City of West University Place

A Neighborhood City

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

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

City Council Meeting Agenda

Notice is hereby given of a regular meeting of the City Council of West University Place to be held on **Monday, September 12, 2016** beginning at **6:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items.

Note: All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

Agenda is as follows:

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

1. **Public Comments**
   This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer his/her comments until such time the item is discussed. Speakers are advised that comments cannot be received on matters which are the subject of a public hearing once the hearing has been closed. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

2. **Citizen's Climate Lobby**
   Representatives of the Citizen's Climate Lobby will be present to discuss the organization and request support from City Council. *Recommended Action: Discuss and take any desired action.* ***Councilmember Turner and Mayor Pro Tem Kelly***

3. **Assistance to Firefighter's Grant**
   Matters related to acceptance of an Assistance Firefighter's Grant from the United States Department of Homeland Security in the amount of $23,380.00 to enhance the Fire Department's Wellness/Fitness program. *Recommended Action: Accept the Assistance Firefighter's Grant from the United States Department of Homeland Security in the amount of $23,380.00.* ***Mr. Aaron Taylor, Fire Chief***
   [see Agenda Memo 3]

4. **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 and notice of public hearings, accept the 2016 Certification of Estimated Collection Rate from Harris County Tax Office, and accept Notice of the 2016 Tax Year Proposed Property Tax Rate as calculated by the City's Tax Assessor/Collector. ***Ms. Rhonda Daugherty, Finance Director*** [see Agenda Memo 4]

5. <u>Record Vote on Tax Rate and Set Public Hearings</u>
Matters related to a resolution recording vote on tax rate on the proposed "not to exceed" tax rate of $0.31680 and scheduling public hearings. *Recommended Action: Approve resolution recording vote on tax rate and scheduling public hearings for October 3, 2016 and October 10, 2016.* ***Ms. Rhonda Daugherty, Finance Director*** [see Agenda Memo 5]

6. <u>Schedule Public Hearings for 2017 Budget</u>
Matters related to scheduling public hearing to hear comments on the 2017 City Budget. *Recommended Action: Schedule a Public Hearing for October 10, 2016 to hear comments on the City's 2017 Budget.* ***Ms. Rhonda Daugherty, Finance Director*** [see Agenda Memo 6]

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

8. <u>Consent Agenda</u>
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. <u>City Council Minutes</u>
Approve City Council Minutes of the August 22, 2016 Council meeting. *Recommended Action: Approve Minutes.* ***Ms. Thelma Gilliam, City Secretary*** [see Minutes]

9. <u>Adjourn</u>

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 September 12, 2016 was posted on the Municipal Building bulletin board on September 8, 2016 at approximately 2:30 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:	September 12, 2016	**AGENDA ITEM:**	3
DATE SUBMITTED:	August 30, 2016	**DEPARTMENT:**	Fire Department
PREPARED BY:	A. Taylor	**PRESENTER:**	A. Taylor
SUBJECT:	**Assistance to Firefighters Grant**		
ATTACHMENTS:	**N/A**		

EXPENDITURE REQUIRED:	$1,219.00
AMOUNT BUDGETED:	$0
ACCOUNT NO.:	N/A
ADDITIONAL APPROPRIATION REQUIRED:	$0
ACCOUNT NO.:	510-1000-71530

EXECUTIVE SUMMARY

The Fire Department applied for Assistance to Firefighter's Grant (AFG) through the United States Department of Homeland Security and has received notification of an award in the amount of $24,380 pending the City's acceptance. The grant will enhance the Fire Department's Wellness/ Fitness program by providing the each member a full medical evaluation in accordance with NFPA 1982 which includes 12-lead EKG, Spirometry test, chest x-rays, hearing and vision test, blood work and immunizations for Hepatitis A and B, and Tetanus/Diphtheria/Pertussis. In addition, PSA screening would be performed for male members age 40 and above. A follow-up visit would be performed with the physician to review individual results for members.

The Federal share of the grant is $23,161 (95 %) and the City's share is $1,219 (5%) which would be funded by the 2016 Human Resources Wellness budget.

RECOMMENDATION

Staff recommends Council accept the grant from the United States Department of Homeland Security in the amount of $23,161.00.

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

AGENDA OF:	September 12, 2016	**AGENDA ITEM:**	4
DATE SUBMITTED:	September 8, 2016	**DEPARTMENT:**	Finance
PREPARED BY:	Rhonda Daugherty, Finance Director	**PRESENTER:**	Rhonda Daugherty, Finance Director
SUBJECT:	**Receipt of Certified Appraisal Roll, Tax Assessor Certification of Collection Rate and Effective and Rollback Tax Rate Calculation**		
ATTACHMENTS:	**1.** Resolution **2.** 2016 Certification of Appraisal Roll from Harris County Chief Appraiser **3.** 2016 Certification of Estimated Collection Rate from Harris County Tax Office **4.** Notice of 2016 Tax Year Proposed Property Tax Rate		

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

EXECUTIVE SUMMARY

Chapter 26 of the Texas Property Tax Code outlines several property tax related items that must be presented to council. These are the certified appraisal roll, the certified collection rate and the Notice of Effective Tax Rate.

The Chief Appraiser of the Harris County Appraisal District (HCAD) certified our 2016 appraisal roll and we received the roll from Harris County Tax Office, our Tax Assessor/Collector on August 22, 2016. In accordance with Section 26.04 (b) of the Texas Property Tax Code, the following values are submitted:

Total Appraised Value	6,185,974,556
Total Exemptions	434,734,202
Total Taxable Value	5,751,240,354
Total Uncertified Taxable Value (under protest)	93,551,188
Estimated Taxable Value of property not included on certified roll	42,640,341
Total Taxable Value of New Property	70,830,258

Including the anticipated values for the Uncertified Taxable Value, 93,551,188, and the property not included on the certified roll, 42,640,341, the total anticipated certified value for the City of West University Place for 2016 is 5,887,431,883, an 7.79% increase over the 2015 certified values.

On July 18, 2016, the Harris County Tax Assessor – Collector, estimated an anticipated collection rate of 99.84% for 2016.

All taxing units that levied property taxes for 2015 and intend to levy them for 2016 must calculate and publish an effective tax rate and rollback tax rate. Although the actual calculation can become more complicated, simply stated, the effective tax rate would provide the taxing unit with approximately the same amount of revenue it had the year before on properties taxed in both years. The rollback rate is the sum of the effective M&O rates times 108% plus the rate required for debt service.

The 2016 Effective and Rollback Tax Rates were calculated by the City's Tax Assessor-Collector, Mike Sullivan, Harris County Tax Assessor-Collector, and are presented for your review and acceptance.

Chapter 26 of the Texas Property Tax Code requires Council to take a record vote and schedule two public hearings if the City intends to adopt a property tax rate that exceeds the lower of the effective or rollback tax rate. The dates of those hearings should be scheduled for a Special Meeting on October 3, 2016 and during the Regular Meeting of October 10, 2016. The Council is scheduled to adopt the 2016 tax rate at a Council Meeting to be scheduled on Monday, October 17, 2016.

RECOMMENDATION

Approve resolution proposing a not-to-exceed tax rate and schedule public hearings for October 3, 2016 and October 10, 2016.

Review and accept the 2016 Certified Appraisal Roll.

Review and accept the 2016 Certification of Estimated Collection Rate from Harris County Tax Office.

Review and accept the 2016 Notice of 2016 Tax Year Proposed Property Tax Rate as calculated by the City Tax Assessor/Collector.

- The proposed tax rate is $0.31680 per $100 valuation
- The effective tax rate is $0.31119 per $100 valuation
- The rollback tax rate is $0.31681 per $100 valuation

RESOLUTION

CITY OF WEST UNIVERSITY PLACE

RESOLUTION ACKNOWLEDGING RECEIPT OF APPRAISAL ROLL, CERTIFICATION OF ESTIMATED COLLECTION RATE, NOTICE OF EFFECTIVE TAX RATE AND RELATED INFORMATION; AND CONTAINING RELATED PROVISIONS.

Whereas on August 22, 2016, the City Council of the City of West University Place (the "Taxing Unit") received the appraisal roll and related information from its assessor and collector of taxes;

Whereas the City Council desires to proceed with the steps necessary to levy ad valorem taxes; NOW THEREFORE;

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

SECTION 1. The matters described in the preamble of this resolution are found and determined to be true and correct and are adopted, ratified and confirmed.

SECTION 2. All actions by the assessor and collector of taxes prior to this date, with respect to such calculations and publications are approved, ratified and confirmed in all respects.

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

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

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

SECTION 6. This resolution shall take effect immediately upon its adoption and signature.

PASSED AND APPROVED this 12th day of September, 2016.

(SEAL)

ATTEST:

Thelma A. Gilliam, City Secretary	Susan Sample, Mayor
APPROVED AS TO FORM:	**RECOMMENDED BY:**
Alan Petrov, City Attorney	M. Chris Peifer, City Manager

085

HARRIS COUNTY APPRAISAL DISTRICT
HOUSTON, TEXAS

THE STATE OF TEXAS, }
COUNTY OF HARRIS. }

2016
CERTIFICATION OF APPRAISAL ROLL AND
LISTING OF PROPERTIES UNDER SECS. 26.01(c) AND (d)
FOR
City of West University Place

Pursuant to Section 26.01(a), Texas Tax Code, I hereby certify the 2016 appraisal roll of properties taxable by City of West University Place. The roll is delivered in printed and electronic forms.

The total appraised value now on the appraisal roll for this unit is: $6,185,974,556

The taxable value now on the appraisal roll for this unit is: $5,751,240,354

As required by Section 26.01(c), Texas Tax Code, I have included with your roll a listing of those properties which are taxable by the unit but which are under protest and are therefore not included in the appraisal roll values approved by the appraisal review board and certified above. My estimate of the total taxable value which will be assigned to such properties if the owners' claims are upheld by the appraisal review board is: $93,551,188

Pursuant to Section 26.01(d), Texas Tax code, the estimated value of taxable property not under protest and not yet included on the certified appraisal roll, after hearing loss, is $42,640,341

Signed this 26th day of August, 2016

Roland Altinger, CAE, RPA, CTA
Chief Appraiser

ASSESSOR'S ACKNOWLEDGEMENT

As tax assessor/collector of the above-named taxing unit, I hereby acknowledge receipt of the certified 2016 appraisal roll on this the _____ day of _____, 2016

MIKE SULLIVAN
Tax Assessor-Collector
www.hctax.net

July 18, 2016

Ms. Rhonda Daugherty
City of West University
3800 University Place
West University Place, TX 77005-2899

Reference: Truth-In-Taxation

Dear Ms. Daugherty:

The following information is provided for City of West University's 2016 Truth-In-Taxation calculations. In accordance with the certification requirements of Sec. 26.04(b), Texas Property Tax Code, the following information is provided for use on the Rollback Tax Rate Worksheet:

The anticipated collection rate for 2016 is 99.84%, as calculated under Sec. 26.012(2).

Excess 2015 debt tax collections were $0.00. This amount is to be used in the 2016 debt tax rate calculation because the 2015 actual debt tax collection rate exceeded the anticipated 2015 debt collection rate which was less than 100%, pursuant to Sec. 26.04(e)(3)(C), Texas Property Tax Code.

The amount of taxes refunded in tax year 2015 for prior tax years is $33,959. Included in the amount are refunds from court decisions, Sec. 25.25(b) and (c) corrections, and Sec. 31.11 payment errors. The amount is to be entered on line 13 of the Effective Tax Rate Worksheet.

The 2016 tax roll is expected to be certified by the Harris County Appraisal District on August 12, 2016. The Harris County Tax Assessor-Collector's Office anticipates delivery of this roll the week of August 22, 2016.

Should you have any questions or need further assistance, please call me at 713-274-8110 or David Proctor at 713-274-8171.

Sincerely,

Elizabeth Doss

Elizabeth Doss, PCC
Director, Property Tax

NOTICE OF 2016 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF WEST UNIVERSITY PLACE

A tax rate of $0.31680 per $100 valuation has been proposed for adoption by the governing body of City of West University Place. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of West University Place proposes to use revenue attributable to the tax rate increase for the purpose of operations that support the City on a day-to-day basis. Examples include street maintenance, legal fees, compensation and benefits for all employees, additional public safety positions and intersection security monitoring system equipment.

PROPOSED TAX RATE	$0.31680 per $100
PRECEDING YEAR'S TAX RATE	$0.33179 per $100
EFFECTIVE TAX RATE	$0.31119 per $100
ROLLBACK TAX RATE	$0.31681 per $100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of West University Place from the same properties in both the 2015 tax year and the 2016 tax year.

The rollback tax rate is the highest tax rate that City of West University Place may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

property tax amount= (rate) x (taxable value of your property)/100

For assistance or detailed information about tax calculations, please contact:

Mike Sullivan
Harris County Tax Assessor-Collector
1001 Preston Street, Suite 100, Houston, TX 77002
713-274-8000
www.hctax.net

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: October 3, 2016 at 06:30 PM at City of West University Place Municipal Building, 3800 University Blvd., West University Place, TX.

Second Hearing: October 10, 2016 at 06:30 PM at City of West University Place Municipal Building, 3800 University Blvd., West University Place, TX.

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

AGENDA OF:	September 12, 2016	**AGENDA ITEM:**	5
DATE SUBMITTED:	September 8, 2016	**DEPARTMENT:**	Finance
PREPARED BY:	Rhonda Daugherty, Finance Director	**PRESENTER:**	Rhonda Daugherty, Finance Director
SUBJECT:	**Record Vote on 2016 Property Tax Rate**		
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

Chapter 26 of the Texas Property Tax Code requires Council to take a record vote and schedule two public hearings if the City intends to adopt a property tax rate above the effective tax rate. The effective tax rate is generally the prior year's taxes divided by the current year's taxable value of properties that were also on the tax roll in both years. The effective tax rate excludes taxes on properties no longer in the taxing unit and also excludes the current taxable value of new properties. The resulting tax rate, used for comparison only, shows the relationship between the prior year's revenue and the current year's values.

The effective and rollback tax rates for 2016 are $0.31119 and $0.31681 per $100 valuation, respectively. The debt service rate is $0.13123 per $100 valuation. The difference between the tax rate that is adopted and the debt service rate will be available to the General Fund for Maintenance & Operations.

At this stage of the budget and tax rate adoption process, the Council has typically voted for a "not-to-exceed" rate, the highest rate that it might approve later, after further review of the City Manager's Proposed Budget, and the tax rate that is necessary to support that budget. The tax rate that is eventually adopted may be lower than the rate voted on today.

This action is NOT the adoption of the 2016 tax rate, but merely a record vote proposing a rate that will be used to prepare the required notice and hearing publications. At a future scheduled meeting, the council will adopt a budget and then adopt a tax rate that supports that budget. That meeting is planned for a Special Meeting on Monday, October 17, 2016.

RECOMMENDATION

Adopt a Resolution, taking a record vote on the proposed "not to exceed' tax rate of $0..31680 and call the necessary public hearings, with the first public hearing to be held at a Special Meeting on Monday, October 3, 2016 at 6:30 p.m. and the second public hearing to be held during the Regular Council Meeting of October 10, 2016 at 6:30 p.m. Both public hearings will be held in the West University Place Municipal Building at 3800 University Blvd, West University Place, TX.

RESOLUTION XXXX-XX

CITY OF WEST UNIVERSITY PLACE

RESOLUTION PROPOSING A NOT-TO-EXCEED TAX RATE AND SCHEDULING PUBLIC HEARINGS; AND CONTAINING RELATED FINDINGS AND PROVISIONS.

SECTION 1. The City Council formally proposes a combined ad valorem tax rate for 2016 of $0.31680 per $100 valuation. This proposal shall be placed on the agenda of a future meeting as an action item, subject to the hearing schedule below.

SECTION 2. A public hearing on the proposed tax increase is hereby scheduled for October 3, 2016 in the Council Chambers, 3800 University Blvd., West University Place, Texas 77005 during the City Council meeting set to begin at 6:30 p.m. The City Secretary shall make arrangements for the meeting and shall provide notice as required by law.

SECTION 3. A second public hearing on the proposed tax increase is hereby scheduled for October 10, 2016 in the Council Chambers, 3800 University Blvd, at 6:30 p.m. The City Secretary shall make arrangements for the meeting and shall provide notice as required by law.

SECTION 4. All prior resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict only.

SECTION 5. 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 reminder 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 6. 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.

SECTION 6. This resolution shall take effect immediately upon its adoption and signature.

PASSED AND APPROVED this 12th day of September, 2016.

(SEAL)

ATTEST:

Thelma A. Gilliam, City Secretary	Susan Sample, Mayor
APPROVED AS TO FORM:	**RECOMMENDED BY:**
Alan Petrov, City Attorney	M. Chris Peifer, City Manager

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

AGENDA OF:	September 12, 2016	**AGENDA ITEM:**	6
DATE SUBMITTED:	September 8, 2016	**DEPARTMENT:**	Finance
PREPARED BY:	Rhonda Daugherty, Finance Director	**PRESENTER:**	Rhonda Daugherty, Finance Director
SUBJECT:	**Schedule Public Hearing on 2017 Budget**		
ATTACHMENTS:	**None**		

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

EXECUTIVE SUMMARY

Section 102.006 of the Texas Local Government Code requires the governing body of a municipality shall set a date and publish notice of a public hearing on the proposed budget. The hearing shall occur no less than 15 days after filing the budget with the City Secretary but before the date the governing body adopts the tax rate, which is scheduled for Monday, October 17, 2016.

The notice of the two tax public hearings will be published in the Thursday, September 15, 2016 issue of the West U Examiner and the notice of the public hearing on the 2017 Budget will be published in the Thursday, September 29, 2016 issue of the West U Examiner.

A copy of the draft proposed Budget will be submitted to the City Secretary and posted on the City's website by the end of the day September 16, 2016.

RECOMMENDATION

Staff recommends Council set the date for the Public Hearing on the Budget for October 10, 2016 at 6:30 p.m. at the City of West University Place City Hall, located at 3800 University Blvd, West University Place, TX 77005.

FUTURE AGENDA ITEMS

Shaded items are on immediate agenda

Date	Item	Synopsis & Recommendation
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 and notice of public hearings, accept the 2016 Certification of Estimated Collection Rate from Harris County Tax Office, and accept Notice of the 2016 Tax Year Proposed Property Tax Rate as calculated by the City's Tax Assessor/Collector.* ***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***
09/12/16	Schedule Public Hearings for 2017 Budget	Matters related to scheduling public hearing to hear comments on the 2017 City Budget. *Recommended Action: Schedule public hearing for October 17, 2016 to hear comments on the City's 2017 Budget.* ***Ms. Rhonda Daugherty, Finance Director***
09/12/16	Assistance Firefighter's Grant	Matters related to acceptance of an Assistance Firefighter's Grant from the United States Department of Homeland Security in the amount of $23,380 to enhance the Fire Department's Wellness/Fitness program. *Recommended Action: Accept the grant from the United States Department of Homeland Security in the amount of $23,380.* ***Mr. Aaron Taylor, Fire Chief***
09/26/16	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***
09/26/16	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***
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	Liberty Hill Park	Matters related to a donor underwriting the project for the entry point at Liberty Hill park.

Date	Item	Synopsis & Recommendation
		Recommendation Action: Discuss and take any desired action. ***Ms. Susan White, Assistant Parks and Recreation 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***
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.* ***Ms. Susan White, Assistant Parks and Recreation Director***
11/14/16	Friends 2017 Projects	Matters related to funding of the Friends of West University Place Parks 2017 projects. ***Ms. Susan White, Assistant 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.* ***Ms. Susan White, Assistant 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.* ***Ms. Susan White, Assistant Parks and Recreation Director***

Date	Item	Synopsis & Recommendation
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.* ***Ms. Susan White, Assistant Parks and Recreation Director***
11/14/16	UT Medical Center MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and the UT Medical Center. *Recommended Action: Approve Memorandum of Understanding.* ***Ms. Susan White, Assistant Parks and Recreation Director and Ms. Brittany Bakes, Recreation Manager***
11/14/16	City of Bellaire MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and the City of Bellaire. *Recommended Action: Approve Memorandum of Understanding.* ***Ms. Susan White, Assistant Parks and Recreation Director and Ms. Brittany Bakes, Recreation Manager***
11/14/16	Weekley YMCA MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and Weekley YMCA. *Recommended Action: Approve Memorandum of Understanding.* ***Ms. Susan White, Assistant Parks and Recreation Director and Ms. Brittany Bakes, Recreation Manager***
TBD	Pending Litigation Matters	Matters related to an update by the City Attorney regarding the status of City litigation. ***Mayor Susan Sample at the request of Councilmember Reilly***
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. ***Ms. Susan White, Assistant Parks and Recreation Director***
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 Gilliam, 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.* ***Ms. Susan White, Assistant 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.* ***Ms. Susan White, Assistant 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.* ***Ms. Susan White, Assistant Parks and Recreation Director***

Date	Item	Synopsis & Recommendation
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.* ***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***

9/8/2016 2:55:44 PM

The City of West University Place

A Neighborhood City

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

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

CITY COUNCIL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in workshop and regular session on **Monday, August 22, 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 approximately 6:10 p.m. in the Council Chambers. Council and Staff in attendance were: Councilmembers Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Public Works Director Beach, Police Chief Walker, and HR Director Standorf. Mayor Pro Tem Kelly and Councilmember Ballanfant were absent.

Bob Treacy, Gallagher Benefits Consultants, was also present.

1. Employee Benefits

Matters related to employee group benefits (medical, dental, vision, life/AD&D and disability).

Human Resources Director Standorf and Bob Treacy, Gallagher Benefits Consultants, presented this item.

Mr. Treacy said the City's medical plan is still considered a point of service gold standard plan in the marketplace. He said West U has not yet broached a cost problem that would move the City to the bronze level plan built with high deductibles.

Mr. Treacy said in the last seven renewal periods, including the one the City is currently under right now, the City's costs have averaged about a 1.7% increase, which was partly due to being pooled together with three other cities (Dickinson, Friendswood, and Webster). He said last year, however, there were two cities in the pool that had adverse claims and it became apparent that West U could do better own its own.

Mr. Treacy said this year the City had a plan spike cycle, so when Blue Cross Blue Shield (BCBS) came in with a very strong negotiated renewal, he thought it was in the City's best interest to negotiate a fair and reasonable renewal at this point. He said soliciting bids and changing every single year is something he is all for if the market bears that, but he knew the City could renew with BCBS, remain under budget and retain a quality health plan for employees. He said BCBS has offered a 15% rate increase while still retaining a very, very strong plan.

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Mr. Treacy said the recommendation tonight for the group medical plan will be to renew with BCBS under a 15% increase and making some amount of adjustments, mainly increasing the deductible from $750 for each person (two per family) to $1,500. He said the plan is being restructured for stabilization in the long haul. Mr. Treacy said out-of-pocket will also increase approximately $1,000 annually and co-pays for prescriptions will increase approximately $10. He said all other benefits will remain the same.

Mr. Treacy said what separates the City's plan from the thundering herd is that out of 280 members on the plan about 200 of them have far less than $1,000 worth of expenses.

Mr. Treacy said next year he will probably do a full blown RFP.

As requested by Mayor Sample, Mr. Treacy explained the premium projections.

Mayor Sample asked Mr. Treacy if the Affordable Health Care for America Act (AHCAA) taxes of 3% had been suspended. Mr. Treacy said the City was still paying that tax in full.

Councilmember Reilly confirmed with Mr. Treacy that the City is on its own for 2016-2017 and not pooled with the other cities. Mr. Treacy said even though the cities are not all under one contract they will still work together, which provides the City leverage to get the best deal.

Councilmember Reilly said despite the 63% hike in claims last year, the City still paid more in premiums to BCBS then BCBS paid out in total claims. Mr. Treacy responded by saying in addition to looking at the claims, one has to take the claims dollar and add administrative and other costs, so at the end of the day, he would say that BCBS was losing money on the deal.

Mayor Sample revisited the discussion regarding the AHCAA tax and said for 2017 she believes that the AHCAA tax was suspended. Mr. Treacy responded that there are portions of the tax that remain. He said there is a research fee that will go away in 2018, but that it still applies in 2016 and will apply in a part of 2017.

Councilmember Reilly asked whether the City is a candidate to go fully self-insured with stop loss. Mr. Treacy said he doesn't think so at all, because the stop loss market is too volatile and said it would be a big gamble for the City due to its size. He said a better solution would be to do a retention based contract where the City would still stay fully insured, but be charged a little more premium for the risk margin.

Councilmember Reilly confirmed that the City does not have a tobacco component to its wellness program at this time.

Mayor Sample asked how much of the premium does an employee (only) pay. Human Resources Director Standorf said an employee only currently pays $16.43 per month, which is approximately 97 percent of the costs.

Councilmember Reilly confirmed that the City's contract rate for employee only healthcare for 2016-2017 is $601.50 per month and that the employee's portion is $16.43 per month, which Mr. Treacy said is customary in the public arena.

Councilmember Reilly confirmed with Mr. Treacy that employees are sharing in the cost increase for the 2016-2017 premiums.

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Councilmember Reilly said if the City makes the premiums more meaningful, some employees would probably shift to their spouse's coverage. He said this could remove some employees off the plan that really are not using it, but elect to have it because of the low premiums.

Mayor Sample said she did a quick survey of the City's benchmark cities and they all seem to have about three plans to entice people to pick a less expensive plan or high deductible plan which are both less costly for a company, so it makes sense to offer options to West U employees.

Human Resources Director Standorf said the City continues to say it wants to be an employer of choice and part of that choice is the compensation and the benefits the City employees.

Mayor Sample asked why the City doesn't have options for employees to self-select. She said if there is a cheaper plan and people want it, then that's the one the City should subsidize for and thinks it is something the City should have been doing for a while. She said the City needs options to push down the costs, because that's one of the City's biggest expenses.

Councilmember Turner said it's too late to do anything for the year 2017, so at what point next year does the City run up the flag and say let's do the full study and look at options.

Human Resources Director Standorf said staff will do what Council wants and it can direct staff at the Budget Workshop on how to proceed next year with insurance benefits.

City Manager Peifer said unless something catastrophic happens next year the City will go out for requests for proposals with specifications that include other options and tiers.

Councilmember Reilly said there are 20 out of 135 retirees on the plan and confirmed with HR Director Standorf that they pay the same premiums as employees. Ms. Standorf pointed out that if a retiree has dependents on the plan then the retiree is required to pay the full amount for the dependent(s).

Councilmember Reilly said given the numbers, his guess is that there are some employees buying the employee coverage insurance offered by the City just because it is $16 per month. He said he would like to see the City pare back some of its exposure to the costs by increasing the charge to the City's employees, because he feels it will sway employees and retirees who really don't need the City's coverage as primary coverage to get off the plan and move toward other options.

HR Director Standorf said as of 2009, the City's insurance is no longer offered to retirees and that retirees that have gone to work somewhere else are also not eligible for the City's retiree coverage.

2. <u>Adjourn Special Meeting</u>

At 6:50 p.m., Mayor Sample closed and adjourned the Special Meeting/Workshop.

<u>REGULAR MEETING</u>

Agenda Items were as follows:

Call to Order. Mayor Sample called the meeting to order at approximately 6:55 p.m. in the Council Chambers. Council and Staff in attendance were: Councilmembers Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Public Works Director Beach, Human Resources Director Standorf, and Police Chief Ken Walker. Mayor Pro Tem Kelly and Councilmember Ballanfant were absent.

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Bob Treacy, Gallagher Benefits Consultants, was also present.

Boy Scout Surya Ram, Troop 266, lead the Pledge.

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

3. Public Comments

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

Alida Drewes, 6112 Fordham Street, spoke to say she attended the workshop meeting regarding the City's insurance for employees and she agrees with Mayor Sample that the employees should have several level options for insurance. She said the City refuses to support its seniors by giving them an exemption, but the City wants all of the employees to get gold standard healthcare that the taxpayers are paying for even though they may have other options via spousal insurance, the Veteran's Administration, Medicare, etc. Ms. Drewes said when will this Council wake up and think about the taxpayers and the senior citizens and when are the senior citizen's going to get anything. She said the City has spent so much on parkland and exercise equipment, but there is no exercise area for seniors. She said the seniors need something from this City because they have been supporting the City by paying taxes for their lifetime.

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.*

Parks and Recreation Director O'Connor presented and said during the course of the City's annual park lighting systems assessment it was discovered that 3 of the 5 light poles at the tennis courts at Wier Park were showing signs of distress at the bases to the point that staff solicited an assessment from an engineering firm. He said staff consulted with the Finance Director and determined that the lighting replacements could be funded through the Equipment Replacement Fund and confirmed that the funds were available to facilitate the project.

Mr. O'Connor said the City's preferred lighting system vendor is Musco Lighting, which is an approved Buy Board member so it makes the need to solicit additional bids unnecessary; However, staff did exercise some due diligence by means of pricing other tennis lighting systems and determined that Musco Lighting has no equal in regards to the quality of their product and their unprecedented 25-year parts and labor warranty. He said the new lights will be energy efficient and staff estimates a minimum of 50% reduction in utility costs over the old system. He said in addition the quality of the new lights will exceed the foot-candles required by the United States Tennis Association.

Mr. O'Connor said the project will include the lighting of the one-half court basketball facility that is located to the immediate south of the tennis courts.

Mayor Sample questioned the prices from other companies. Mr. O'Connor said there was approximately a $12,000 difference.

In response to Councilmember Reilly's question as to the shut-off time, Mr. O'Connor responded that the lights automatically cut off at 10:00 p.m. He said staff can also turn lights on or off by the phone anywhere there is a Wi-Fi signal.

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Councilmember Reilly moved to approve the expenditure of $81,000 for the new Musco Lighting system at the Wier Park Tennis Court and Basketball Court and authorize the City Manager to enter into a contract for the same. Councilmember Turner seconded the motion. **MOTION PASSED.**

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

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.

Mayor Sample recessed the regular meeting at approximately 7:10 p.m. to convene the Employee Benefits Trust Meeting. See separate Minutes for Council action.

RESUME REGULAR MEETING AFTER ADJOURNING EBT MEETING

Councilmember Reilly moved to reconvene the regular meeting at approximately 7:20 p.m. Councilmember Turner seconded the motion. **MOTION PASSED.**

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

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.*

Councilmember Turner moved to 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. Councilmember Reilly seconded the motion. **MOTION PASSED.**

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

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.*

Public Works Director Beach presented and said as part of the City's Emergency Management Plan the city outsources to third party contractors for debris clearing and debris monitoring during disasters. He said the job of the debris monitoring company is to ensure that the City is going to maximize its ability to seek refunds from FEMA. He said the recommended contractor was used by the City during Hurricane Ike and is the only contractor that submitted a bid. He said the pricing is comparable to market and staff is asking Council to approve the on-call contract with Tetra-Tech for on-call debris monitoring services. Mr. Beach clarified that their services are only provided when staff calls on them and so there is no cost to the City for the contract if their services aren't used.

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Councilmember Turner moved to approve the agreement with Tetra-Tech for on-call debris monitoring services and authorize the City Manager to implement the contract. Councilmember Reilly seconded the motion. **MOTION PASSED.**

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

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]

Councilmember Reilly requested that an item to receive an update from the City Attorney regarding pending litigation be added to an upcoming agenda. Mayor Sample said she would add it to the 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.*

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.*

Councilmember Turner moved to approve the Consent Agenda as presented. Councilmember Reilly seconded the motion. **MOTION PASSED.**

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

10. Adjourn

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

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

Prepared by: _____ Approved by Council on:_____

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