



# 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, October 10, 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.

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### **CALL TO ORDER**

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. Second Public Hearing on Tax Rate**

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***

#### **3. 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***

**4. CodeRED Update**

Matters related to the City's emergency notification system – CodeRED. *Recommendation Action: Discuss and take any desired action. Mayor Pro Tem Kelly and Councilmember Reilly*

**5. Houston-Galveston Area Council (H-GAC) 2017 General Assembly**

Matters related to designating a representative and an alternate to the H-GAC 2017 General Assembly. *Recommended Action: Discuss and designate a representative and an alternate to the 2017 Houston-Galveston Area Council (H-GAC) General Assembly. Mr. M. Chris Peifer, City Manager*

**6. Future Agenda Items**

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

**7. Consent Agenda**

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

**A. City Council Minutes**

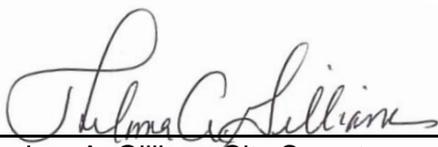
Approve City Council Minutes of the September 26, 2016 Council meeting. *Recommended Action: Approve Minutes. Ms. Thelma Gilliam, City Secretary* [see Minutes]

**8. 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 October 10, 2016 was posted on the Municipal Building bulletin board on October 6, 2016 at approximately 4:15 o'clock p.m.

(SEAL)

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

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

<b>AGENDA OF:</b>	October 10, 2016	<b>AGENDA ITEM:</b>	2
<b>DATE SUBMITTED:</b>	September 27, 2016	<b>DEPARTMENT:</b>	Finance
<b>PREPARED BY:</b>	Rhonda Daugherty, Finance Director	<b>PRESENTER:</b>	Rhonda Daugherty, Finance Director
<b>SUBJECT:</b>	<b>Second Public Hearing on Tax Rate</b>		
<b>ATTACHMENTS:</b>	None		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		

**EXECUTIVE SUMMARY**

Section 26.05(d) of the Texas Tax Code requires two public hearings to be held when a taxing jurisdiction proposes to raise more tax revenue than the amount collected last year. The “Notice of 2016 Tax Year Proposed Property Tax Rate for City of West University Place” which included the dates for the public hearings was published in the *West U Examiner* on September 14, 2016.

This is the second of the two public hearings. The first public hearing was held on October 3, 2016. Members of the public are encouraged to attend both hearings and express their views.

At the public hearings the governing body shall announce the date, time, and place of the meeting at which it will vote on the proposed tax rate, which will be at 6:00 p.m. on Monday, October 17, 2016 at 3800 University Blvd.

**RECOMMENDATION**

Hold public hearing and announce date, time and place of the meeting at which the council will vote on the proposed tax rate. The date, time, and place of the meeting at which it will vote on the proposed tax rate will be at 6:00 p.m. on Monday, October 17, 2016 at 3800 University Blvd.

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

<b>AGENDA OF:</b>	October 10, 2016	<b>AGENDA ITEM:</b>	3
<b>DATE SUBMITTED:</b>	September 27, 2016	<b>DEPARTMENT:</b>	Finance
<b>PREPARED BY:</b>	Rhonda Daugherty, Finance Director	<b>PRESENTER:</b>	Rhonda Daugherty, Finance Director
<b>SUBJECT:</b>	<b>Public Hearing on 2017 Budget</b>		
<b>ATTACHMENTS:</b>	<b>none</b>		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		

**EXECUTIVE SUMMARY**

Section 102.006 of the Texas Local Government Code requires the governing body of a municipality shall to hold 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. The "Notice of 2016 Tax Year Proposed Property Tax Rate for City of West University Place" which included the date for the budget public hearing was published in the *West U Examiner* on September 14, 2016.

**RECOMMENDATION**

Hold public hearing.

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

<b>AGENDA OF:</b>	October 10, 2016	<b>AGENDA ITEM:</b>	4
<b>DATE SUBMITTED:</b>	October 5, 2016	<b>DEPARTMENT:</b>	Fire
<b>PREPARED BY:</b>	Aaron Taylor Fire Chief	<b>PRESENTER:</b>	Fire Chief Taylor IT Director Gary McFarland
<b>SUBJECT:</b>	<b>CodeRED Update</b>		
<b>ATTACHMENTS:</b>	N/A		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	\$0		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	\$0		
<b>ACCOUNT NO.:</b>			

**EXECUTIVE SUMMARY**

During the “Active Shooter” incident that occurred the morning of September 26, 2016, numerous unsuccessful attempts were made by staff to deliver an emergency message via the city’s CodeRED mass notification system. An investigation into these occurrences was completed by the City’s Information Technology Director, Gary McFarland, which summarizes the conversations with the vendor and establishes an event timeline of these attempts and includes staff accounts of the problems experienced during the launch.

Prior to September 26, city staff had already begun the process of evaluating other vendors of mass notification systems in search of better alternatives to the existing CodeRED system. Since the happenings of September 26, it is clear that the CodeRED system is not meeting the mass notification needs of the City and because these problems cannot definitively be identified or corrected by the vendor, there is no guarantee that these issues will not occur again in the future. In light of these findings, the search for a replacement vendor is being expedited. Staff has evaluated 2 other vendor platforms in the past 2 weeks and intends to have a replacement vendor selected by the end of October.

**INVESTIGATION BY G. McFARLAND**

CodeRED conducted an investigation that included searching their system logs and conducting telephone interviews. After two days of effort, they have concluded and maintain there were no issues whatsoever with their system and rule the causes as “user error”. They declined to document such in writing.

However, all staff that was involved is unanimous that errors were NOT user created - rather the CodeRED system failed. For this event, three experienced staff made five separate (failed) attempts on five different hardware platforms - 2 different PC’s, iPad, iPhone, and a Samsung phone.

Explanations given by CodeRED did not necessarily match what each individual actually experienced during the failures.

Moving forward, the Fire Department had previously started an effort to find a CodeRED replacement. That effort should continue.

## **TIMELINE**

### **First Message – 6:55 am (approximately)**

- PD Support Services Supervisor
  - 2 desktop attempts – system failed to allow the drawing of lines for a call boundary
  - 1 phone – system failed to present login screen

*Fire Chief took over for Support Services Supervisor*

- Senior Customer Representative with Fire Chief assisting: **7:15 am (approximately)**
  - 1 desktop attempt – system failed with a spinning cursor just before entering launch number
  - 1 iPad attempt – system failed with spinning cursor after entering the launch number
- Fire Chief: **8:08 am**
  - 1 iPhone attempt that was finally successful

### **Second Message – 8:43 am**

- Senior Customer Service Representative
  - 1 iPad attempt that was successful

### **Third Message – 11:02 am**

- Fire Chief Taylor with Senior Customer Service Representative assisting:
  - 1 desktop attempt – system failed when trying to review the recorded audio
  - 1 iPad attempt that was successful

## **RECOMMENDATION**

**Update Only:** No council action needed on the matter at this time. Additional information will be forthcoming.

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

<b>AGENDA OF:</b>	October 10, 2016	<b>AGENDA ITEM:</b>	5
<b>DATE SUBMITTED:</b>	September 26, 2016	<b>DEPARTMENT:</b>	Administration
<b>PREPARED BY:</b>	Thelma Gilliam City Secretary	<b>PRESENTER:</b>	M. Chris Peifer City Manager
<b>SUBJECT:</b>	Designating a representative and alternate to the H-GAC 2017 General Assembly		
<b>ATTACHMENTS:</b>	N/A		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		

**EXECUTIVE SUMMARY**

H-GAC's mission is to serve as the instrument of local government cooperation, promoting the region's orderly development and the safety and welfare of its citizens.

H-GAC provides planning programs in most areas of shared governmental concern. All H-GAC programs are carried out under the policy direction of H-GAC's local elected official Board of Directors. H-GAC is made up of the region's local governments and their elected officials, and works together with public and private sector organizations and a host of volunteers.

The 13 counties in H-GAC's service region are: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton. There are more than 100 member cities in the region.

The Houston-Galveston Area Council's (H-GAC's) Bylaws provide that each member home rule city under 25,000 population, as of the last (2010) Federal Census, be entitled to designate one representative and an alternate to the H-GAC General Assembly and that the two designees must be elected officials of the city's governing body.

Mayor Sample serves as the 2016 representative for West U and Mayor Pro Tem Kelly serves as the alternate.

The City's 2017 designations must be submitted to H-GAC no later than October 19, 2016.

**RECOMMENDATION**

Staff recommends Council designate a representative and alternate for the 2017 H-GAC General Assembly.

# FUTURE AGENDA ITEMS

Shaded items are on immediate agenda

10/10/16	H-GAC 2017 General Assembly	Matters related to designating a representative and an alternate to the Houston-Galveston Area Council 2017 General Assembly. <i>Recommended Action: Discuss and designate a representative and an alternate to the 2017 Houston-Galveston Area Council 2017 General Assembly. <b>Mr. M. Chris Peifer, City Manager</b></i>
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. <i>Recommended Action: Hold second and final public hearing on the proposed tax rate. <b>Ms. Rhonda Daugherty, Finance Director</b></i>
10/10/16	Public Hearing on 2017 Budget	Matters related to a public hearing to hear comments on the 2017 City Budget. <i>Recommended Action: Hold public hearing on the City's 2017 Budget. <b>Ms. Rhonda Daugherty, Finance Director</b></i>
10/10/16	CodeRed Update	Matters related to the City's emergency notification system – CodeRED. <i>Recommendation Action: Discuss and take any desired action. <b>Mayor Pro Tem Kelly and Councilmember Reilly</b></i>
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. <i>Recommended Action: Adopt ordinance adopting the 2017 Budget on first and final reading. <b>Ms. Rhonda Daugherty, Finance Director</b></i>
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. <i>Recommended Action: Adopt ordinance reducing the 2016 tax rate to _____ on first and final reading. <b>Ms. Rhonda Daugherty, Finance Director</b></i>
10/17/16	Fee Schedule	Matters related to an ordinance adopting the 2017 Fee Schedule. <i>Recommended Action: Approve an ordinance on the first of two readings. <b>Mr. Chris Peifer, City Manager</b></i>
10/24/16	Senior Services Board Appointment (Consent Agenda)	Matters related to the adoption of a resolution appointing Ann Crowley the Senior Services Board. <i>Recommendation Action: Adopt resolution appointing Ann Crowley to the Senior Services Board. <b>Ms. Toby Brooks, Senior Services Manager</b></i>
10/24/16	Ordinance Calling Joint Public Hearing (Building Site Designations)	Matters related to the first and final reading of an ordinance calling for a joint public hearing for possible amendments to the Zoning Ordinance regarding building site designations; the definition of school use; curb cuts; and through lots. <i>Recommended Action: Approve ordinance calling for a joint public hearing for possible amendments to the Zoning Ordinance regarding building site designations, the definition of school use, curb cuts, and through lots on the first and final reading. <b>Ms. Debbie Scarcella, City Planner</b></i>
10/24/26	Ordinance Calling Joint Public Hearing	Matters related to the first and final reading of an ordinance calling for a joint public hearing for an amendment to the zoning ordinance regarding the minimum number of parking spaces

	(Parking Spaces)	required in town center commercial district. <i>Recommended Action: Approve ordinance calling for a joint public hearing for an amendment to the Zoning Ordinance regarding the minimum number of parking spaces required in the Town Center Commercial District. Ms. Debbie Scarcella, City Planner</i>
10/24/16	Chevron Houston Marathon	Matters related to the 2017 Chevron Houston Marathon. <b>Ms. Susan White, Assistant Parks and Recreation Director</b>
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. <b>Mr. Gary McFarland, IT Director</b>
10/24/16 or 11/14/16	Official Newspaper	Matters related to the selection of an official newspaper. <b>Mr. Chris Peifer, City Manager and Thelma Gilliam, City Secretary</b>
11/14/16	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. <i>Recommended Action: Approve Agreement. Mr. Dave Beach, Public Works Director</i>
11/14/16	Friends 2017 Projects	Matters related to funding of the Friends of West University Place Parks 2017 projects. <b>Ms. Susan White, Assistant Parks and Recreation Director</b>
11/14/16	West U Aquatics MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and West University Aquatics. <i>Recommended Action: Approve Memorandum of Understanding. Ms. Susan White, Assistant Parks and Recreation Director</i>
11/14/16	West U Baptist Church MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and West University Baptist Church. <i>Recommended Action: Approve Memorandum of Understanding. Ms. Susan White, Assistant Parks and Recreation Director</i>
11/14/16	Tri-Sports MOU	Matters related to a 2017 Memorandum of Understanding between the City of West University Place and Tri-Sports. <i>Recommended Action: Approve Memorandum of Understanding. Ms. Susan White, Assistant Parks and Recreation Director</i>
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. <i>Recommended Action: Approve Memorandum of Understanding. Ms. Susan White, Assistant Parks and Recreation Director and Ms. Brittany Bakes, Recreation Manager</i>
11/14/16	Library Improvements	Matters related to authorizing the city manager to award a contract for library improvements. <i>Recommended Action: Authorize city manager to award a contract for library improvements. Mr. Dave Beach, Public Works Director</i>
TBD	Scout House Lease	Matters related to approval a lease between Houston Independent School District (HISD) and the City of West University Place (City) for the City's use of the Scout House. <i>Recommended Action: Authorize the City Manager to execute the lease agreement between</i>

		<i>the City and HISD for use of the Scout House. Ms. Susan White, Assistant Parks and Recreation Director Ms. Susan White, Assistant Parks and Recreation Director</i>
<b>TBD</b>	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. <i>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</i>
<b>TBD</b>	Liberty Hill Park	Matters related to a donor underwriting the project for the entry point at Liberty Hill park. <i>Recommendation Action: Discuss and take any desired action. Ms. Susan White, Assistant Parks and Recreation Director</i>
<b>TBD</b>	Pending Litigation Matters	Matters related to an update by the City Attorney regarding the status of City litigation. <b>Mayor Susan Sample at the request of Councilmember Reilly</b>
<b>TBD</b>	Pier and Beams	Matters related to the City's Code of Ordinances as it relates to Pier and Beams. <i>Recommended Action: Discuss and take any desired action. Mayor Susan Sample</i>
<b>TBD</b>	Park Acquisition and Development	Matters related to a report from the Parks Board and staff regarding a presentation relating to current and previous parks surveys. <b>City Council</b>
<b>TBD</b>	Park Acquisition and Development	Matters related to the status of the work with the Evelyn's Park Conservancy and the planning efforts with CenterPoint. <b>Ms. Susan White, Assistant Parks and Recreation Director</b>
<b>TBD</b>	WU Rec Center Campus Parking Lot	Matters related to the proposed expansion of the parking lot on the ELPH Pipeline Property / West Side of the campus. <i>Recommended Action: Discuss and take any desired action. Ms. Susan White, Assistant Parks and Recreation Director</i>
<b>TBD</b>	Safe Pedestrian Crossing	Matters regarding the investigation and installation of a safe pedestrian crossing at the railroad tracks on the north side of Bellaire Boulevard. <i>Recommended Action: Discuss and take any desired action. Ms. Susan White, Assistant Parks and Recreation Director</i>
<b>TBD</b>	Evelyn's Park Development	Matters related to the development of Evelyn's park in Bellaire, including possibility of shared parking arrangements with the City of Bellaire for Evelyn's park. <i>Discuss and take any desired action. Ms. Susan White, Assistant Parks and Recreation Director</i>
<b>TBD</b>	Texas Ethics Commission Opinion	Matters related to a Texas Ethics Commission opinion relating to the content of articles written in <i>City Currents</i> . <i>Recommended Action: Discuss and take any desired action. Councilmember Brennan Reilly</i>
<b>TBD</b>	Parking Survey	Matters related to a parking survey. <i>Recommended Action: Discuss and take and desired action. Mr. Dave Beach, Public Works Director</i>
<b>TBD</b>	Town Center Zoning	Matters related to Town Center Zoning. <i>Recommended Action: Discuss and take any desired. City Council</i>

<b>TBD</b>	Poor Farm Ditch	Matters related to Poor Farm Ditch. <i>Recommended Action: Discuss and take any desired action. <b>Mayor Susan Sample</b></i>
<b>TBD</b>	Buffalo Speedway	Matters related to Buffalo Speedway Replacement Project. <b>Mr. Chris Peifer, City Manager</b>

10/6/2016 4:16:01 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, September 26, 2016**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **6:00 p.m.**

### **SPECIAL MEETING/WORKSHOP**

Agenda Items were as follows:

**Call to Order.** Mayor Sample called the meeting to order at 6:00 p.m. in the Bill Watson Conference Room: In attendance were: Mayor Pro Tem Kelly, Councilmembers Ballanfant, Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Public Works Director Beach, City Planner Scarcella and Police Chief Walker.

Gary Mitchell with Kendig Keast Collaborative was also present.

#### **1. Comprehensive Plan**

Matters related to an informational update on the Comprehensive Plan project. *Recommended Action: Discuss and take any desired action. Mr. Gary Mitchell, Kendig Keast Collaborative*

City Manager Peifer presented and introduced Gary Mitchell with Kendig Keast Collaborative. Mr. Kendig gave a presentation on the City's comprehensive plan and related timeline for the coming months.

In his presentation, Mr. Mitchell made the following statements:

- Though the State of Texas doesn't require the City to have a comprehensive plan, because it has zoning it needs to have to have something on paper that indicates what it's trying to accomplish with zoning regulations, subdivision regulations, signs regulations, etc.
- At the end of the process, the focus will be on ways the City can make the comprehensive plan happen, which is through investments, capital projects, budgeting, programs, development regulations, grant opportunities and other types of plans.
- Councils in other cities are concerned about adopting a comprehensive plan because they feel it locks them or future councils in, which he said it does not. He said it is a guidance document like the budget.
- They plan to have the process completed early after the [Christmas] holidays.
- They will be holding some informal public discussions and then a more typical town hall meeting in October [2016].
- Halfway through the process, he will come back before Council to provide an update and then again for consideration of a potential new plan before holding an open house and town hall meetings to ensure that everyone is on the same page for the focus of the new plan.

Mr. Mitchell said part of their charge is to also evaluate the City's subdivision regulations and make recommendations.

In response to Councilmember Turner's question as to how Mr. Mitchell plans to obtain a list of residents for the focus groups, Mr. Mitchell responded that they have been working with staff on plans to solicit typical participants like those that are very active in neighborhood issues, business people, concerned parents, etc. He said the plan is to have four focus groups with 10-15 participants in each group.

Mr. Mitchell said the focus groups session dates will be held on October 18 and October 19, 2016. He said there will be sessions during the day and in the late afternoon/evening.

In response to Councilmember Ballanfant's concern as to the process of putting this item on the agenda, City Manager Peifer said it has been 17 years since the last Comprehensive Plan update so it is good practice to ensure the direction and vision of the City because it may have changed since the last update.

In response to Councilmember Ballanfant's question as to whether there are statutory requirements for a plan, Public Works Director Beach said, yes there are some requirements to legally update the plan to make sure it reflects the City's ordinances. He said the update of the plan has also been identified as a Council goal and priority and was budgeted as an expense in 2016.

City Manager Peifer pointed out that the calendar for events relating to the comprehensive plan purposely avoids the holiday months.

City Manager Peifer noted that Kendig Keast Collaborative also did the City's nonresidential review, so they have a good background on City ordinances and can provide a good consistency in how the ordinances are being presented so that the Code doesn't look like a patchwork quilt.

Councilmember Turner asked for more clarification on the selection process for the small groups. City Planner Scarcella responded that letters will be sent to past and present board members and that information will be placed on the website and via social media. She said the selection process is on a first-come-first-serve basis and that the goal is to get a cross-section of residents.

Councilmember Turner requested a list of the participants once they have been decided on. Planner Scarcella said she will forward them to Council.

Planner Scarcella said every time the City adopts a zoning regulation, the preliminary and final reports addressed to Council include a statement that reads "*these proposed ordinances or amendments have been reviewed in accordance with the comprehensive plan and are consistent with the comprehensive plan,*" which is the major reason why the plan has to be updated. She said staff doesn't want to propose an ordinance that would be inconsistent with the plan.

Planner Scarcella said she will work on the small groups meeting times to accommodate as many people as possible.

Councilmember Reilly asked Mr. Mitchell if his firm prepares a written summary of what is learned from the participants in the groups about their thoughts on issues facing the City. Mr. Mitchell said, yes, they will summarize the highlights of the sessions. He said they are especially looking to focus on topics that continue to come up in the group discussions (i.e. parks, drainage, etc.).

Mayor Pro Tem Kelly said when selecting the participants of the small groups, he suggests that stakeholders from different organizations such as the PTO, Tri-Sports, church groups, and different precincts of the City be solicited.

In response to Councilmember Ballanfant's question regarding the budget for this project, Public Works Director Beach said \$50,000 was budgeted for the 2016 Budget.

Councilmember Ballanfant said he understands that the project was budgeted, but there isn't any documentation in the packet to explain how it came to be that Council is being asked to engage in this significant process. He said he doesn't remember a vote that said Council wants to redo the comprehensive plan. City Manager Peifer said in addition to the project being budgeted for 2016, the cost is below of what is required for Council approval, so staff proceeded with the process of engaging a consultant to accomplish Council's goals.

Mr. Beach said tonight's agenda item was to brief Council on the introduction of the process and to identify the timeline.

Councilmember Reilly said it might be helpful for Council to receive the seven pages in the Code that refer to the comprehensive plan, which Planner Scarcella said she would provide.

Councilmember Ballanfant said he hopes the next presentation on this issue will be substantially improved and explained in detail as opposed to Council receiving a proposal for the project for which there is no description of exactly what is being asked for.

## **2. Adjourn Special Meeting**

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

## **REGULAR MEETING**

Agenda Items were as follows:

**Call to Order.** Mayor Sample called the meeting to order at approximately 6:35 p.m. in the Council Chambers: In attendance were: Mayor Pro Tem Kelly, Councilmembers Ballanfant, Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Public Works Director Beach, City Planner Scarcella and Police Chief Walker.

Boy Scout William Urdahl, Troop 55, 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.

**Harvey Michaels**, 4107 Emory, spoke regarding safety. He said the incident that happened earlier in the morning was frightening and said he is concerned about how long it took to receive word about the incident from the City. He said at 6:29 a.m. there was a discharge of firearms call made to the City of Houston, at 7:00 a.m. he received an email from his secretary regarding the incident, but it wasn't until 8:00 a.m. and 8:53 a.m. that he received a phone call and a message, respectively, from the City of West U to shelter in place. He said he loves the City's police and fire departments, but said the notification system is screwed up. Mr. Michaels said residents should

have gotten a message almost immediately to shelter in place. He said there needs to be a system that responds much better and that the City needs to think about how it's going to protect the perimeters of West U.

Mayor Sample asked Mr. Peifer to respond to Mr. Michael's comments with factual statements only, as recommended by the City Attorney.

Mr. Peifer explained that at approximately 6:31 a.m. the City received notification in dispatch and responders were on site at approximately 6:33 a.m. He said the City tried to initially launch a CodeRed (the City's emergency notification system) at 7:04 a.m. and again 4 or 5 times after that before it was successful. He said the vendor and IT staff is in the process of performing a forensic investigation to find out the issue and to ensure that a delay doesn't happen again.

**Eddie Matthews**, 5906 Fordham Street, spoke regarding the comprehensive plan and said he understands that any comprehensive plan or master plan needs to be reviewed and updated from time to time, but he questions why the process is being started now. He said it almost three-quarters of the way through this budget cycle and the City is now thinking about spending the money to begin the project. Mr. Matthews said looking at the proposed timeline, it doesn't look like the work will be completed until February of next year so what may have been a goal for this Council may not be the goal for the next Council if a new Council is elected in May 2017. Mr. Matthews also said the plan is for each of the four focus groups to have 10-15 members, which is not a huge number with a City of 15,000 residents and that meetings during the holidays will not be avoided as the city manager said if, according to the timeline, there will be an open house between November and January.

**Alida Drewes**, 6112 Fordham Street, spoke to say that she agrees with the comments made by both the previous speakers. She said she also agrees with Councilmember Ballanfant about his statement in the workshop about the need for more details in the agenda paperwork. She said she has been looking at the budget and she'd like to know why professional dues funds, travel and training costs, and funds for community relations are so high. She said there are so many things that are totally vague and said she is not seeing the transparency.

#### **4. Facilities Master Plan Update**

Matters related to the Facilities Master Plan Task Force providing an update and timeline relating to the process. *Recommendation Action: Discuss and take any desired action.*

Public Works Director Beach and Owen Rutz, Chair of the Facilities Master Plan Task Force, presented this item.

Mr. Beach said the Task Force was diligent in meeting at least once a week. He said at the last meeting the Task Force had with Council, the consultant (PGAL) was given direction to take the changes recommended by the Task Force and update the current Facilities Master Plan, which staff should be receiving back from PGAL in draft form this week. He said the Task Force will then meet again to review the redlined version of the changes to be sure they accurately reflect what was recommended.

Mr. Beach said after the Task Force's review the plan is for the final version will be brought to council for adoption in November 2016.

Mr. Rutz said there aren't a lot of changes at this point.

Councilmember Reilly said he doesn't think the Task Force should feel shy about making revisions it feels are necessary. He said what he would like the Task Force to come back with is a document that gets the majority vote of the Task Force. He said he would also like to see the opinions of the minority votes noted as well so that Council can get an idea of the full feedback of the Task Force. He said it doesn't have to be just a few changes, but rather a document that the City is prepared to live with for some time and one that reflects all the work the Task Force has done.

Councilmember Ballanfant said he thinks the Council needs to be given a lot of explanation on what's being proposed. Councilmember Reilly seconded that.

**5. Future Agenda Items**

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

Mayor Pro Tem Kelly requested that the City Manager provide an update on CodeRed at the next meeting. Councilmember Reilly seconded the request.

**6. Consent Agenda**

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

**A. City Council Minutes**

Approve City Council Minutes of the September 12, 2016 Council meeting. *Recommended Action: Approve Minutes.*

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

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

**7. Adjourn**

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

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

Prepared by: \_\_\_\_\_

Approved by Council on: \_\_\_\_\_