Full-Time United States Employees working in the United States who are scheduled to work a minimum of 30 hours per week	
Effective Date	October 1, 2016	
	Class 1	Class 2
Class description	All Eligible Employees excluding Fire/Police Employees	All Eligible Fire/Police Employees
Waiting Period	None	None
Benefit amount	Flat $30,000	Flat $120,000
Maximum benefit	$30,000	$120,000
Guaranteed Issue amount	Up to the maximum benefit	Up to the maximum benefit
Contributions	Noncontributory	Noncontributory
Participation requirement	100%	100%

Employee Basic AD&D		
Eligible employees	All Full-Time United States Employees working in the United States who are scheduled to work a minimum of 30 hours per week	
Effective Date	October 1, 2016	
	Class 1	Class 2
Class description	All Eligible Employees excluding Fire/Police Employees	All Eligible Fire/Police Employees
Benefit amount	Flat $30,000	Flat $120,000
Maximum benefit	$30,000	$120,000
Compulsory coverage	Yes	Yes
Contributions	Noncontributory	Noncontributory
Participation requirement	100%	100%

Dependent Basic Life		
Eligible employees	All Full-Time United States Employees working in the United States enrolled in Employee Basic Life Insurance who are scheduled to work a minimum of 30 hours per week	
Effective Date	October 1, 2016	
	Class 1	
Class description	All Eligible Employees	
Spouse benefit amount	$10,000	
Spouse termination age	70	
Child benefit amount	$5,000	
Full child benefit begins	6 months	
Child benefit by age	14 days to 6 months	$500
Child eligibility	Unmarried dependent children from 14 days to age 25 or to age 25 if full-time student	
Maximum % of employee coverage	50%	
Contributions	Noncontributory	

Basic Life rates

Coverage	Total employees	Monthly rate	Total estimated monthly volume	Total estimated monthly premium	Total estimated annual premium
Employee Basic Life	123	$0.115	$7,788,000	$896	$10,747
Employee Basic AD&D	123	$0.025	$7,788,000	$195	$2,336
Dependent Basic Life	28	$3.950	NA	$111	$1,327
Total estimated premium				$1,201	$14,411

Group Basic Life and AD&D coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Rate basis: Per $1,000 of volume
There could be income tax and ERISA implications when the employer-funded Basic Life rates are subsidized by employee-funded Optional Life rates. Subsidized rates may create additional imputed income for some employees (under IRC Section 79) and may implicate ERISA's fiduciary rules. You should review these issues with your tax and ERISA counsel before implementing a subsidized group basic and optional life plan.

Included in this plan:

- Sun Life's Life Standard Graded Scale broker commission
- 12-month rate guarantee from the Effective Date
- Employee age reductions: All coverage amounts reduce to 65% at age 65, 50% at age 70.
- Spouse age reductions: None for Class 1.
- Waiver of Premium: For employees with an approved disability prior to age 65, premium is waived until age 65 or for 12 months (whichever is later). For employees disabled on or after age 65 but prior to age 70, premium is waived for 12 months. There is no Elimination Period to satisfy before the Waiver of Premium begins.
- Portability: Coverage may be ported upon termination of active employment.
- Conversion Privilege
- Employee Accelerated Death Benefit of 75% to a maximum of $500,000
- If Value-Added Services Choice #1 is selected, Emergency Travel Assistance is included for all employees and their dependents, and Identity Theft Protection is included for all employees.[2]
- If Value-Added Services Choice #2 is selected, Claimant Support Services and Online Will Preparation are included for all employees and their dependents.[2]
- Coverage will be continued on a premium-paying basis for a period of 1 month(s) during a layoff.
- Coverage will be continued on a premium-paying basis for a period of 1 month(s) during a leave of absence approved by the policyholder.
- Coverage will be continued on a premium-paying basis for a period of 12 month(s) during a period of injury or sickness.
- Employee coverage is rounded to the next highest $1,000.
- Earnings definition: Means The Employee's Salary Or Wage From The Employer On The September 1st Of Each Year Or The Average Monthly Earnings For The Period Of Employment Annualized If Employed After September 1st. Basic Annual Earnings Includes Deductions Made For Pre-tax Contributions To A Qualified Deferred Compensation Plan, Section 125 Plan, Or Flexible Spending Account, But Does Not Include Income Received Due To Commissions, Bonuses, Overtime Pay Or Any Other Extra Compensation.
- 24-hour AD&D coverage
- Special AD&D benefits:
  - Business Travel
  - Seat Belt
  - Air Bag
  - Bereavement Counselling
  - Dependent Education—Child
  - Dependent Education—Spouse

Footnote information is located in the General Disclosures section on the last page of this proposal.

Group Basic Life and AD&D coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Optional Life

Plan design and rates

Employee Optional Life, AD&D, and Dependent Optional Life plan design

Employee Optional Life		
Eligible employees	All Full-Time United States Employees working in the United States enrolled in Employee Basic Life Insurance who are scheduled to work a minimum of 30 hours per week	
Effective Date	October 1, 2016	
	Class 1	
Class description	All Eligible Employees	
Waiting Period	None	
Benefit amount	Increments of $10,000	
Maximum benefit	$300,000 or 5 times annual earnings, whichever is less	
Guaranteed Issue amount	Lesser of current amount or	
	Age band	Amount
	Under age 60	$100,000
	60–69	$20,000
	70–79	$10,000
	80+	$1,000
Participation requirement	20%	

Employee Optional AD&D	
Eligible employees	All Full-Time United States Employees working in the United States enrolled in Employee Optional Life Insurance who are scheduled to work a minimum of 30 hours per week
Effective Date	October 1, 2016
	Class 1
Class description	All Eligible Employees
Benefit amount	Increments of $10,000
Maximum benefit	$300,000 or 5 times annual earnings, whichever is less
Compulsory coverage	Yes

Employee must elect Optional Life to elect Optional AD&D

Spouse Optional Life		
Eligible employees	All Full-Time United States Employees working in the United States enrolled in Employee Optional Life Insurance who are scheduled to work a minimum of 30 hours per week	
Effective Date	October 1, 2016	
	Class 1	
Class description	All Eligible Employees	
Spouse benefit amount	Increments of $5,000	
Spouse maximum benefit	$150,000	
Spouse Guaranteed Issue amount	Lesser of current amount or	
	Age band	Amount
	Under age 60	$20,000
	60+	$1,000
Maximum % of employee coverage	50%	
Spouse termination age	70	

Employee must elect Optional Life to elect Dependent Optional Life

Child Optional Life	
Eligible employees	All Full-Time United States Employees working in the United States enrolled in Employee Optional Life Insurance who are scheduled to work a minimum of 30 hours per week
Effective Date	October 1, 2016
	Class 1
Class description	All Eligible Employees

Group Optional Life and AD&D coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Child benefit amount	Flat $5,000	
Child maximum benefit	$5,000	
Full child benefit begins	6 months	
Child benefit by age	14 days to 6 months	$500
Child eligibility	Unmarried dependent children from 14 days to age 25 or to age 25 if full-time student	
Maximum % of employee coverage	50%	

Employee must elect Optional Life to elect Dependent Optional Life

Optional Life rates

Employee Optional Life

Age band	Participating employees	Monthly rate	Estimated monthly volume	Estimated monthly premium
Under age 20	0	$0.080	$0	$0
20–24	0	$0.080	$0	$0
25–29	2	$0.080	$170,000	$14
30–34	7	$0.090	$710,000	$64
35–39	6	$0.120	$650,000	$78
40–44	8	$0.190	$610,000	$116
45–49	7	$0.320	$400,000	$128
50–54	7	$0.490	$510,000	$250
55–59	3	$0.810	$180,000	$146
60–64	2	$0.920	$200,000	$184
65–69	0	$1.710	$0	$0
70–74	0	$2.820	$0	$0
75–79	0	$9.920	$0	$0
80–84	0	$9.920	$0	$0
85 and over	0	$9.920	$0	$0

Rate basis: Per $1,000 of volume

Spouse Optional Life

Age band	Participating employees	Monthly rate	Estimated monthly volume	Estimated monthly premium
Under age 20	0	$0.080	$0	$0
20–24	0	$0.080	$0	$0
25–29	1	$0.080	$20,000	$2
30–34	1	$0.090	$20,000	$2
35–39	6	$0.120	$125,000	$15
40–44	4	$0.190	$80,000	$15
45–49	6	$0.320	$90,000	$29
50–54	4	$0.490	$70,000	$34
55–59	2	$0.810	$35,000	$28
60–64	1	$0.920	$20,000	$18
65–69	0	$1.710	$0	$0

Rate basis: Per $1,000 of volume

Totals

Coverage	Total participating employees	Monthly rate	Total estimated monthly volume	Total estimated monthly premium	Total estimated annual premium
Employee Optional Life	42	N/A	$3,430,000	$979	$11,749
Employee Optional AD&D	36	$0.035	$3,280,000	$115	$1,378
Spouse Optional Life	25	N/A	$460,000	$143	$1,721
Total estimated premium:				$1,258	$15,096

Rate basis: Per $1,000 of volume

Group Optional Life and AD&D coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Coverage	Total eligible employees	Monthly rate
Child Optional Life	123	$0.197
Rate basis: Per $1,000 of volume		

Included in this plan:

- This proposal is net of broker commissions
- 12-month rate guarantee from the Effective Date
- Employee age reductions: All coverage amounts reduce to 65% at age 65, 50% at age 70, 35% at age 75.
- Spouse age reductions: None
- Waiver of Premium: For employees with an approved disability prior to age 65, premium is waived until age 65 or for 12 months (whichever is later). For employees disabled on or after age 65 but prior to age 70, premium is waived for 12 months. There is no Elimination Period to satisfy before the Waiver of Premium begins.
  Waiver of Premium is provided on the following benefits: Employee Optional Life.
- Portability: Coverage may be ported upon termination of active employment.
- Conversion Privilege
- Employee Accelerated Death Benefit of 75% to a maximum of $500,000
- Coverage will be continued on a premium-paying basis for a period of 1 month(s) during a layoff.
- Coverage will be continued on a premium-paying basis for a period of 1 month(s) during a leave of absence approved by the policyholder.
- Coverage will be continued on a premium-paying basis for a period of 12 month(s) during a period of injury or sickness.
- Employee coverage is rounded to the next highest $1,000.
- Earnings definition: Means The Employee's Salary Or Wage From The Employer On The September 1st Of Each Year Or The Average Monthly Earnings For The Period Of Employment Annualized If Employed After September 1st. Basic Annual Earnings Includes Deductions Made For Pre-tax Contributions To A Qualified Deferred Compensation Plan, Section 125 Plan, Or Flexible Spending Account, But Does Not Include Income Received Due To Commissions, Bonuses, Overtime Pay Or Any Other Extra Compensation.
- 24-hour AD&D coverage
- Special AD&D benefits:
  - Business Travel
  - Seat Belt
  - Air Bag
  - Bereavement Counselling
  - Helmet
  - Dependent Education—Child
  - Dependent Education—Spouse

Group Optional Life and AD&D coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Short-Term Disability

Plan design and rates

Short-Term Disability plan design

Eligible employees	All Full-Time United States Employees working in the United States who are scheduled to work a minimum of 30 hours per week
Effective Date	October 1, 2016
	Class 1
Class description	All Eligible Employees
Waiting Period	None
Tier duration	18 weeks
Benefit amount	66.70%
Maximum weekly benefit	$1,500
Injury start date	61 days
Sickness start date	61 days
First-Day Hospitalization	No
Maximum Benefit Period	18 weeks
Partial Disability benefit	Return-to-Work
Zero-Day Residual	No
Pre-Existing Limitation	None
Contributions	Non-contributory
Participation requirement	100%
Employer contribution %	100%

Short-Term Disability rates

Coverage	Total participating employees	Monthly rate	Total estimated volume	Total estimated monthly premium	Total estimated annual premium
STD	123	$0.059	$87,219	$515	$6,175
Rate basis: Per $10 of weekly benefit					

Included in this plan:

- This proposal is net of broker commissions
- 12-month rate guarantee from the Effective Date
- Survivor Benefit
- Full maternity coverage
- Nonoccupational coverage
- Coverage will be continued on a premium-paying basis for a period of 1 month(s) during a layoff.
- Coverage will be continued on a premium-paying basis for a period of 1 month(s) during a leave of absence approved by the policyholder.
- Earnings definition: Means The Employee's Basic Weekly Earnings As Reported By The Employer On The September 1st Immediately Prior To The First Date Total Or Partial Disability Begins. Total Weekly Earnings Includes Deductions Made For Pre-tax Contributions To A Qualified Deferred Compensation Plan, Section 125 Plan, Or Flexible Spending Account, But Does Not Include Income Received Due To Commissions, Bonuses, Overtime Pay Or Any Other Extra Compensation. If The Employee Was Not Employed On September 1st, Total Weekly Earnings Will Be The Employee's Average Weekly Earnings From The Date Of Employment.

Group Short-Term Disability coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

Assumptions

- This plan does not replace the statutory disability plan in any state.
- Employees in states with statutory STD plans are covered by those statutory plans, and any STD benefit payable will be offset by those statutory benefits. We reserve the right to re-rate if this assumption proves incorrect.
- The employer has not opted out of Workers' Compensation coverage.
- Notification of any employer-completed merger or acquisition.

Long-Term Disability

Plan design and rates

Long-Term Disability plan design

Eligible employees	All Full-Time United States Employees working in the United States who are scheduled to work a minimum of 30 hours per week
Effective Date	October 1, 2016
	Class 1
Class description	All Eligible Employees
Waiting Period	None
Maximum benefit %	60% of monthly earnings
Maximum monthly benefit	$9,500
Elimination Period	180 days
Own Occupation Period	24 months
Minimum benefit	Greater of $100 or 10% gross
Contributions	Noncontributory
Participation requirement	100%
Employer contribution %	100%

Long-Term Disability rates

Coverage	Total participating employees	Monthly rate	Total estimated volume	Total estimated monthly premium	Total estimated annual premium
LTD	123	$0.222	$574,616	$1,276	$15,308
Rate basis: Per $100 of monthly covered payroll					

Included in this plan:

- This proposal is net of broker commissions
- 12-month rate guarantee from the Effective Date
- Benefit duration of SSNRA
- Direct integration
- Family Social Security offset
- Partial Disability benefit
- 12-month Return-to-Work incentive
- Occupations are considered gainful if earnings are at least the benefit percentage x predisability earnings.
- Zero-Day Residual
- Retro Disability Benefit®: pays a lump-sum amount equal to the employee's gross monthly benefit times the number of months in the Elimination Period if Total Disability required continuous Hospital Confinement for at least 14 consecutive days at the onset of Total Disability. Total Disability must remain continuous throughout the Elimination Period, and the benefit is not subject to Other Income offsets.
- 3-month lump-sum gross Survivor Benefit
- 3/12 pre-existing condition exclusion
- 24-month mental/nervous limitation
- 24-month drug/alcohol limitation
- Mandatory rehabilitation provision
- Rehabilitation program provides additional 10% benefit

Group Long-Term Disability coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

- Reasonable Accommodation benefit of up to $5,000
- 15 trial work days during the Elimination Period
- Coverage will be continued on a premium-paying basis for a period of 1 month(s) during a layoff.
- Coverage will be continued on a premium-paying basis for a period of 1 month(s) during a leave of absence approved by the policyholder.
- Earnings definition: Means The Employee's Basic Monthly Earnings As Reported By The Employer On The September 1st Immediately Prior To The First Date Total Or Partial Disability Begins. Total Monthly Earnings Includes Deductions Made For Pre-tax Contributions To A Qualified Deferred Compensation Plan, Section 125 Plan, Or Flexible Spending Account, But Does Not Include Income Received Due To Commissions, Bonuses, Overtime Pay Or Any Other Extra Compensation. If The Employee Was Not Employed On September 1st, Total Monthly Earnings Will Be The Employee's Average Monthly Earnings From The Date Of Employment.

Assumptions

- Employees in states with statutory STD plans are covered by those statutory plans, and any LTD benefit payable will be offset by those statutory benefits. We reserve the right to re-rate if this assumption proves incorrect.
- The employer has not opted out of Workers' Compensation coverage.
- Notification of any employer-completed merger or acquisition.
- All noncontributory plan designs assume the employer pays the entire premium and that all benefits are fully taxable.

Group Long-Term Disability coverage is underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH.

From:	Kalena K. Willey
To:	Patsy Mcclellan; Nina Guerrero
Cc:	Bob Treacy
Subject:	RE: City of West University Place
Date:	Monday, July 25, 2016 12:38:40 PM

Good afternoon Patsy,

Thank you for adding my to the email. Nina has been out of the office traveling and attending client meetings a lot these past few weeks. We appreciate your patience!

I have verified that City of West University Place (Group #329550) is currently within its last renewal guarantee period of 24 months (10/01/2015 through 09/30/2017), and is not due a review/renewal until 10/01/2017. The current plan design and rates remain valid for the 2016-2017 plan year.

Again thank you! Please let us know if you have any questions or concerns.

Have a great day,
Kalena

Kalena Willey
Senior Strategic Account Manager

SUPERIOR VISION

c: 915.540.9909
f: 916.859.6262

From: Patsy Mcclellan [mailto:Patsy_Mcclellan@ajg.com]
Sent: Monday, July 25, 2016 12:01 PM
To: Nina Guerrero; Kalena K. Willey
Cc: Bob Treacy
Subject: RE: City of West University Place
Importance: High

I am following up on the 7/15/16 request for the Vision Renewal for the City of West University Place.
Please advise at the earliest.
Thank you.

Patsy
Patsy McClellan

Account Coordinator

******Please note our branch office has moved.***
Phone numbers remain the same

Arthur J. Gallagher & Co.
2245 Texas Drive, Suite 140 | Sugar Land, Texas 77479
P: 281.295.3007 | F: 281.295.3020
Patsy_Mcclellan@ajg.com | www.gallagherbenefits.com
www.ajg.com
Gallagher Benefit Services, Inc.

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2016 WORLD'S MOST ETHICAL COMPANIES
WWW.ETHISPHERE.COM

From: Patsy Mcclellan
Sent: Friday, July 15, 2016 11:37 AM
To: Nina Guerrero (NGuerrero@superiorvision.com) <NGuerrero@superiorvision.com>
Cc: Bob Treacy (Bob_Treacy@ajg.com) <Bob_Treacy@ajg.com>
Subject: City of West University Place

Nina~

Good afternoon.
We are looking for the Vision renewal for the City. Please forward at the earliest convenience.
Thank you.

Patsy McClellan
Account Coordinator

******Please note our branch office has moved.***
Phone numbers remain the same

Arthur J. Gallagher & Co.
2245 Texas Drive, Suite 140 | Sugar Land, Texas 77479
P: 281.295.3007 | F: 281.295.3020
Patsy_Mcclellan@ajg.com | www.gallagherbenefits.com
www.ajg.com
Gallagher Benefit Services, Inc.

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Section 5

MARKETING SUMMARY

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Marketing Summary

Carrier	Line of Coverage	Quote Status
BCBSTX	Medical	Renewal

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2016 Ancillary Renewals

Carrier	Line of Coverage	Renewal Date
Guardian	Dental	Renewal
Sun Life	Life/AD&D	Renewal
Sun Life	Vol. Life	Renewal
Sun Life	LTD	Renewal
Sun Life	STD	Renewal
Superior Vision /Block Vision	Vision	Renewal

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A.M. Best Ratings and Compensation, continued

Non-Healthcare Carrier	Line of Coverage	A.M. Best Rating – Level; Financial Size	Commission	Supplemental Compensation
Guardian	Dental	A++; XV	10%	0% to 7% premium
Sun Life	Life/AD&D	A+; XV	0%	5% to 2% premium
Sun Life	Vol. Life/AD&D	A+; XV	0%	5% to 2% premium
Sun Life	LTD	A+; XV	0%	5% to 2% premium
Sun Life	STD	A+; XV	0%	5% to 2% premium
Superior/Block Vision	Vision	NR	0%	0%

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Guide to A.M. Best Ratings

Arthur J. Gallagher & Co. uses A.M. Best & Co.'s rating services to evaluate the financial condition of insurers whose policies we propose to deliver. The rating of the carrier and the year of publication of that rating are indicated. Arthur J. Gallagher & Co. makes no representation and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

Level	Category	Level	Category
A++, A+	Superior	C, C-	Weak
A, A-	Excellent	D	Poor
B++, B+	Good	E	Under Supervision
B, B-	Fair	F	In Liquidation
C++, C+	Marginal	S	Rating Suspended

Financial Size Categories					
FSC I	Up to 1,000	FSC VI	25,000 to 50,000	FSC XI	750,000 to 1,000,000
FSC II	1,000 to 2,000	FSC VII	50,000 to 100,000	FSC XII	1,000,000 to 1,250,000
FSC III	2,000 to 5,000	FSC VIII	100,000 to 250,000	FSC XIII	1,250,000 to 1,500,000
FSC IV	5,000 to 10,000	FSC IX	250,000 to 500,000	FSC XIV	1,500,000 to 2,000,000
FSC V	10,000 to 25,000	FSC X	500,000 to 750,000	FSC XV	2,000,000 or more

(In $000 of reported Policyholders' Surplus Plus Conditional Reserve Funds)

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.

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Disclaimers

- The intent of this analysis is to provide you with general information regarding the status of, and/or potential concerns related to your current employee benefits environment. It does not necessarily fully address all of your specific issues. It should not be construed as, nor is it intended to provide legal advice. Questions regarding specific issues should be addressed by your general counsel or an attorney who specializes in this practice area.

- This analysis is for illustrative purposes and is not a guarantee of future expenses, claims, costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information for further details in this regard.

- Network discount analysis is based on a representative basket of 'goods and services' an employer's health plan(s) could expect to see over the course of a year. It is in no way intended to imply a direct correlation to an employers actual claim experience. This analysis is designed to approximate a differential in reimbursement rates among various networks in order to assess efficiency and does not in any way represent a guarantee of savings.

- Gallagher Benefit Services, Inc., has provided this timeline as a resource to help identify and clarify submission requirements and dates for this project. Although the timeline was created to be as comprehensive as possible, it should not be assumed that the information is all-inclusive and error-free, nor is the sequence of events outlined in exact chronological order. All information is provided for informational and educational purposes only and is not intended to provide legal, investment, tax or accounting advice and should not be relied upon in that regard. Your financial and tax situation may be unique and therefore you should independently consult your attorney and accountant regarding any legal and tax implications.

- This proposal is an outline of the coverage proposed by the carrier(s), based on information provided by your company. It does not include all of the terms, coverages, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request.

- This analysis contains a financial cost summary and an outline of key policy provisions. Although cost is an important factor in placing coverage with a stop loss carrier, key policy provisions are also critical to the selection process and they may represent additional financial liability. For example, a stop loss policy that supersedes a client's plan document language could have a negative financial impact on the Plan. Although most stop loss carriers will agree to cover medically necessary and generally accepted practices and procedures, there may be other limitations which should be considered prior to policy acceptance.

- GBS and certain of its insurance carrier markets from time to time enter into arrangements providing for additional compensations to be paid to GBS by such carrier generally with respect to the total volume of premium or insurance coverages written through GBS with that carrier (i.e.: all insurance policies with that carrier where GBS is the broker). It is not clear at this time what these fees and/or commissions retained by GBS, GBS affiliates, such as excess and surplus lines brokers, wholesalers, reinsurance intermediaries, and similar parties, may earn and retain commissions and/or fees in the course of providing insurance products.

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Arthur J Gallagher Privacy Policy Disclosure

This Privacy Policy Disclosure outlines our information sharing practices to help you understand how we protect your privacy and that of your employees when we collect and use information about you and your employees, and the measures we take to safeguard that information.

Information We Collect. We collect non-public personal financial and health information about you and your employees as required by the insurance companies including:

- Information we receive from you and your employees on applications or questionnaires, such as occupation, current employer and social security number;
- Information about your transactions with us, our affiliates or previous insurers; such as your policy coverage, claim information, premiums and payment history;
- Information we receive from consumer-reporting agencies such as Equifax that is obtained for the purpose of ascertaining credit histories. These reports are obtained as underwriting tools to determine bill paying habits and credit worthiness for certain individual, personal insurance products. These reports are not subject to race, gender or income.

Information We Disclose. We do not disclose any non-public personal financial and health information about our clients or former clients to anyone, except for the purpose of placing your insurance coverage(s) and as otherwise permitted by law. For example, we may disclose non-public personal financial and/or health information about you and your employees to market your insurance coverage directly with insurers and providers.

Information Security. We restrict access to non-public personal financial and health information about you and your employees to those employees who need to know that information to provide products or services to you. We maintain physical, electronic and procedural safeguards that comply with federal and state regulations to guard your non-public personal financial and health information and that of your employees.

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Arthur J. Gallagher & Co.
BUSINESS WITHOUT BARRIERS

Thank You

Bob Treacy LHIC

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

AGENDA OF:	August 22, 2016	**AGENDA ITEM:**	4
DATE SUBMITTED:	August 15, 2016	**DEPARTMENT:**	Parks and Recreation
PREPARED BY:	Tim O'Connor, Parks Director	**PRESENTER:**	Tim O'Connor, Parks Director
SUBJECT:	**Funding Request for New Lighting System at the Wier Park Tennis Courts**		
ATTACHMENTS:	1. Quote for Wier Park Tennis Court Lighting System 2. Project Summary		

EXPENDITURE REQUIRED:	$81,000.00
AMOUNT BUDGETED:	$81,000.00
ACCOUNT NO.:	505-7000-84065 Project # ERF - 6040
ADDITIONAL APPROPRIATION REQUIRED:	N/A
ACCOUNT NO.:	N/A

EXECUTIVE SUMMARY

During the course of our annual park lighting systems assessment it was discovered that three (3) of the light poles servicing the tennis courts at Wier Park were showing signs of distress at their bases. We engaged an engineering firm to conduct an assessment of the poles and it was determined that the condition of the poles posed a public safety risk and the courts were immediately closed and the poles removed.

The current lighting system at Wier Park is at least forty years old and consists of a hodgepodge of lighting fixtures and outdated electrical components. The tennis courts at Colonial Park were rebuilt with MUSCO lighting systems installed in 2010 and the Judson Park tennis court was rebuilt with MUSCO lighting systems installed in 2015.

Staff consulted with the Finance Director and she determined that the replacement could be funded through the Equipment Replacement Fund and confirmed the funds were available to facilitate this project.

The city's standard, since 2009, for outdoor pool and sport court lighting is MUSCO Lighting. Tri-Sports standards are also for MUSCO Lighting at all of their youth sports facilities. MUSCO is an approved Buy-Board member, making the need to solicit additional bids unnecessary. However, staff did exercise due diligence by means of pricing other tennis court lighting systems. What we determined is that the MUSCO Lighting Systems have no equal in the profession, specifically in respect to the quality of their products, their 25 year warranty / maintenance agreement, neighbor

friendly – no light spillage design / engineering and their installation standards. The new lights are energy efficient, staff anticipates a minimum of a 50% reduction in utility costs, and the quality of the light (foot-candles) will slightly exceed the United States Tennis Associations (USTA) lighting standards, making tennis play safer and more enjoyable for our tennis playing residents. Please note that the project will include lighting of the one-half court basketball amenity located to the immediate south of the tennis courts.

RECOMMENDATION

Due to the fact that the expenditure exceeds the $49,999.00 maximum that the City Manager has the authority to approve, we are asking City Council to authorize staff to proceed with the purchase and replacement of the Wier Park tennis courts lighting system, specifically from the City's Equipment Replacement Fund (ERF).

Quote

Weir Park Tennis Courts - HID
Houston, TX
Date: August 16, 2016

Texas Buy Board
Master Project: 146396
Contract Number: 423-13
Expiration: 09/30/2016
Commodity: Parks/Rec & Field Lighting

Quotation Price - HID

Musco's Light Structure Green™ lighting system as described below and delivered to the job site .....$79,677.00.

Equipment Description

Light Structure Green™ System delivered to your site in Five Easy Pieces™

- 4 pre-cast concrete bases
- 4 galvanized steel poles
- Electrical component enclosures
- Pole length wire harness
- 8 - 1000 watt HID factory-aimed and assembled luminaires

Also Includes:

- Energy savings of more than 50% over a standard lighting system
- 50% less spill and glare light than Musco's prior industry leading technology
- Musco Constant 25™ product assurance and warranty program that eliminates 100% of your maintenance costs for 25 years, including labor and materials
- Guaranteed constant light levels for 25 years
- 2 group re-lamps at the end of the lamps' rated life
- Reduced energy consumption with an average of 8.96 kW per hour
- Control Link® Control & Monitoring System for flexible control and solid management of your lighting system
- Lighting contactors
- Player-activated strobe
- Turnkey installation of the 4 bases, 4 poles and 8 factory-aimed and assembled 1500 watt metal halide luminaires

Sales tax, if applicable, is not included as part of this quote.

Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential. Divulging technical or pricing information to competitive vendors will result in removal from the bid list.

Payment Terms to be determined between Musco Credit department and purchasing entity.

Fax or e-mail a copy of your Purchase Order to:

BuyBoard Cooperative Purchasing
Fax: 800-211-5454
E-mail: info@buyboard.com

Musco Sports Lighting, LLC
Fax: 800-374-6402
musco.contracts@musco.com

All purchase orders and/or Musco PA's should note the following:
BuyBoard Purchase; Master Project: 146396; Contract Number: 423-13

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The contract balance is due upon terms approved by Musco's Credit department.
Late payment will be subject to service charges of 1 ½ % per month (18% APR).

Musco will make every effort to coordinate shipment so that delivery corresponds with the customer's payment schedule. We will expect payment within the terms described above unless there is a written statement from Musco's corporate headquarters stating the acceptance of different terms.

Delivery to the job site from the time of order, submittal approval, and confirmation of order details including voltage and phase, pole locations is approximately 30-45 days. Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Notes

Quote is based on:

- Shipment of entire project together to one location
- Two courts side by side
- Structural code and wind speed: IBC 2012, 130 mph, exposure C
- Confirmation of pole locations prior to production

Thank you for considering Musco for your sports-lighting needs. Please contact me with any questions.

Sam Yaeger
Musco Sales Representative
Musco Sports Lighting, LLC
Phone: 832-975-4398
E-mail: sam.yaeger@musco.com
Fax: 800-374-6402

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Scope of Work
Weir Park Tennis Courts

Owner Responsibilities:
1. Complete access to the site for construction using standard 2 wheel drive rubber tire equipment. If ground conditions require mats, planking, or larger equipment to complete the installation extra costs will be charged as a Changer Order. Multiple mobilizations due to site conditions or other On-Site Contractors may also be charged.
2. Tree Trimming or fence removal and replacement.
3. The Site must be ready for installation of Musco provided materials and access to all pole locations cleared.
4. Locate existing underground utilities not covered by “One Call” and irrigation systems and sprinkler heads. Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
5. Locate and mark field reference points per Musco supplied layout.
6. Pay for extra costs associated with foundation excavation in non-standard soils (rock, caliche, high water table, collapsing holes, etc.). Standard soils are defined as soils that can be excavated using standard earth auguring equipment.
7. Owner responsible for any power company fees and requirements. (If necessary.)
8. Provide area on site for disposal of spoils from foundation excavation.
9. Provide sealed Electrical Plans. (If required.)

Musco Responsibilities:
1. Provide required poles, fixtures, and foundations.
2. Provide layout of pole locations and aiming diagram.
3. Provide Project Management as required.
4. Provide stamped foundation designs based on 2500psf soils.
5. Provide Payment and Performance Bonding.

Musco Subcontractor Responsibilities:
1. Provide equipment and materials to off load equipment at jobsite per scheduled delivery.
2. Provide storage containers for material, (including ballast boxes), as necessary and waste disposal.
3. Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
4. Obtain any required permitting.
5. Provide materials and equipment to install or upgrade electrical service panels as required or necessary.
6. Provide materials and equipment to install all underground conduit, wiring, pull boxes etc. and terminate wiring as required per electrical design.
7. Confirm the existing underground utilities and irrigation systems have been located and are clearly marked so as to avoid damage from construction equipment. Repair any such damage during construction.
8. Provide materials and equipment to install (4) LSS foundations as specified on layout.
9. Remove spoils to owner designated location at jobsite.
10. Provide materials and equipment to assemble (8) LSG fixtures and terminate all necessary wiring.
11. Provide equipment and materials to assemble and erect (4) LSS poles.
12. Provide equipment and materials to install (1) lighting contactor cabinet and terminate all necessary wiring.
13. Provide step down transformer for 120v control circuit if not available.
14. Contractor will commission Control Link by contacting Control Link Central at (877-347-3319).
15. Check all Zones to make sure they work in both auto and manual mode.
16. 1 hour comprehensive burn of all lights on each zone.
17. Set base line for the DAS (Diagnostic Acquisition System)
18. Keep all heavy equipment off of playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet grounds would be an example of damage requiring repair.
19. Provide startup and aiming as required to provide complete and operating sports lighting system.
20. Provide as built drawings on completion of installation.
21. Remove existing (4) poles, fixtures and associated above ground wiring offsite.

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22. Remove existing concrete foundations (2') below grade and backfill with appropriate aggregate or concrete.
23. Concrete Break tests, Crane Lift Plans, screenings for other subcontractors, pre-approval of cranes or any contractor equipment to be used on site, background checks, specific badging items are not included in our price.
24. **Running new service under the street is not included in this Scope or Quote.**

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Pole / Fixture Summary

Pole ID	Pole Height	Fixture Qty	Lamp Type	Group
T1	40'	2	1500W MZ	A
T2	40'	2	1500W MZ	A
T3	40'	2	1500W MZ	A
T4	40'	2	1500W MZ	A
4		***8***		

Calculation Grid Summary

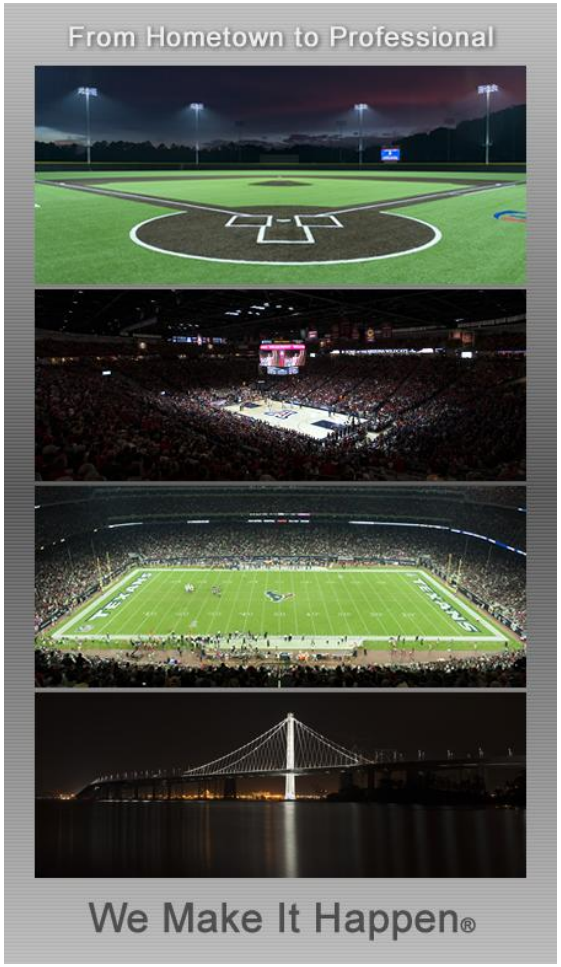
Grid Name	Calculation Metric	Light Level				Uniformity		Groups	Fixture Qty
		Type	Ave	Min	Max	Max/Min	Ave/Min		
Basketball	Horizontal	Constant	7.24	1	17	17.21	7.40	A	8
Playground	Horizontal	Constant	11.5	4	18	4.83	3.08	A	8
Tennis-1	Horizontal Illuminance	Constant	50.3	40	59	1.48	1.25	A	8

Group Summary

Group	Description	Load	Fixture Qty
A	Tennis	12.51 kW	8

MY PROJECT

Name: **Weir Park Tennis Courts**
Location: Houston,TX



ENGINEERED DESIGN

By: **Greg Beatty**
File # / Date: 180931A 16-Aug-16

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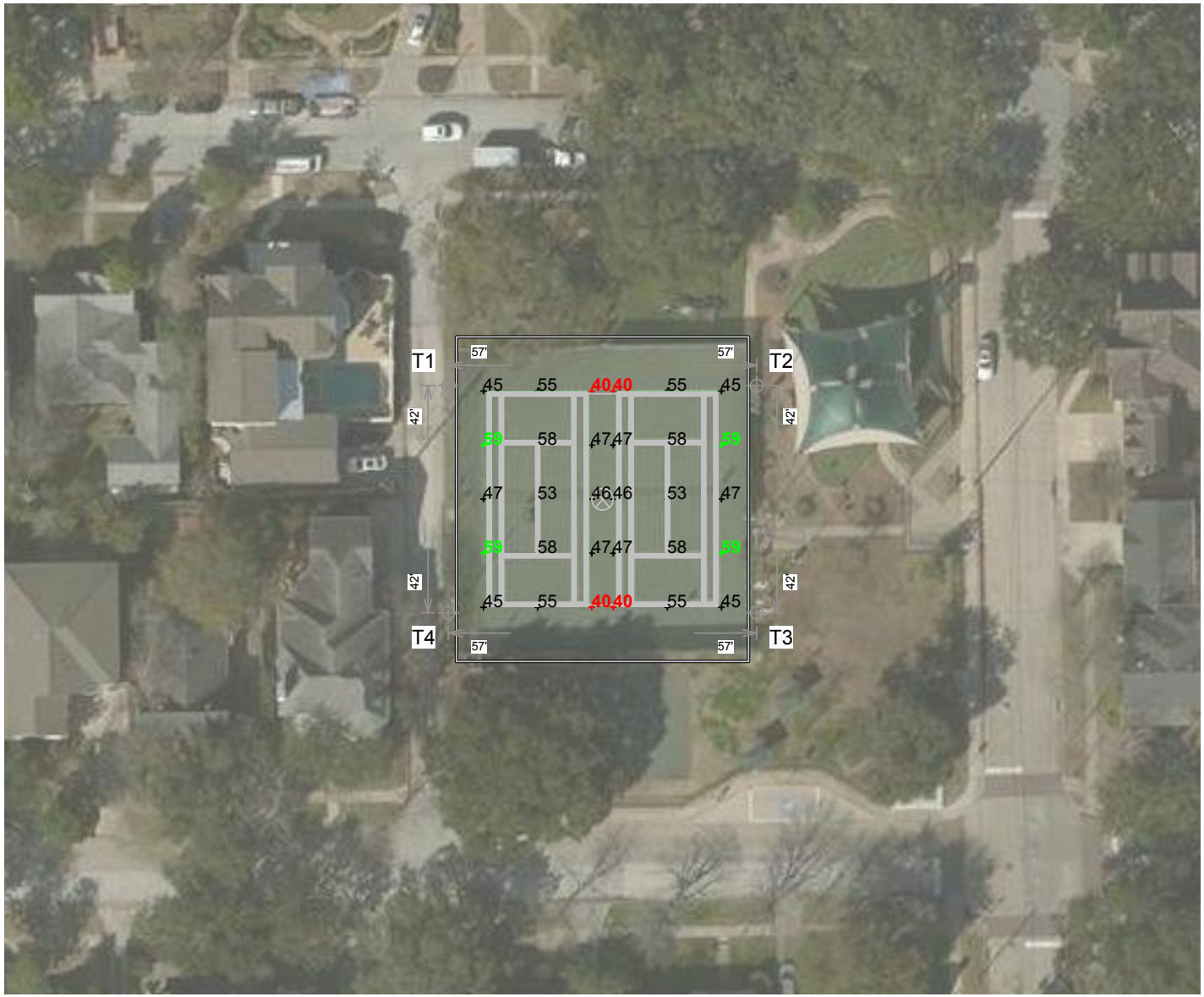
EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LAMP TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
3	T1-T2, T4	40'	-	40'	1500W MZ	2	2	0
1	T3	40'	-	40'	1500W MZ	2	2	0
4	TOTALS					8	8	0



SCALE IN FEET 1 : 60

0' 60' 120'

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

MY PROJECT

Name:	**Weir Park Tennis Courts**
Location:	Houston,TX

GRID SUMMARY

Name:	**Tennis-1**
Size:	2 Court - 12' Spacing
Spacing:	20.0' x 20.0'
Height:	3.0' above grade

CONSTANT ILLUMINATION

SUMMARY	HORIZONTAL FOOTCANDLES
	Entire Grid
Guaranteed Average:	**50**
Scan Average:	50.25
Maximum:	59
Minimum:	40
Avg / Min:	1.25
Guaranteed Max / Min:	**2**
Max / Min:	1.48
UG (adjacent pts):	0.00
CU:	0.56
No. of Points:	30
LUMINAIRE INFORMATION	
Luminaire Type:	Green Generation
Design Usage Hours:	5,000 hours
Design Lumens:	134,000
Avg Lamp Tilt Factor:	1.000
No. of Luminaires:	8
Avg KW:	12.51 (13.6 max)

Guaranteed Performance: The Guaranteed Average CONSTANT ILLUMINATION described above is guaranteed for the design usage hours of the system.

Field Measurements: Illumination measured in accordance with IESNA RP-6-15 and CIBSE LG4. Individual values may vary. See the Warranty document for details.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume +/- 3% nominal voltage at line side of the ballast and structures located within 3 feet (1m) of design locations.

ENGINEERED DESIGN

By:	**Greg Beatty**	
File # / Date:	180931A	16-Aug-16

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ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LAMP TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
3	T1-T2, T4	40'	-	40'	1500W MZ	2	2	0
1	T3	40'	-	40'	1500W MZ	2	2	0
4	TOTALS					8	8	0

SCALE IN FEET 1 : 60

0' 60' 120'

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

MY PROJECT

Name:	**Weir Park Tennis Courts**
Location:	Houston,TX

GRID SUMMARY

Name:	**Basketball**
Size:	2 Court - 12' Spacing
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

CONSTANT ILLUMINATION

SUMMARY	HORIZONTAL FOOTCANDLES
	Entire Grid
Scan Average:	**7.24**
Maximum:	17
Minimum:	1
Avg / Min:	7.40
Max / Min:	**17.21**
UG (adjacent pts):	2.34
CU:	0.02
No. of Points:	36
LUMINAIRE INFORMATION	
Luminaire Type:	Green Generation
Design Usage Hours:	5,000 hours
Design Lumens:	134,000
Avg Lamp Tilt Factor:	1.000
No. of Luminaires:	8
Avg KW:	12.51 (13.6 max)

Guaranteed Performance: The CONSTANT ILLUMINATION described above is guaranteed for the design usage hours of the system.

Field Measurements: Illumination measured in accordance with IESNA RP-6-15 and CIBSE LG4. Individual values may vary. See the Warranty document for details.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume +/- 3% nominal voltage at line side of the ballast and structures located within 3 feet (1m) of design locations.

ENGINEERED DESIGN

By:	**Greg Beatty**	
File # / Date:	180931A	16-Aug-16

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ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LAMP TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
3	T1-T2, T4	40'	-	40'	1500W MZ	2	2	0
1	T3	40'	-	40'	1500W MZ	2	2	0
4	TOTALS					8	8	0

SCALE IN FEET 1 : 60

0' 60' 120'

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

MY PROJECT

Name:	**Weir Park Tennis Courts**
Location:	Houston,TX

GRID SUMMARY

Name:	**Playground**
Size:	2 Court - 12' Spacing
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

CONSTANT ILLUMINATION

SUMMARY	HORIZONTAL FOOTCANDLES
	Entire Grid
Scan Average:	**11.51**
Maximum:	18
Minimum:	4
Avg / Min:	3.08
Max / Min:	**4.83**
UG (adjacent pts):	2.38
CU:	0.01
No. of Points:	8
LUMINAIRE INFORMATION	
Luminaire Type:	Green Generation
Design Usage Hours:	5,000 hours
Design Lumens:	134,000
Avg Lamp Tilt Factor:	1.000
No. of Luminaires:	8
Avg KW:	12.51 (13.6 max)

Guaranteed Performance: The CONSTANT ILLUMINATION described above is guaranteed for the design usage hours of the system.

Field Measurements: Illumination measured in accordance with IESNA RP-6-15 and CIBSE LG4. Individual values may vary. See the Warranty document for details.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume +/- 3% nominal voltage at line side of the ballast and structures located within 3 feet (1m) of design locations.

ENGINEERED DESIGN

By:	**Greg Beatty**	
File # / Date:	180931A	16-Aug-16

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ILLUMINATION SUMMARY

SCALE IN FEET 1 : 30

0' 30' 60'

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

MY PROJECT

Name: **Weir Park Tennis Courts**
Location: Houston,TX

EQUIPMENT LAYOUT

INCLUDES:
· Tennis-1

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume +/- 3% nominal voltage at line side of the ballast and structures located within 3 feet (1m) of design locations.

EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires		
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LAMP TYPE	QTY / POLE
3	T1-T2, T4	40'	-	40'	1500W MZ	2
1	T3	40'	-	40'	1500W MZ	2
4	TOTALS					8

SINGLE LUMINAIRE AMPERAGE DRAW CHART

Ballast Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
1500 watt MZ	8.6	8.3	7.5	6.5	5.1	4.7	3.7

ENGINEERED DESIGN

By: **Greg Beatty**
File # / Date: 180931A 16-Aug-16

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EQUIPMENT LAYOUT

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

EMPLOYEE BENEFITS TRUST MEETING AGENDA

Notice is hereby given of a special meeting of the City of West University Place Employee Benefits Trust to be held on **Monday, August 22, 2016,** beginning at approximately **6:35 p.m.** in the **Municipal Building**, 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action.

1. Call Meeting to Order

2. Approve Minutes of the August 24, 2015 Employee Benefits Trust meeting.

3. Authorize direct contract renewal with Blue Cross/Blue Shield (BCBS) for Medical Insurance.

4. Authorize renewing the contract with Guardian for Dental Insurance through the City of Friendswood (FWD) Interlocal Agreement.

5. Authorize renewing direct contract with Sunlife for Life, AD&D, Disability & optional Life Insurance.

6. Authorize renewing direct contract with Superior Vision for optional Vision Insurance.

7. Adjourn and reconvene Regular Meeting of the West University Place City Council.

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.

I certify that the attached notice and agenda of items to be considered by the City of West University Place Employee Benefits Trust on August __22__, 2016 was posted on the Municipal Building bulletin board on August __18th__, 2016 at __3:00__ o'clock __pm__.

(SEAL)

Thelma A. Gilliam, City Secretary

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
Michael Ross, City Manager
Alan Petrov, City Attorney
Thelma Lenz, City Secretary

EMPLOYEE BENEFITS TRUST MEETING MINUTES

The City of West University Place, Texas, Employee Benefits Trust met on **Monday, August 24, 2015,** in the Municipal Building Council Chambers, 3800 University Boulevard, West University Place, Texas, **6:35 p.m.** to consider the following:

1. Call Meeting to Order

Mayor Sample called the meeting to order at 6:58 p.m. Those also present: Mayor Pro Tem Kelly, Councilmembers Ballanfant, Reilly and Turner, City Manager Ross, City Secretary Lenz, City Attorney Petrov, Human Resources/Risk Director Standorf, and Bob Treacy with Gallagher Consultants.

2. Approve Minutes of the August 11, 2014 Employee Benefits Trust meeting.

The Employee Benefits Trust meeting Minutes were not included in the Agenda Packet, so Mayor Sample requested that this item be on the next regular City Council agenda.

3. Authorize direct contract with Blue Cross/Blue Shield (BCBS) for Medical Insurance.

Mayor Pro Tem Kelly moved to authorize contract. Councilmember Turner seconded the motion. **MOTION PASSED.**

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

4. Authorize renewing the contract with Guardian for Dental Insurance through the City of Friendswood (FWD) Interlocal Agreement.

Mayor Pro Tem Kelly moved to authorize renewal of the contract with Guardian. Councilmember Turner seconded the motion. **MOTION PASSED.**

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

5. Authorize renewing direct contract with Sunlife for Life, AD&D, Disability & optional Life Insurance.

Mayor Pro Tem Kelly moved to authorize renewal of a director contract with Sunlife. Councilmember Reilly seconded the motion. **MOTION PASSED.**

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

6. Authorize renewing direct contract with Superior Vision for optional Vision Insurance.

Mayor Pro Tem Kelly moved to authorize renewal of direct contract with Superior Vision. Councilmember Reilly seconded the motion. **MOTION PASSED.**

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

7. Adjourn

Councilmember Turner moved to adjourn the Employee Benefits Trust meeting at 7:00 p.m. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

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

Prepared by: _____ _____
Thelma A. Lenz, City Secretary Date Approved

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

AGENDA OF:	August 22, 2016	**AGENDA ITEM:**	6
DATE SUBMITTED:	August 9, 2016	**DEPARTMENT:**	Administration/HR
PREPARED BY:	Wendy Standorf, HR Director	**PRESENTER:**	Bob Treacy, Gallagher Benefit Services and Wendy Standorf, HR Director
SUBJECT:	**Transfer of Funds from City of West University Place to the City of West University Place Employee Benefits Trust to pay for employee related medical, dental, life, disability, AD&D and vision plans.**		
ATTACHMENTS:	**None**		

EXPENDITURE REQUIRED:	$2,580,200 (approximate) based on current participation levels (vacancies, retirees, & any employee changes during open enrollment can change actual city contribution total).
AMOUNT BUDGETED:	$2,580,200
ACCOUNT NO.:	510-1000-71510 (Employee Medical) 510-1000-71511 (Retiree Medical) 510-1000-71513 (Employee Dental) 510-1000-71514 (Employee Vision) 510-1000-71516 (Life, AD&D, Disability)
ADDITIONAL APPROPRIATION REQUIRED:	N/A
ACCOUNT NO.:	N/A

EXECUTIVE SUMMARY

This action formalizes the process of funding the City of West University place Employee Benefits Trust through a transfer of funds from the City of West University Place.

RECOMMENDATION

Staff recommends that Council authorize the continued transfer of funds on a monthly basis from the City of West University Place to the City of West University Place Employee Benefits Trust beginning with the October, 2016 contribution.

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

AGENDA OF:	August 22, 2016	**AGENDA ITEM:**	7
DATE SUBMITTED:	August 18, 2016	**DEPARTMENT:**	Public Works
PREPARED BY:	G. Barrera, Gen. Services Supt.	**PRESENTER:**	D. Beach, Public Works Director.
SUBJECT:	**Emergency "On-Call" Debris Monitoring Services.**		
ATTACHMENTS:	**1. List of Services** **2. Rate Schedule**		

EXPENDITURE REQUIRED:	NONE
AMOUNT BUDGETED:	NONE
ACCOUNT NO.:	N/A
ADDITIONAL APPROPRIATION REQUIRED:	N/A
ACCOUNT NO.:	N/A

EXECUTIVE SUMMARY

In June 2016, HGAC completed the competitive bid process which allows the City to enter into an agreement and utilize the services of various firms for Emergency Debris Monitoring services during an emergency event.

Based upon the information submitted, staff is recommending Council approve entering into an agreement with Tetra Tech for the City's Emergency On-Call Debris Monitoring services. Tetra Tech is a nationally recognized leader and one of the largest homeland security, emergency management and disaster recovery consultancies in the United States. They have been selected as one of the top firms by HGAC over the past 10 years and were the City's selected firm (then Beck's Disaster Recovery) during the recovery efforts during Hurricane Ike in 2008.

Staff is not requesting any funding for this contract because any service provided would be during an extreme disaster, which would be outside the experience and capability of staff. Typically, expenses under this contract would be reimbursable through FEMA.

RECOMMENDATION

Staff recommends Council approve the agreement with Tetra-Tech for On-call Debris Monitoring Services and authorize the City Manager to implement the desire of the City Council regarding this matter.

Service Offerings

Tetra Tech, Inc. (Tetra Tech) has access to the full range of personnel with key expertise in relevant topic areas described in the Houston-Galveston Area Council (H-GAC) request for proposals (RFP). Our team offers services in all areas of security, disaster preparedness, and emergency response and recovery. This document reviews our services offerings and hourly rates on the following pages.

Emergency Management Consulting

Unlike many emergency management firms that focus on planning, Tetra Tech is a full-service emergency management firm that works in all phases of emergency management.

When a major incident occurs, the impact sends shockwaves around the globe. All eyes are on the incident and the level of scrutiny is overwhelming. As an experienced leader in the emergency management industry, Tetra Tech knows what it takes to respond effectively and to initiate recovery activities almost simultaneously, while maintaining transparency for the public and elected officials.

We are better planners because of our active involvement in response and recovery efforts. We develop realistic plans that can be effectively implemented during a response.

Tetra Tech works with organizations across the country in jurisdictions that face a variety of threats and hazards, from dense urban areas susceptible to security threats to coastal communities prone to hurricanes. For that reason, Tetra Tech maintains a multidisciplinary staff with backgrounds and experience in emergency management, hazardous materials (HAZMAT) response and recovery, public health and healthcare planning, transportation and evacuation, all-hazards mitigation, disaster resiliency and readiness planning, and response and recovery, among other fields. The breadth and depth of our expertise distinguishes Tetra Tech from other firms and allows us to provide the full range of planning and program execution services.

Table 1. Emergency Management Consulting Services

Service Offering	Description
Hazard Mitigation Planning	Tetra Tech provides hazard mitigation plan development for clients to establish mitigation goals and objectives, and to identify projects that enable the jurisdiction to prepare for and reduce the impacts of a disaster in a Federal Emergency Management Agency (FEMA)-compliant format.
Emergency Operations Planning	Tetra Tech provides our clients with emergency operations planning consisting of a basic plan, emergency support functions (ESFs) annexes, and incident-specific appendices that address direction and control, communications, public warning, emergency public information, evacuation, mass care, health and medical, resource management, etc.
Continuity of Operations (COOP) Planning	Tetra Tech develops COOP plans for our clients so they are prepared to provide mission essential functions across a wide range of emergencies. A COOP plan is designed to plan for denial of access to a facility, denial of service due to equipment or systems failure, and denial of service due to a reduced workforce.
Continuity of Government (COG) Planning	Tetra Tech provides COG planning to our client to ensure continued leadership, authorities, direction and control, and preservation of records to maintain a viable system of government.

Service Offering	Description
Emergency Support Function (ESF) Planning	Tetra Tech provides ESF planning to assign roles and responsibilities of supporting agencies as either a stand-alone planning effort or part of an EOP. ESFs provide a structure for managing response efforts that involve multiple agencies at the local, state, and/or regional level.
Departmental Emergency Response Planning	Tetra Tech assists department-level clients within a larger organization with primary or secondary support roles under the ESFs to develop specific emergency plans. Departmental emergency response planning is the effort used to develop standard operating guides and/or standard operating procedures for departments with primary or support responsibilities.
Evacuation Planning	Tetra Tech provides evacuation planning support to our clients ,including the development of: • Clear agency roles/responsibilities for small- and large-scale and point source evacuation scenarios • Effective situational awareness communication protocols to determine evacuation areas and evacuation participation rates • Development of consistent and effective warning order evacuation/shelter-in-place terminology designed to motivate citizens and tourists to evacuate with a sense of urgency and along advocated routes or to shelter in place if they are outside the impact zone • Tailored time-phased protective action measures (such as staging and mutual aid activation) to ensure that populations at risk can be effectively and efficiently moved out of harm's way and sheltered as needed • Identification of vulnerable special needs populations, transportation-dependent communities, large animal and pet considerations, additional behavioral assumptions, critical traffic control points, and available intelligent traffic monitoring systems • Easily defined evacuation zones coupled with a public awareness strategy • Zonal evacuation clearance times and/or shelter-in-place guidance designed for a range of possible point source, no-notice, and terrorist phased approach
Regional Catastrophic Planning	Tetra Tech provides regional catastrophic planning services designed to promote regional coordination and communications between multiple jurisdictions to help them prepare and respond to an incident effectively as a region, and to initiate recovery activities almost simultaneously, while maintaining transparency for the public and elected officials.
Mass Care/Surge Capacity Planning	Using a worst-case scenario, Tetra Tech provides mass care/surge capacity planning services to identify a client's strategy and current capabilities for mass evacuation and sheltering. The evacuation strategy is designed to take a phased approach, emphasizing special needs groups in hospitals and nursing homes and residents without access to transportation.

Service Offering	Description
Metropolitan Medical Response System (MMRS) Planning	Tetra Tech provides MMRS planning for clients designed to support the local jurisdiction in enhancing and maintaining its all-hazards response capabilities to mass casualty incidents. MMRS planning is intended for use during the early hours critical to life-saving and population protection during terrorist acts using weapons of mass destruction; chemical, biological, nuclear, radiological, and/or explosive (CBRNE) weapons; large-scale HAZMAT incidents; epidemic disease outbreaks; and/or natural disasters.
Volunteer Management Planning	Working closely with a lead volunteer agency for this effort, Tetra Tech develops volunteer management plans for client to be used to document the volunteer programs, training strategies, and available resources already defined under the Community Emergency Response Team (CERT) through its Citizen Corps.
Family Assistance Center (FAC) and Reunification Planning	Tetra Tech provides FAC and reunification planning to support displaced families in locating and reuniting with their loved ones following a crisis. It also serves to prevent confusion and disorder by ensuring the delivery of a single, concise message to the community and the media.
Emergency Management Accreditation Program (EMAP) Accreditation Support	Tetra Tech provides EMAP accreditation support to clients interested in becoming accredited in the program. This involves assessing a jurisdiction's emergency management program against the 64 EMAP standards to identify potential gaps and deficiencies. This allows the jurisdiction to remedy gaps in preparation for an assessment by an EMAP accreditation team.
Strategic Planning	Tetra Tech provides emergency management organizations with strategic planning to set the course and direction of a jurisdiction or agency. It defines the vision, mission, and long-term goals, objectives, and milestones of the jurisdiction.
Disaster Debris Management Planning	Tetra Tech provides comprehensive disaster debris management planning services to organizations inclusive of developing the jurisdictional structure, guidance, and standardized procedures for the clearance, removal, and disposal of debris caused by a major debris-generating event in the most cost-effective and efficient manner.
Information Technology Disaster Recovery (ITDR) Planning	Tetra Tech provides ITDR planning involving a systematic inventory and prioritization of communications systems, including telephones, voicemail, facsimile, data lines, network access, Internet access, wireless communications and PDAs, and application software and hardware.
Crisis Communication/Public Information Planning	Tetra Tech provides crisis communication/public information planning to media relations groups or organizations, through the establishment of the joint information center, to develop templates for public information and to create a public information guide.
HAZMAT Commodity Flow Studies and Local Emergency Planning Committee (LEPC)	Tetra Tech provides HAZMAT commodity flow studies and develops LEPCs, which involves a risk assessment of the types and amounts of hazardous materials being transported in and through a jurisdiction via highway and rail corridors and fixed facilities located within a jurisdiction.

Service Offering	Description
Crisis Planning for Higher Education	Tetra Tech provides crisis planning for colleges and universities to assess risk, set priorities, and develop an actionable plan that can be readily executed in the event of an emergency in order to protect a school's students, faculty, facilities, and research, which form the backbone of the institution.
Training, Testing, and Exercise Planning	Tetra Tech assists clients with training, testing, and exercise planning for emergency management scenarios and topics. This involves a systematic approach to train, test, and exercise a jurisdiction's emergency management program and response capabilities in a non-threatening environment, and to identify the work that needs to be done to comply with FEMA, Homeland Security Exercise and Evaluation Program (HSEEP), and other regulatory guidelines.
Integrated Planning and Management System	Tetra Tech provides Integrated Planning and Management System (IPMS) for clients to include developing baseline, scheduling, risk management, cost estimating, funds and financial management, performance analysis and monthly reports, and what-if analyses.
Internet/Computer-Based Training (IBT/CBT)	Tetra Tech prepares stand-alone computer-based training for individual client's needs and Internet-based training to meet the needs of on-demand and geographically diverse training requirements.
Asset Management	Tetra Tech's asset management solutions help clients integrate planning, scheduling, and tracking of maintenance requirements, enterprise resource planning, supply chain management, inventory management, procurement, Radio Frequency Identification (RFID)/Unique Identification (UID) execution, reference management, and training management. Our customized solutions integrate external financial and resource management systems.
Operations Center Services	Tetra Tech provides emergency operations center support services for local, regional, and state organizations. These services include 24/7/365 support, C4I and situational awareness, custom emergency management system, and classified environments.
Shared/Integrated Digital Environments (SDEs/IDEs)	Tetra Tech develops a range of customizable SDEs/IDEs to provide portals to our project/program teams that are web-accessible and managed to provide authorized users access to all relevant materials/data in a user-friendly environment. In addition to being a knowledge base of programmatic information, these tools often provide configuration data, task order management, action tracking, user forums, deliverable tracking, financial management, asset information, etc., in support of the program requirements.
Occupational Health and Safety (OHS) Planning	Tetra Tech's OHS planning services include conducting worker risk assessments, identifying appropriate methods for worker protection, developing written health and safety programs, conducting training needs assessments, and developing instructor-led and computer-based training programs.

Service Offering	Description
Ebola and Other Special Emerging Pathogens (SEPATH) Planning	Tetra Tech's Ebola and SEPATH planning services include community partners across the healthcare continuum to work together to develop strategies for managing and caring for individuals who are known or suspected to be infected with a SEPATH. This includes planning for isolation and quarantine, transportation of persons under investigation (PUIs), worker protection, infectious waste management, and decedent handling.
Mass Fatality Planning	Our team's mass fatality planning services involve working with coroners, emergency medical services, funeral directors, public health departments and other partners to assess a jurisdiction's ability to handle mass casualty incidents and developing strategies for strengthening this capability.
Responder and Disaster Worker Health and Safety	To help ensure the safety of first responders and disaster workers, Tetra Tech provides worker risk assessments, activity hazard analysis, and just-in-time health and safety training, including Hazardous Waste Operations and Emergency Response (HAZWOPER) training. Tetra Tech provides field operations safety monitoring, air monitoring and sampling support, and fit testing. We can also serve as site safety officers and provide safety staff support services.
Community Rating System (CRS) Assessment	Tetra Tech assists clients with conducting baseline assessments for communities interested in obtaining or improving their CRS rating. A programmatic baseline assessment looks at a community's floodplain management program prior to a Community Assistance Visit (CAV) to identify issues that may render a community out of compliance under the National Flood Insurance Program (NFIP).
CRS Application	Tetra Tech assists clients with compiling the appropriate documentation for submitting an application to the CRS program. This may include interface with FEMA's Insurance Services Office (ISO) and meeting with NFIP or FEMA during CAVs.
Repetitive Loss Area Analysis	Tetra Tech assists clients with developing a Repetitive Loss Area Analysis (RLAA) as a systematic approach to analyzing the causes of repetitive flooding, structures impacted, and possible mitigation solutions by using the FEMA-identified RL properties as geographic locator for the issue.

Debris Program Management Consulting Services

Tetra Tech has helped over 250 clients recover from the damaging effects of hurricanes, tropical storms, floods, and ice storms across the country. Tetra Tech has successfully managed all phases of debris removal and associated reimbursement efforts, including the removal of and reimbursement for over 69 million cubic yards of debris, as well as the demolition of uninhabitable residential structures. We have helped local governments obtain over $3.5 billion in reimbursement funds.

Table 2. Debris Program Management Consulting Services

Service Offering	Description
Comprehensive Program Management	Tetra Tech's comprehensive program management involves providing the resources, personnel, and experience to manage all aspects of a disaster recovery project, including post-event reconstruction and demolition field services.
Disaster Debris Removal Procurement and Negotiations	Our services include assisting clients with disaster debris removal procurement and negotiations involves helping communities to develop the procurement process and contract documents to retain debris and construction contractors, and to negotiate terms and conditions to put enforceable agreements in place.
Collection Monitoring	Tetra Tech provides clients with staff to conduct collection monitoring involving the oversight of the debris collection process, including truck certification, route development, ticket preparation and documentation for FEMA-reimbursable loads. This service has the option of utilizing our Automated Debris Management System (ADMS) RecoveryTrac™.
Disposal Monitoring	Tetra Tech provides disposal monitoring involving the oversight of debris disposal operations, including providing the volumetric measurement of incoming loads, authorizing tickets, and completing the documentation required for FEMA-reimbursable loads. This service has the option of utilizing our ADMS RecoveryTrac™.
Hazardous Waste Collection, Disposal, and Monitoring	Tetra Tech provides hazardous waste collection, disposal, and monitoring, which involves designing hazardous waste removal programs that efficiently address specific emergencies, including animal carcass removal, asbestos-laden building material removal, Freon unit removal, and paint and chemical segregation and removal. This service has the option of utilizing our ADMS RecoveryTrac™.
Leaner/Hanger/Stump Removal Monitoring	Tetra Tech provides leaner/hanger/stump removal monitoring involving surveying, documenting, and monitoring the removal of leaning trees, hanging limbs, and stumps. This service has the option of utilizing our ADMS RecoveryTrac™.
Debris Management Site (DMS) Environmental Support	After disasters, Tetra Tech's team provides DMS environmental support to clients for obtaining documentation and assisting in the performance of all required testing by federal, state, and local agencies to support the establishment of DMS locations.
Beach Remediation/Restoration	Tetra Tech provides beach remediation/restoration monitoring services for work associated with sand screening, sand recovery, beach reconstruction, and dredging operations to restore natural beaches.
Private Property Debris Removal (PPDR) Program Administration	Tetra Tech's PPDR program administration services for clients involves reviewing ordinances and laws to ensure that the proper steps are taken and documented in removing debris from private property. This includes eligibility reviews, property surveys, monitoring, and providing public information.
Waterway Debris Removal Monitoring	Tetra Tech provides waterway debris removal monitoring and documentation for debris removed from navigable and other inland waterways.

Service Offering	Description
Field Data Collection/ Management/Billing/Invoicing	Tetra Tech can augment our client staff tasked with data collection and management as well as billing and invoicing. This service includes developing and maintaining databases to document all field operations to ensure proper contractor payment, maximum reimbursement, and proper purchase order management.
Data Management	Tetra Tech's web-enabled data management systems provide cradle-to-grave life cycle data management for a program or specific disaster. Designed to meet all industry standards for relational databases, our systems enable users to easily find the right data in real time for our clients.
Customer Information/Citizen Hotline/Community Relations	Tetra Tech provides customer information/citizen hotline/community relations for clients after a disaster. This includes advising the public about important information regarding procedures associated with debris collection and removal, and providing updates about the operational progress being made to restore the community.
Emergency Responder Website Services	Our local information technology (IT) services within Tetra Tech supports our client's full IT life cycle and content management needs. This includes content on many FEMA emergency responder websites, such as the Responder Knowledge Base (RKB), System Assessment and Validation for Emergency Responders (SAVER), and the Lessons Learned Information Sharing (LLIS).
Data Collection	Tetra Tech has a proven track record in data acquisition from systems and sensors and the ability to present this data in a well-defined manner through a host of application types and architectures. Once the data is acquired and housed in a relational database, Tetra Tech provides the analysis and trending capabilities that often accompany the federal grant requirements for our clients.

Grant Administration and Disaster Recovery Management Services

Tetra Tech's team of grant administration and disaster recovery management services was established to provide grant funding consultation before and after a disaster. With a keen understanding of Office of Management and Budget (OMB) regulations, this team seeks to establish accounting systems and internal controls for its clients to minimize the instance of fraud, waste, abuse, and mismanagement of grant funds. We offer a staff of experts, with advanced degrees in business, administration, economics, and finance, as well as hands-on experience in the field. Funding sources include the FEMA Public Assistance (PA) Program, Individual Assistance (IA) Program, Hazard Mitigation Grant Program (HMGP, U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG), U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS); and many others. We guide our clients through the complexities of program procedures and requirements, which often are not consistently interpreted by local, state, and federal government agencies.

Table 3. Grant Administration and Management Services

Service Offering	Description
FEMA Reimbursement Technical Assistance Consulting	Tetra Tech's FEMA reimbursement technical assistance consulting services involve providing guidance and technical assistance for project applications and programs for disaster reimbursement related to response and recovery efforts on behalf of our clients.

Service Offering	Description
FEMA Compliance Monitoring and Audit Oversight	Tetra Tech's grant administrators document eligible work in the field and organize such documentation in an audit-ready format for future review. This includes OMB, FEMA and HUD guidance requiring that grantees or subgrantees monitor the expenditure of funds and document such expenditures in a manner that will satisfy regulatory audits in the future. This includes Section 3, Fair Housing, 2 CFR 200, and other Federal grant requirements.
IA Services	Tetra Tech assists clients with application intake, case management, grant administration, staffing at Disaster Recovery Centers, expenditure monitoring, and other programmatic needs associated with the IA declaration.
PA Services	Tetra Tech's team of PA consultants assists our clients with documenting and accounting for such costs on project worksheets. This includes providing technical assistance on FEMA's rules, practices, and procedures covering reimbursement for temporary and permanent work in eligible FEMA categories.
Grant Application Development and Administration (CDBG, HMGP, FHWA, NRCS, FTA, FEMA PA, and FEMA IA)	Tetra Tech provides grant application development and administration involves providing grant program specialists to assist with the time-consuming process of gathering data and information required to develop grant applications to various agencies and programs.
HUD CDGB-DR Services	Tetra Tech provides knowledge, experience, and technical competence in the planning, administration, and implementation of eligible CDBG activities as identified at 24 CFR 570 and modified or waived under the Federal Register allocation of the CDBG-DR funds.
Unmet Needs Assessment	Tetra Tech assists clients with developing unmet needs assessments that identify type and location of the community's disaster recovery needs especially in the three core aspects of recovery: housing, infrastructure, and economic recovery.
Policies and Procedures Manual Development	Tetra Tech assists client's Project Management and Operations including the ability to develop policies and procedures for implementing all CDBG-DR funded programs and activities, including contractor, subcontractor, and sub-recipient oversight and monitoring.
Damage Assessment	Tetra Tech assists clients with damage assessment activities involving deploying a team of experienced staff to document damage sustained during a disaster in a format that is acceptable for requesting FEMA PA funds.
Eligibility Consultation	Tetra Tech provides eligibility consultation involves providing grant recipients with an understanding of funding options and preferences for repairs as they relate to various grant program eligibility considerations.
Project Ranking	Tetra Tech assists clients with ranking potential projects for future consideration through federal grants. This includes providing grant recipient constituents with a prioritized plan of action for reconstruction and mitigation projects to achieve recovery objectives.

Service Offering	Description
Financial Advisory	Tetra Tech provides financial advisory services involving the development of program budgets to provide transparency to grant recipients relating to the local cost share, the financial burden, and obligations for program participation.
Cash Flow Management	Tetra Tech provides financial departments within an organization with cash flow management associated with the disbursement of federal grants. This includes developing program budgets to allow grant recipients to meet current obligations with minimum reliance upon bridge financing.
Procurement Assistance	Tetra Tech provides procurement assistance to our client's including providing procurement experts to provide disaster contracting guidance to review scopes, adherence to grant funding requirements and 2 CFR 200, and satisfactory project completion.
Benefit Cost Analysis	Tetra Tech develops benefit cost analysis involving a formalized schedule of anticipated project costs to projected future benefits to establish a quantifiable means for understanding project value.
Feasibility and Effectiveness Studies	Tetra Tech provides feasibility and effectiveness studies involving the documentation of projects being considered are financially sound, reasonable to implement, and effective at mitigating future damage. This includes alternate projects, improved projects, or 406 mitigation proposals to include hydrological and hydraulic (H&H) feasibility studies, cost estimating and conceptual project designs.
Floodplain Feasibility Modeling	Tetra Tech can provide clients with modeling of natural or manmade above ground waterways is used to determine where to place critical facilities including roads, bridges, and emergency operations centers. Readily applicable models such as HEC-RAS (FEMA standard flood modeling) provide quick answers to what if scenarios. This may include basic modeling using spreadsheets or software program or more in-depth modeling utilizing GIS tools.
Advanced Feasibility Modeling	Tetra Tech can provide clients with advanced modeling is typically used to answer challenging questions that involve complex flooding, erosion, scour and debris. 2-D and 3-D hydrodynamic and water quality models for rivers, streams, lakes, and estuaries help to determine permitting approaches that meet project time frames and guide the project path around pitfalls.
Site Survey and Legal Description Review	Tetra Tech provides site survey and legal description review to clients by providing grant recipients with assurances that private property access is carried out legally without exposing it to unnecessary liability.
Owners Representative Services	For projects in the construction phase, Tetra Tech provides Owner's Representative advising services to our clients. These tasks may include projects interface with federal and state officials, PW versioning, and providing oversight to the construction firm.
Appraisal and Valuation Services	Our team can assist clients with appraisal and valuation services utilizing industry best practices to develop property appraisal and valuation documentation for acquisition programs.

Service Offering	Description
Title Due Diligence	Tetra Tech's title due diligence services for our clients involves ensuring that only the legal property owner is consulted for program acquisition program participation.
Public Outreach Program	Tetra Tech provides public outreach programs that provides citizens with an outlet to ask questions, state concerns, and apply for program participation without burdening grant recipient staff and facilities.
Public Meeting Facilitation	Tetra Tech provides public meeting facilitation services including documenting meeting notices, fostering public participation and communicating the message of our clients.
Homeowner Consultation	Tetra Tech's homeowner consultation involves providing a high level of service to citizens without burdening grant recipient staff with after-hours and weekend meetings for programs involving acquisition/demolition, relocation, elevations or small repairs after disasters.
Relocation Assistance	Tetra Tech provides relocation assistance associated with acquisition or relocation programs. This includes engaging participants by providing relocation assistance conforming to Uniform Relocation Act (URA) rules and regulations.
Property Management	Tetra Tech provides property management services to clients who are grant recipients following disasters. This service includes program management to ensure that properties do not degrade to cause blight during the interim purpose phase.
Negotiations	Tetra Tech provides negotiation services in systematic, third-party approach for reaching amicable terms between citizens and the grant recipient.
Closing	Tetra Tech provides closing involving dedicating consultant resources to ensure a timely and efficient closing process during a buyout program.
Data & Documentation Management	Tetra Tech provides data and documentation management by storing grant-related data in a manner that provides efficient recall and review during closeout and auditing.
Hazard Mitigation Proposals	Tetra Tech develops of 406 Hazard Mitigation proposal associated with a written Project Worksheet after disasters to those entities participating in the FEMA PA program.
Contractor Invoice Reconciliation	Tetra Tech assists clients' with contractor invoice reconciliation involves ensuring accurate payment to contractors and assigning incurred costs to funding sources to minimize local cost share.
Regulatory Compliance Monitoring	Tetra Tech provides regulatory compliance monitoring by documenting proper regulatory compliance to ensure maximum reimbursement and to avoid fines and site shutdowns, which slow the recovery process.
Project Scoping	Tetra Tech's grant reimbursement team can create scoping documents that involve developing scopes of work for grant funding projects, using key terminology, and highlighting awareness of historical precedence, which maximizes grant funding opportunity.
Insurance Adjusting/Subrogation	Tetra Tech provides insurance adjusting/subrogation to clients to proactively resolve insurance issues prior to a grant de-obligation.

Service Offering	Description
Eligibility Appeals	Tetra Tech assists clients with eligibility appeals involve assisting clients with developing strategies and documentation to overturn a de-obligation ruling during first or second appeals.
Grant Closeout	Tetra Tech assists client's years after a disaster by providing closeout services to a grant recipient. This includes developing a closeout package that is organized to satisfy grant closeout and auditing.
HUD Action Plan Development	Tetra Tech assists clients with the development and submission of HUD required Action Plan for Disaster Recovery grant. These tasks may include the development of Action Plan amendments or waivers that may be required.
Unmet Needs Analysis	Tetra Tech develops unmet funding needs analysis to document the need for CDBG-DR funding and to form the basis of program design for the use of CDBG-DR funds.
Emergency Operations Center Staff Augmentation	Tetra Tech can support our client's needs upon activation of a EOC by providing staff trained in incident management system (ICS) as section chiefs or operational staff.

Long-Term Recovery Planning and Economic Development

As part of or in addition to CDBG-DR funded recovery, communities, businesses, counties, states, and regions may engage in long-term recovery planning and economic development to rebuild but also to foster growth from the "new norm" following an economic downturn. Tetra Tech planners, economic development professionals, financial and budget analysts, and funding strategists can conduct this planning and implementation. These staff also assists communities in the long-term planning for their economic growth through the planning and prioritization process.

Table 4. Long-Term Recovery Planning and Economic Development

Service Offering	Description
Long-Term Recovery Planning	Tetra Tech prepares a long-term recovery plan that strategically defines the magnitude of the disaster, identifies both recovery and resiliency projects, involves the public, creates a process for prioritizing the projects, and defines an implementation strategy for projects. This multi-year strategic plan will be used by the community to attract financial assistance to implement their recovery efforts.
Economic Development	Tetra Tech assists clients with all aspects of planning to create focused strategic plans that include input from key stakeholders; analysis of data and statistics; economic impact, real estate, market and other quantitative analysis; project identification and prioritization; detailed implementation steps; examination of land use controls and codes; identification of opportunities for incremental success; and creation of definable and quantifiable goals in order to measure success. For communities with redevelopment opportunities, this also involves the creation of redevelopment plans to enhance key areas.
Land Use Planning	Projects offered to Tetra Tech under this arena include: • Comprehensive Planning • Sustainable Community Plans • Resiliency Planning

Service Offering	Description
	• Urban Reinvestment • Sustainable Development Tools

Emergency Network and Response Services

Tetra Tech provides first response communication services to public safety organizations, wireless carriers, broadcasters, cable operators and other communication service providers. We have provided equipment, planning, management, logistics support, repairs, replacement, temporary facilities, on-site technical support, rental equipment, and numerous other services to our clients in emergency situations and are well prepared for future needs. We consider ourselves first responders and are relied upon by our public safety clients for emergency support services in addition to planned activities. Our strict employment criteria, including background checks, allows our staff access to the most sensitive locations and installations across the country.

Table 5. Emergency Network Support Services

Service Offering	Description
Emergency response and support	• Rapid site deployment • TEMP microwave system deployment, including equipment rental • TEMP command center, shelters, and trailers • TEMP LMR deployment • TEMP LTE deployment • Deployment and rentals of Communications on Wheels (COW – Temp Towers) • On site tech support • Management, monitoring, and logistics • Site and tower damage inspections and audits • TEMP power and telco facilities • Fueling and stocking • Storage • Site, building, and tower repairs • Emergency equipment replacement • Material/equipment procurement, testing, and tracking • Site cleanup and restoration • Site development and re-builds, including planning through construction • Command vehicle support and repairs • Surveillance system support and deployment • Security
Planning, engineering, and management services	• Design visit • Drawings to include all detail needed to build site including (site plan, electrical, telco, and grounding details, RF antenna plan, etc.); typically 12-20 sheet set • P.E. stamp and seal • AutoCAD drawing file and hard copies (2) 11" x 17" sets, and (2) 22" x 34" sets if required • Drawing to include all detail required for zoning / permitting (cover sheet, site plan, elevation, etc.); typically 2-3 sheet set

	• Structural analysis of existing structure (rooftop, water tower, self-support, monopole, etc.) • Acquire documentation to complete structural analysis • Coordinate with site owner if they perform their own analysis • Adhere to current EIA-TIA-222 (Rev G or latest in effect) • Load case analyzed per structural analysis • Provide structural modification design of existing structure • Stamped and sealed by state licensed P.E. • Adhere to current EIA-TIA-222 (Rev G or latest in effect) • One revision to drawings • Acquire documentation from owner if readily available to complete structural evaluation • Provide structural evaluation letter to owner/client • Adhere to current EIA-TIA-222 (Rev G or latest in effect) • Stamped and sealed by state licensed P.E. • One bore at the center of the tower (Monopole) or at each tower leg (Self-Support Tower) • One bore within the footprint of the equipment shelter/pad location • Complete geotechnical report of lab findings and recommendations for proposed foundation sealed by a P.E. in the state where site is located • All samples and testing per project specification and latest revisions
Audits, inspections, and maintenance services	• Complete tower inventory • List of all attachments on tower (including antennas, dishes, omnis, mounts, lights, etc.) • Models and manufacturer, azimuths, heights, cables, and sizes • Digital photographs (minimum of 1 per appurtenance) • Upload of data to a cloud based collection server in Excel format • Includes mobilization • Remedy Major Defects within 24 hours • Remedy Minor Defects within 10 days unless mutually agreed upon for deferment to a later date
Microwave services	• LOS surveys, donor searches and site selection • System design, engineering, coordination, and licensing • Antenna system installation and testing • Radio system installation, testing, and integration • Factory, bench, field testing, and acceptance • Complete system rental and leasing • System upgrades • Emergency support, troubleshooting, and maintenance
Tower erection and modifications	• Self-support towers, guy tower, and monopole towers • Monopoles, monopines, monopalms, and other custom poles • Flag poles, stealth poles, crosses, and other custom designs • Custom design, fabrication, and installation of various steel structure types • Tower/pole extensions

	• Custom mounts • Tower upgrades • Demo and dismantling
Civil construction services	• Site clearing • Grading • Access road installation • Coordination of utilities • Generator foundations • Coordinating the transporting and setting of equipment shelters • Grounding • Fencing • Landscaping
Building upgrades	• Structured cabling systems, data centers, electronic security systems, audi video systems as well as wireless and in-building cellular systems
Electrical systems, including AC/DC power and battery back up	• Single-phase and three-phase primary, secondary, service, and streetlight conduit and electric cable installation • Switchgear, transformer pad, and pedestal placement • Transformer and pedestal dig-ins • Transformer change outs • Manhole, hand hole, vault & pull box placements • HDPE & PVC conduit/pipe placement • Underground excavation methods with horizontal directional drilling (HDD) expertise • Vacuum excavation • Rock boring • Concrete encasement • Cable pulling • Electric cable termination • Emergency services
Generator systems	• 100kw emergency generator deployment • Refueling • Emergency generator rental
Troubleshooting	• General site and tower maintenance • Electrical, generator, and backup power systems • DC power and solar systems • Antenna systems • BTS, radios, filters, amplifiers, and diplexers • Microwave systems • Transmission lines, jumpers, and connectors • Building/shelter maintenance • HVAC • Access roads and easements • Control and monitoring systems • Lighting systems • Camera and video systems • Telco and fiber

Site development and real estate services	• Special lease review • Tower foundation design report • Field visit • Visual inspection of suspect materials • Collection of sample materials for asbestos content up to 10 samples • Quantify friable and non-friable material • Identification of lead based paint building materials • Sample removal and testing of up to 5 LBP samples • Review existing records • Compile report based upon findings • Review file for current zoning approval (number of antennas, growth etc.) • Review file for as builds • Call to jurisdiction to see if specific scope of work requires zoning as required by the jurisdiction: • Landscape Plan • Photometric Plan • Irrigation Plan • Grading Plan • Custom title block and borders specific to jurisdiction • Multiple Elevation Views • Notes, tables, statements, approval blocks required by specific jurisdictional zoning code
Software Application Development	• Cyber-Security: SSL3/TLS 1.x, ISO/IEC 27001 • Mobile App Development: iOS-iPhone/iPad, Objective-c, Swift 2.0, Android, Java, Mobile Responsive Web, HTML5, CSS3, Javascript • Solutions Architecture: Unix/Linux, MySQL, PostgreSQL, MongoDB, Content Management Systems (CMS), Drupal, Wordpress, Joomla, API's, JSON/XML • Hosting Providers: Amazon Elastic Cloud Computing (EC2), Redundancy w/ Auto-Failover • Applications Overview: Weapons of Mass Destruction (WMD) Response, Natural Disaster Response, Fire Department Responders, Police Department Responders, Emergency Medical Responders, Federal Agency Responders, National Guard

Vulnerability/Hazard Identification/Risk Assessment Services

Tetra Tech has a multidisciplinary team of toxicologists, chemists, ecologists, biologists, geologists, modelers, data managers, and environmental scientists that provide environmental risk expertise to the public and private sectors. Many of our scientists have graduate-level degrees and contribute to the scientific community by publishing in peer-reviewed journals and participating in presentations at national conferences of technical and professional organizations.

Table 6. Vulnerability/Hazard Identification/Risk Assessment Services

Service Offering	Description
Hazardous Identification and Incident Response	Tetra Tech provides turnkey planning, design, construction interface, and training for infrastructure security enhancement projects. Initiating the security solution is an objective VAs against industry and government standards, incorporating threat assessment, facility prioritization, consequence determination, systems effectiveness, risk reduction and mitigation, and limitations.
Ecological Risk Assessments	Tetra Tech provides risk assessment staff to conduct retrospective and predictive ecological risk assessments (ERAs) for commercial clients in aquatic and terrestrial environments. These ERAs span the range of desktop screening-level evaluations versus baseline ERAs that incorporate site-specific biological data.
Comprehensive Environmental Response, Compensation & Liability Act of 1980 (CERCLA) and Resource Conservation and Recovery Act (RCRA) Evaluations	In addition, Tetra Tech provides CERCLA risk assessments and RCRA Tier 2 and 3 risk-based evaluations to support contaminant characterization and cleanup efforts. This includes conducted risk assessments to evaluate chemical and radiological exposures to humans and to various aquatic and terrestrial species of fauna and flora. Tasks would include statistical analysis, development of conceptual site models, risk calculations, modeling, and derivation of site-specific cleanup objectives for soil, groundwater, air, surface water, and sediment.
Vulnerability Assessments (VAs)	Tetra Tech has completed municipal water system VAs that utilize a pair-wise comparison approach to identify critical facilities and critical assets needed to maintain safe drinking water supplies. Tetra Tech also has implemented security enhancements that reduce the likelihood that a water system could be severely compromised as a result of a malevolent act. The terrorist response scenarios developed during VAs can be incorporated into the emergency contingency plan for incident response using a “rip and run” philosophy for easy use.

Environmental Services

Tetra Tech is passionate about mitigating global climate change. Customers seek our deep domain expertise in subjects as diverse as environmental, solid waste, water resources and atmospheric sciences, policy analysis, IT, and energy-efficient design-build services.

Table 7. Environmental Services

Service Offering	Description
HUD/FEMA Environmental Reviews	Tetra Tech supports our clients of the wide range of disaster recovery, hazard mitigation, and other types of projects funded by HUD and FEMA, Tetra Tech provides comprehensive environmental and historic preservation review support. In addition to preparation of documents under the National Environmental Policy Act (NEPA), we assist in compliance with related laws, regulations, and Executive Orders.
Decontamination	Tetra Tech’s also provides field services for clients facing decontamination projects throughout the nation. Tasks under this category include: Technical oversight, characterization and disposal of radioactive residues, radiation safety program management, documentation of site conditions, Radiological

Service Offering	Description
	surveys, and internal dose assessment calculations to document the risk and dose to personnel from the contamination
Climate Change Adaptation	Tetra Tech provides climate change adaptation study services to reduce risk and vulnerabilities for our clients. This includes: • Development of climate action plans and sustainability strategies • General reporting and verification • Comprehensive climate change response • Technical guidelines on transportation emissions, industrial process emissions, and indirect emissions
Restoration and Remediation	Tetra Tech assists clients with a variety of restoration and remediation professional services prior to or after disasters, including: • Environmental site investigations • Risk assessment • Fate and transport modeling • Performance-based remediation • Radiological decontamination and decommissioning • Ecosystem restoration • Geographic information systems (GIS) • Site restoration and remediation • Due diligence assessments • Remedial system design/construction • Remedial process optimization • Construction management • Environmental compliance • Chemical/fuels and waste management • Regulatory support/expert witness services • Liability transfer model • Third-party review – remedial strategies • Geophysical services

TETRA TECH, INC.
RATE SCHEDULE

To the extent Client requests Tetra Tech's assistance, the following positions and hourly rates shall apply. The fees for these services can be provided on a fixed fee or time and materials basis plus reasonable non-labor expenses. Such non-labor expenses shall be invoiced as follows: (1) travel expenses including airfare and car rental shall be invoiced at cost without mark-up; (2) lodging shall be invoiced up to the per diem rate according to the General Services Administration (GSA) rates established at www.gsa.gov (3) meals and incidentals shall be invoiced at the GSA per diem rate (no receipts are required); (4) mileage shall be invoiced at the federally published rate; (5) field documents and other equipment/supplies shall be invoiced at cost without mark-up; and (6) other required non-labor expenses as may be applicable to the project and pre-approved by Tetra Tech and Client shall be invoiced at cost without mark-up.

Table 1: Debris Program Management Hourly Rates

Category	Hourly Rate
Field Project Manager	$75.00
Operations Manager	$60.00
Health and Safety Officer	$59.00
Data Manager	$55.00
GIS Analyst	$49.00
Field Supervisor	$45.00
Billing/Invoice Analyst	$39.00
Disposal Site Monitor	$35.00
Collection Monitor	$35.00
Project Coordinator	$34.00
Load Ticket Data Entry Clerk	$32.00
Call Center Staff	$32.00

Electronic Ticketing Device: As an optional service, Tetra Tech can provide electronic ticketing devices for an additional $3.00 per hour to specific labor categories to cover the costs associated with using Tetra Tech's ADMS. The specific labor categories include operations manager, data manager, field supervisor, disposal site monitor, and collection monitor. The use of Tetra Tech's ADMS is at the discretion of Client. Special costs such as boat rental and marine expenses shall be billed at cost without mark-up.

Table 2: Homeland Security and Emergency Management Consulting/Planning Hourly Rates

Category	Hourly Rates
Administrative Specialist I	$40.00
Administrative Specialist II	$48.00
Research Assistant	$51.00
Proposal Coordinator	$53.00
Comm. Technician	$57.00
Help Desk Operator	$62.00
Administrative Specialist III	$64.00
Research Assistant II	$66.00
Service Center/Logistics Specialist	$68.00
Analytical Aide	$75.00
Planning Aide	$80.00

Category	Hourly Rates
Project Control Specialist	$83.00
Oracle Database Administrator	$85.00
Consulting Aide	$85.00
Assistant Planner/ Scientist/Assessor/Analyst/ Environmental Specialist	$95.00
Program Planner/ Scientist/Assessor/Analyst/ Environmental Specialist	$100.00
System Administrator	$105.00
Law Enforcement Subject Matter Expert/Trainer	$110.00
Consultant/Planner/ Scientist/Assessor/Analyst/Environmental Specialist I	$110.00
Public Assistance/Grant Management Consultant	$115.00
Fire/HAZMAT Subject Matter Expert/Trainer	$122.00
Project Manager/Consultant/Planner/ Scientist/Assessor/Analyst/Environmental Specialist II	$125.00
Project Manager/Consultant/Planner/ Scientist/Assessor/ Environmental Specialist Analyst III	$135.00
Senior Public Assistance/Grant Management Consultant	$135.00
Senior Oracle DBA	$138.00
Senior Planner/ Assessor/Scientist/Analyst	$145.00
Supervising Public Assistance Consultant	$150.00
Senior Consultant/Planner/ Scientist/Assessor/Analyst/ Environmental Specialist	$150.00
Supervising Consultant/Planner/ Scientist/Assessor/Analyst/Environmental Specialist	$158.00
Program Manager	$165.00
Senior Program Manager	$175.00
Principal Consultant/Planner/ Scientist/Assessor/Analyst	$195.00
Principal in Charge/Executive Consultant/Planner/Scientist/Assessor	$225.00
Subject Matter Expert	$244.00
Senior FEMA Appeals Legal Specialist	$350.00

Table 3: Emergency Network Support Services Hourly Rates

Category	Hourly Rate
Certified Radio Tech	$90.00
Certified Lead Climber	$90.00
Certified Climber	$75.00
Site Acquisition Services	$190.00
Application Developer	$190.00

FUTURE AGENDA ITEMS

Shaded items are on immediate agenda

Date	Item	Synopsis & Recommendation
08/22/16	Employee Benefits (Workshop/Special Meeting)	Matters related to discussion related to employee group benefits (medical, dental, vision, life/AD&D and disability). ***Ms. Wendy Standorf, Human Resources Director and Mr. Bob Treacy, Gallagher Benefits Consultants***
08/22/16	Employee Benefits Trust (Separate Agenda)	Matters related to convening a meeting of the Employee Benefits Trust to approve awarding contracts for the City's employee health, medical, dental and vision benefits. ***Ms. Wendy Standorf, Human Resources Director and Mr. Bob Treacy, Gallagher Benefits Consultants***
08/22/16	Wier Park Lighting System	Matters related to a request for Council to authorize funding for staff to proceed with the purchase and replacement of the Wier Park lighting system. *Recommended Action: Authorize funding from the City's Equipment Replacement Fund for staff to proceed with the purchase and replacement of the lighting system at the Wier Park Tennis Courts.* ***Mr. Tim O'Connor, Parks and Recreation Director***
08/22/16	Transfer of Funds to Employee Benefits Trust	Consideration and action on authorizing the transfer of funds from the City of West University Place to the City of West University Place Employee Benefits Trust to pay for employee-related benefits. *Recommended Action: Authorize the transfer of funds.* ***Ms. Wendy Standorf, Human Resources Director and Mr. Bob Treacy, Consultant***
08/22/16	On-Call Debris Monitoring Services	Matters related to approving agreement with qualified debris monitoring company, for emergency "on-call" debris monitoring services. *Recommended Action: Approve agreement with company for emergency "on-call" debris monitoring services.* ***Mr. Dave Beach, Public Works Director***
09/12/16	Advance Funding Agreement	Matters related to an Advance Funding Agreement for a Surface Transportation Program (STP) between the Texas Department of Transportation and the City of West University Place. *Recommended Action: Approve Agreement.* ***Mr. Dave Beach, Public Works Director***
09/12/16	Citizen's Climate Lobby	Matters related to a non-binding resolution in support of the Citizen's Climate Lobby. *Recommended Action: Approve resolution.* ***Councilmember Turner and Mayor Pro Tem Kelly***
09/12/16	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. *Recommended Action: Approve resolution acknowledging receipt of appraisal roll, assessor-collector's certificate, effective tax rate, and notice of a public hearing.* ***Ms. Rhonda Daugherty, Finance Director***
09/12/16	Record Vote on Tax Rate and Set Public Hearings	Matters related to a resolution recording vote on tax rate and scheduling public hearings. *Recommended Action: Approve resolution recording vote on tax rate and schedule public hearings.* ***Ms. Rhonda Daugherty, Finance Director***

Date	Item	Synopsis & Recommendation
09/12/16	Schedule Public Hearings for 2017 Budget	Matters related to scheduling public hearings to hear comments on the 2017 City Budget. *Recommended Action: Schedule public hearings for _____and_____, to hear comments on the City's 2017 Budget.* ***Ms. Rhonda Daugherty, Finance Director***
09/26/16	Senior Services Board Appointment (Consent Agenda)	Matters related to the adoption of a resolution appointing Ann Crowley the Senior Services Board. *Recommendation Action: Adopt resolution appointing Ann Crowley to the Senior Services Board.* ***Ms. Toby Brooks, Senior Services Manager***
09/26/16	Liberty Hill Park	Matters related to a donor underwriting the project for the entry point at Liberty Hill park. *Recommendation Action: Discuss and take any desired action.* ***Mr. Tim O'Connor, Parks and Recreation Director***
10/01/16	Budget Workshop with Council (Saturday Workshop)	Matters related to city finances, 2016 tax rate and the 2017 Budget including revenues and expenditures for current and future years for all funds. ***Mr. M. Chris Peifer, City Manager***
10/03/16	First Public Hearing on Tax Rate (Special Meeting, If Necessary)	Matters related to the first of two public hearings to hear comments on the proposed tax rate. *Recommended Action: Hold first public hearing on the proposed tax rate.* ***Ms. Rhonda Daugherty, Finance Director***
10/10/16	Second Public Hearing on Tax Rate (If Necessary)	Matters related to a second public hearing to hear comments on the proposed tax rate. *Recommended Action: Hold second and final public hearing on the proposed tax rate.* ***Ms. Rhonda Daugherty, Finance Director***
10/10/16	Public Hearing on 2017 Budget	Matters related to a public hearing to hear comments on the 2017 City Budget. *Recommended Action: Hold public hearing on the City's 2017 Budget.* ***Ms. Rhonda Daugherty, Finance Director***
10/17/16	Adoption of the 2017 Budget (Special Meeting)	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. *Recommended Action: Adopt ordinance adopting the 2017 Budget on first and final reading.* ***Ms. Rhonda Daugherty, Finance Director***
10/17/16	Adoption of the 2016 Tax Rate	Matters related to an ordinance approving and adopting the 2016 Tax Rate, and declaring an emergency. *Recommended Action: Adopt ordinance reducing the 2016 tax rate to _____on first and final reading.* ***Ms. Rhonda Daugherty, Finance Director***
10/17/16	Fee Schedule	Matters related to an ordinance adopting the 2017 Fee Schedule. *Recommended Action: Approve an ordinance on the first of two readings.* ***Mr. Chris Peifer, City Manager***
10/24/16	Chevron Houston Marathon	Matters related to the 2017 Chevron Houston Marathon. ***Ms. Susan White, Assistant Parks and Recreation Director***
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. ***Mr. Gary McFarland, IT Director***

Date	Item	Synopsis & Recommendation
11/14 or 11/28	Jennie Elizabeth Hughes Park (Approval of Final design)	Matters related to approval of the final design and authorization to proceed with construction of the Jennie Elizabeth Hughes Park. *Recommended Action: Approve the final design and authorize proceeding with construction of the Jennie Elizabeth Hughes Park.* ***Mr. Tim O'Connor, Parks and Recreation Director***
11/14/16	Friends 2017 Projects	Matters related to funding of the Friends of West University Place Parks 2017 projects. ***Mr. Tim O'Connor, Parks and Recreation Director***
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. *Recommended Action: Approve Memorandum of Understanding.* ***Mr. Tim O'Connor, Parks and Recreation Director***
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. *Recommended Action: Approve Memorandum of Understanding.* ***Mr. Tim O'Connor, Parks and Recreation Director***
11/14/16	Tri-Sports MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and Tri-Sports. *Recommended Action: Approve Memorandum of Understanding.* ***Mr. Tim O'Connor, Parks and Recreation Director***
TBD	Pier and Beams	Matters related to the City's Code of Ordinances as it relates to Pier and Beams. *Recommended Action: Discuss and take any desired action.* ***Mayor Susan Sample***
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. ***City Council***
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. *Recommended Action: Approve ordinance on the first and final reading.* ***Ms. Thelma Lenz, City Secretary***
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. *Recommended Action: Discuss and take any desired action.* ***Mr. Tim O'Connor, Parks and Recreation Director***
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. *Recommended Action: Discuss and take any desired action.* ***Mr. Tim O'Connor, Parks and Recreation Director***
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. *Discuss and take any desired action.* ***Mr. Tim O'Connor, Parks and Recreation Director***
TBD	Texas Ethics Commission Opinion	Matters related to a Texas Ethics Commission opinion relating to the content of articles written in *City Currents*. *Recommended Action: Discuss and take any desired action.*

Date	Item	Synopsis & Recommendation
		Councilmember Brennan Reilly
TBD	Parking Survey	Matters related to a parking survey. *Recommended Action: Discuss and take and desi action.* ***Mr. Dave Beach, Public Works Director***
TBD	Town Center Zoning	Matters related to Town Center Zoning. *Recommended Action: Discuss and take any desired.* ***City Council***
TBD	Poor Farm Ditch	Matters related to Poor Farm Ditch. *Recommended Action: Discuss and take any desired action.* ***Mayor Susan Sample***
TBD	Buffalo Speedway	Matters related to Buffalo Speedway Replacement Project. ***Mr. Chris Peifer, City Manager***

8/19/2016 9:21:27 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 workshop and regular session on **Monday, August 8, 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 6:02 p.m. in the Council Chambers Conference Room. Council and Staff in attendance were: Mayor Pro Tem Kelly, Councilmembers Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Public Works Director Beach, Police Chief Walker, Building Official Chew, and Police Chief Ken Walker. Councilmember Ballanfant was absent.

1. Real Estate Acquisition
Matters related to real estate acquisition. *Recommended Action: Discuss and take any desired action.*

At 6:03 p.m., Councilmember Turner moved to recess the Special Meeting/Workshop and convene into Executive Session in accordance with Section 551.072 in Chapter 551, Open Meetings Act, of the Texas Government Code (discussion about the value or transfer of real property and other real estate matters) and Section 551.071 in Chapter 551 of the Texas Government Code (consultation with legal counsel to seek or receive legal advice). Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

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

2. Close Executive Session and Reconvene Special Meeting
Matters related to the desired action resulting from discussions held in closed executive.

There was no action taken.

3. Adjourn

At 6:28 p.m., Mayor Sample closed and adjourned the Special Meeting/Workshop.

REGULAR MEETING

Agenda Items were as follows:

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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 Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Public Works Director Beach, Police Chief Walker, Building Official Chew, and Police Chief Ken Walker. Councilmember Ballanfant was absent.

Councilmember Reilly led the Pledge.

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

4. <u>Public Comments</u>

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

Alida Drewes, 6112 Fordham Street, spoke to say that she has repeatedly asked for hearing devices, but nothing has been done about it. She also stated that the Board (Building and Standards Commission) voted unanimously to allow only new homes to have a minimum height change and said changes to pier and beam should also be allowed only on new construction. She said Council is not being transparent by holding an Executive Session to discuss real estate and she wanted to know what property was being discussed. Ms. Drewes said that she has also asked that exemptions for seniors be on a future agenda, but it's not on the future agenda items list. She said this must be addressed before the new Budget and encouraged Council not to delay providing the exemption.

Ken Hoffman, 4212 Ruskin, spoke regarding parking over sidewalks. He said first and the most important is that there is a state law that prohibits people from parking over sidewalks and it's enacted to ensure the safety of sidewalks for everyone. He said the City doesn't currently enforce the law unless a resident squeals on his neighbor, which is a dangerous practice that can pit neighbor against neighbor. He said past Councils have tried to half-heartedly do something about the law by asking the Code Enforcement Officer (CEO) to enforce the law, which is ineffective because the CEO doesn't work evenings and weekends. He said Council has also suggested courtesy programs by politely asking people not to park over sidewalks, but he noted that people who break the law generally don't respond to courtesy programs.

Mr. Hoffman said right now the program is bad as it's ever been. He said handicapped residents are being forced to maneuver their wheelchairs around cars parked on the sidewalks and said for the City to knowingly allow this is morally wrong. He said he finds it unbelievable that while the rest of America and the world are committed to making life easier for handicapped people, West U goes out of its way to make it more difficult for handicapped people by ignoring laws designed to help them. Mr. Hoffman suggested a solution, which is to direct police officers to enforce parking laws. He said if an officer sees a car parked over the sidewalk, the officer gets out of his car, writes a warning ticket and takes down the license plate and if the resident parks illegally again, then the officer writes the resident a ticket. He said the City needs to be committed to making the sidewalks safe. Mr. Hoffman said the tricky part about this is that the City has to be able to look the other way for corner lots.

5. <u>Ordinance Relating to Minimum Foundation Height</u>

Matters related to an ordinance requiring a minimum foundation height. *Recommended Action: Approve the ordinance requiring a minimum foundation height on the second and final reading.*

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Building Official Clay Chew presented and said after reviewing the floodplain requirement of elevating the lowest floor level above Base Flood Elevation, the Building and Standards Commission unanimously voted to require 15-inches above standard base level for all new homes built in the city.

Steve Brown, Chair of the Building and Standards Commission, spoke to reiterate from the first reading of the ordinance the key reasons the BSC is recommending the 15-inches requirement: (1) it covers all of West U instead of just homes in the 100-year flood plain; (2) it grandfathers existing homes; (3) experience shows that there are no problems with the 35-foot height limit and foundations which are 15 inches higher than the standard base level; and (4) lower costs.

Councilmember Turner moved to approve the ordinance requiring minimum foundation height of 15 inches above standard base level. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

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

6. <u>Ordinance Updating the International Energy Conservation Code</u>

Matters related to an ordinance updating the International Energy Conservation Code. *Recommended Action: Approve the ordinance updating the International Energy Conservation Code on the second and final reading.*

After a brief presentation by Building Official Chew, Councilmember Turner moved to approve the ordinance on the second and final reading. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

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

7. <u>Sidewalks</u>

Matters related to City sidewalks associated with parking. *Recommended Action: Discuss and take any desired action.* ***Mayor Susan Sample***

Mayor Sample spoke to say that she requested that this item be on the agenda because she would like to propose that the police not turn a blind eye and drive past a car parked over a long driveway, except for those homes on corner lots or shorter driveways.

Mayor Sample said while short driveways do present an inconvenience at times the houses were originally built with a driveway and no sidewalk bisecting them. She said the City eventually built sidewalks and bisected those people's driveways so she doesn't feel quite right telling people who could legally park in their driveway before that they are now illegal due to the City building them a sidewalk.

Mayor Sample said because a resident can't park 30 feet from a stop sign, they are parking in front of their neighbor's house and feels this is a substantial enough inconvenience to ask the police not to aggressively look at cars parked over sidewalks on corner lots.

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Councilmember Turner wanted to clarify if the Code Enforcement Officer (CEO) is responsible for enforcing parking laws during his working hours and that it is the police officer's responsibility when the CEO is not on duty. Police Chief Walker said everyone is responsible at all times, but that typically, if a Click West U is submitted, it is assigned to the Code Enforcement Officer if he is on duty and to a patrol officer if the CEO is not on duty.

Mr. Hoffman spoke again to say that he doesn't know if the CEO writes any tickets for parking over the sidewalks, but once he leaves the City after normal work hours, there is no proactive enforcement of parking on the sidewalks.

In response to Mayor Sample's question as to how many corner lots there are, Public Works Director Beach stated that there are 1,012 corner lots with 421 being noncompliant.

Councilmember Reilly said parking over sidewalks is a state law and he doesn't feel Council should tell Chief Walker how to do his job with respect to the enforcement of any state law, but he does feel that Council has budget authority and if Chief Walker feels he needs another police officer and put it in the budget and that officer's principal job is to write tickets, that's where Council's discussion ought to be. He said Council shouldn't be telling Chief Walker or his officers when to stop residents and where.

Councilmember Reilly said this is not a Council issue, but rather a policy issue. He said there is an Administrative Policy in place right now that says that the City will not enforce the law on short driveways, but there is no policy with respect to long driveways. He said the policy with respect to long driveways is like the policy about not parking within 20 feet in front of stop sign, which is the police are going to use their discretion to decide when it's appropriate to give that person a ticket, when it's appropriate to give them a warning and when it's appropriate to drive right on by because they are chasing somebody who's committed a crime.

In response to Mr. Hoffman's question as whether the City needs a policy on a state law, Councilmember Reilly stated he doesn't think so and, in fact, he thinks that it violates the Department of Justice guidelines and the enforcement of the Americans with Disabilities Act. He said if the City doesn't do something about this there is going to be a Department of Justice investigation of the City's policy because it's blatantly discriminatory. He said he has had conversations with the Department of Justice about it and they are very receptive to that complaint being filed. He said he thinks the City should do the right thing without the Department of Justice hammering the City and said the right thing is to make parking on sidewalks be just like any other violation of state law.

Mr. Hoffman said he is dumbfounded that a moral issue on making the City sidewalks safe for handicapped people has to be debated.

Councilmember Reilly said he would love it if Council would repeal the City's policy that states that the City does not ticket people who park on a short driveway.

Councilmember Reilly asked Chief Walker if he thinks Council should tell officers how to do their jobs in respect to this law or any law? Chief Walker said no because he thinks it gets Council in a position it doesn't want to be in. Councilmember Reilly agreed.

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Councilmember Reilly asked Chief Walker if he feels that he doesn't have enough officers to ticket people for parking violations. Chief Walker said it's not that the police department doesn't do any of that, but it's a matter of priorities.

Chief Walker showed a presentation of some of the more serious offenders and their crimes.

Chief Walker said he would love to have the resources to do everything that needs to be done, but he doesn't want his guys looking for parking violations when there are people trying to break in homes.

Councilmember Reilly said he wants to see the City repeal the City policy that allows people on corner lots to park on their sidewalks, because he doesn't think it's a good idea. He said it's the only policy we have of any kind regarding how the police enforce state laws. He also said he doesn't think that Council should be telling the police which crimes are important and how to do their jobs. He said that has always been left to police discretion and the way it's got to be.

Mr. Hoffman spoke again to say police officers can proactively enforce parking when they are driving around at 2:00 a.m. or 2:00 p.m. when nothing is happening. He said there is not a crime spree in the City that the Chief's presentation will lead one to believe. He said if Council is going to say that it will continue to let the police use its discretion, what Council is saying is that there will continue to be no enforcement of parking.

Councilmember Reilly said Council is a legislative body so it can't decide how the police enforce state laws, but the City should be complying with the state law.

Councilmember Reilly said he would suggest that the police and code enforcement be encouraged to ticket repeat violators parking on the sidewalk. He said he doesn't think there should be a formal policy exception for people with short driveways. He said he does think the City has some responsibility for the situation where the City put in sidewalks in particular in areas where there could have been an accommodation to allow a driveway, but at the same time there are going to be some locations where those people need to either park in their garage or park on the street.

Councilmember Reilly said at the last City Council meeting when this issue came up, he moved that the policy be repealed, but it failed. He said he will make another motion right now, but if it doesn't pass this time, he won't try again but instead he will go to the Department of Justice and ask them to revoke the City's policy.

Councilmember Reilly said his daughter is in a wheelchair and one doesn't realize that it is a civil rights issue until they have to deal with it. He said he hopes this Council directs the City Manager to repeal that 2004 policy and he hopes that police officers use their appropriate discretion in situations in which they find parking violations.

Councilmember Reilly moved to direct the City Manager to revoke the policy that was adopted in 2004 that permits parking on the sidewalk. **MOTION DIED DUE TO LACK OF A SECOND.**

Mayor Pro Tem Kelly spoke to say that Council spent a considerable amount of time regarding this at a previous meeting and there were several citizens who came forward to speak, but some of the comments made at the time was that this is a City of 12,000 residents and 2-square miles and people are literally on top of each other. He said at the time he asked the City Attorney if the City was in violation of any state law by the way Council was handling the parking and blocking

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sidewalks issues and the City Attorney said no, mainly because there are exceptions to that state law, one with having to do with traffic flow problems resulting from people having to park on the streets.

Mayor Pro Tem Kelly said had the City Attorney said that the City was in violation of a state law, he would have voted a different way that day.

Councilmember Reilly clarified that he did not get a second on his motion at the prior meeting and at that meeting he asked if anyone wanted to move to affirm the City's current policy and not a single person on this Council was willing to make that motion, so he called again for someone on to make that motion. No one made a motion.

Councilmember Reilly said he assumes that by not seconding his motion, the other Councilmembers present tonight are not saying that they necessarily want to vote to require that the City Manager maintain the 2004 policy. He said the prior policy was not adopted as the result of a Council vote, but rather just by unilateral action of the then City Manager and for that same reason the current City Manager can unilaterally withdraw that policy unless this Council directs him to maintain it.

For clarification on the policy, City Manager Peifer said it addresses exclusively the corner lots and as of today depending on resources and priorities, anyone interior to a corner lot is at risk of being ticketed for a violation at any given time.

Mayor Sample said there is no action to take since Council doesn't direct the police, but said she would like to encourage the police to knock on a resident's door if they see cars parked across the sidewalks on quiet evenings and weekends. She said she thinks a knock on the door would go a long way.

8. <u>Pier and Beam Foundations</u>

Matters related to providing guidance to the Building and Standards Commission to review foundation construction methods relative to requiring pier and beam foundations within West U. *Recommended Action: Discuss and take any desired action.*

Mayor Sample said she added this to the agenda because it was of interest to Councilmember Ballanfant, but since he is absent he can bring it up at a future meeting or another councilmember can discuss it tonight if they would like.

City Manager Peifer spoke to say that the ideal situation for a pier and beam to get the required slope requires 10 feet on either side. He said a lot of the City's lots are 5 foot which ensures that water doesn't continuously sit under the house per se. He said that is an issue with the smaller lot and it would also add an additional cost if the home meets the height requirement.

City Manager Peifer said he has a philosophical problem with mandating one construction type versus the other if there is no apparent detriment.

Mayor Sample said she doesn't think any members of Council are recommending that.

Building Official Clay Chew said he believes Bellaire's ordinance had to do with the flood plain management.

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Mayor Pro Tem Kelly asked if cost is the only reason why one wouldn't want to build a pier and beam. Building Official Chew said no. He said some of the comments he has heard from builders is that it traps moisture underneath, so it is a constant nightmare keeping the vents clear to get the proper ventilation.

Mayor Kelly said he would also have a problem with mandating one construction type versus the other.

9. Future Agenda Items

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

No items added.

10. Consent Agenda

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

A. City Council Minutes

Approve City Council Minutes of the July 25, 2016 Council meeting. *Recommended Action: Approve Minutes.*

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

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

11. Adjourn

Councilmember Turner moved to adjourn the regular meeting at approximately 7:30 p.m. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

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

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

AGENDA OF:	August 22, 2016	**AGENDA ITEM:**	9B
DATE SUBMITTED:	August 18, 2016	**DEPARTMENT:**	Administration
PREPARED BY:	Thelma A. Gilliam City Secretary	**PRESENTER:**	Thelma A. Gilliam City Secretary
SUBJECT:	Resolution Reappointing Members to Friends of West U Parks Fund, Inc.		
ATTACHMENTS:	Resolution		

EXPENDITURE REQUIRED:	N/A
AMOUNT BUDGETED:	N/A
ACCOUNT NO.:	N/A
ADDITIONAL APPROPRIATION REQUIRED:	N/A
ACCOUNT NO.:	N/A

EXECUTIVE SUMMARY

The terms for several members of the Friends of West U Parks Fund, Inc. (Friends Board) will expire on August 31, 2016 and the Friends Board Executive Director would like for Council to consider their reappointment. They members you are asking to be considered for reappointment are:

- Katie Hill
- Kristine Martinez
- Christine Parker
- Grace O'Malley Ebaugh
- Megan Morris
- Liz Boyle
- Gordon Richardson

Each member has been contacted and has consented to being reappointed.

RECOMMENDATION

Staff recommends approval of a resolution reappointing the aforementioned members to the Friends Board. Positions and terms are outlined in the attached resolution.

City of West University Place
Harris County, Texas

RESOLUTION NUMBER XXXX-XX

A RESOLUTION REAPPOINTING MEMBERS TO THE BOARD OF THE FRIENDS OF WEST UNIVERSITY PARKS FUND, INC., A NON-PROFIT CORPORATION, FOR A THREE-YEAR TERM, BEGINNING SEPTEMBER 1, 2016.

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

Section 1. That the following persons are reappointed to serve as members of the Board of the Friends of West University Parks Fund, a non-profit corporation, for specific terms of the specific positions indicated below:

REAPPOINTEE	POSITION	TERM ENDING
Katie Hill	Position 3	August 31, 2019
Kristine Martinez	Position 4	August 31, 2019
Christine Parker	Position 5	August 31, 2019
Grace O'Malley Ebaugh	Position 12	August 31, 2019
Megan Morris	Position 13	August 31, 2019
Liz Boyle	Position 14	August 31, 2019
Gordon Richardson	Position 21	August 31, 2019

Section 2. All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of the conflicts only.

Section 3. If any word, phrase, clause, sentence, paragraph, section or other part of this resolution or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this resolution and the application of such word, phrase, clause, sentence, paragraph, section or other part of this resolution to any other persons or circumstances shall not be affected thereby.

Section 4. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this resolution was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

PASSED AND APPROVED this 22nd day of August, 2016.

ATTEST:

Thelma A. Gilliam, City Secretary

(SEAL)

SIGNED:

Susan V. Sample, Mayor

RECOMMENDED BY:

M. Chris Peifer, City Manager

APPROVED AS TO FORM:

Alan Petrov, City Attorney