# 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, November 14, 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 Council Chambers Conference Room)**

**Call to Order**

1. **Convene into Closed Executive Session**
   Notice is hereby given that the City Council will convene into Executive Session in accordance with the following provision of Chapter 551 of the Texas Government Code:

   **Section 551.074 –** Deliberation concerning the evaluation of an employee: City Manager.

2. **Reconvene into Special Session**
   Matters related to action, if any, relative to discussions held in Executive Sessions regarding the City Manager's evaluation.

3. **Adjourn**

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

**CALL TO ORDER**

Agenda items are as follows:

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

4. **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.

**5. Facilities Master Plan Update**

Matters related to the Facilities Master Plan update. *Recommended Action: Discuss and take any desired action.* ***Mr. Dave Beach, Public Works Director and Mr. Owen Rutz, Chair of the Facilities Master Plan Task Force*** [see Agenda Memo 5]

**6. Video Distribution of Council and Board Meeting**

Matters related to posting videos of Council and Board meetings on the City's website. *Recommended Action: Discuss and take any desired action* ***Mr. Gary McFarland, IT Director*** [see Agenda Memo 6]

**7. Library Improvements**

Matters related to authorizing the City Manager to award a contract for library improvements. *Recommended Action: Authorize city manager to award a contract for library improvements.* ***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 October 17, 2016, October 24, 2016 and November 7, 2016. *Recommended Action: Approve Minutes.* ***Ms. Thelma Gilliam, City Secretary*** [see Minutes]

**B. Texas Local Government Investment Pool**

Matters related to adopting a resolution to amend authorized representatives to the Texas Local Government Investment Pool and to designate Investment Officials to conduct transactions for the investment of City funds. *Recommended Action: Adopt resolution to amend authorized representatives to the Texas Local Government Investment Pool and to designate Investment Officials.* ***Mr. Wally Waits, Treasurer*** [see Agenda Memo 8B]

**C. Interlocal Agreement with Subsidence District**

Matters related to an Interlocal Agreement with Harris-Galveston Subsidence District. *Recommended Action: Approve the Interlocal Agreement with Harris-Galveston Subsidence District.* ***Dave Beach, Public Works Director*** [see Agenda Memo 8C]

**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 November 14, 2016 was posted on the Municipal Building bulletin board on November 11, 2016 at approximately 10 o'clock a.m.

(SEAL)

Thelma A. Gilliam, City Secretary

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

| | | | |
|---|---|---|---|
| **AGENDA OF:** | November 14, 2016 | **AGENDA ITEM:** | 5 |
| **DATE SUBMITTED:** | November 9, 2016 | **DEPARTMENT:** | Public Works |
| **PREPARED BY:** | D. Beach,<br>PW Director | **PRESENTER:** | D. Beach, PW Director<br>O. Rutz, Task Force Chair |
| **SUBJECT:** | **Facilities Master Plan Update** | | |
| **ATTACHMENTS:** | **Draft Facilities Master Plan Update** | | |

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

## EXECUTIVE SUMMARY

The Facilities Master Plan Task Force (Task Force) has completed their update to the Nov. 2015 Facilities Master Plan. The City Council requested the Task Force to evaluate the following five facilities and update as appropriate: (1) Public Works Outbuildings, (2) Public Works Maintenance and Operations Facility, (3) Community Building and Senior Center, (4) Library and (5) Dincans property.

The attached Draft Facilities Master Plan incorporates the Task Force's recommendation regarding the five facilities plus a recommendation for establishing a policy for property acquisition process.

The Task Force felt it best to leave the portions of the Nov. 2015 Master Plan intact if it didn't directly relate to their identified scope.

The Facilities Master Plan is a planning tool which aids the City Council and Staff in preparing for the future needs of the City. Approval of this Plan does not constitute approval of any acquisition, construction or demolition of any facility. If such events arise, meetings and contract(s) specifically addressing the issue would be placed upon the City Council's agenda for discussion and subsequent approval.

## RECOMMENDATION

Staff recommends the City Council take desired action regarding the Draft Facilities Master Plan update to include one of following four paths listed below:

1. Approve as presented
2. Approve with modifications
3. Reject
4. Take no action

# CITY OF WEST UNIVERSITY PLACE
# FACILITIES **MASTER PLAN** UPDATE

September 2016

# ACKNOWLEDGEMENTS

I would like to acknowledge the contribution of the Facilities Master Planing Task Force and the staff of the City of West University Place in updating Facilities Master Plan who spent significant time providing information and reviewing material. In addition, the following individuals provided information used in this report:

**West University Place Mayor and City Council**

Susan Sample, Mayor

Bob Kelly, Mayor Pro Tem

Burt Ballanfant, Council Member

Brennan Reilly, Council Member

Mardi Turner, Council Member

**West University Place City Manager**

Chris Peifer, City Manager

**Facilities Master Plan Task Force Members**

Owen Rutz, Chair

Orval Lee Marlow II, Vice-Chair

Bruce Beneke

Brad Burke

Keith Cole

David Flame

Frank Griffin

David Kuykendall

Eddie Matthews

Mark Plagens

Mimi Tsai, West University Staff Member

Dave Beach, Public Works Director

# CONTENTS

**Acknowledgements** . . . . . 1

**Executive Summary** . . . . . 3

Summary of Evaluation of Facility Locations and Recommendations. . . . . 4
2016 Facilities Master Plan Task Force Scope of Work . . . . . 5
2016 Facilities Master Plan Task Force Recommendations . . . . . 5
Summary of Existing Facility Options and Additional Recommendations . . . . . 5

**Goals and Opportunities** . . . . . 7

**History and Background** . . . . . 8

Key Assumptions and Planning Givens . . . . . 8
Update Content . . . . . 9

**Facility Analysis** . . . . . 10

City Hall . . . . . 11
Public Works Administration Building. . . . . 13
Public Works Operations Building . . . . . 15
Public Works Operations Out Building . . . . . 16
Public Works Maintenance Facility. . . . . 17
Library . . . . . 19
Community Building / Senior Center. . . . . 21
Recreation Center . . . . . 23
Colonial Park Pool Facility . . . . . 25
Scout House . . . . . 27
Additional Recommendations . . . . . 29
Summary of Existing Facility Conditions . . . . . 29
Summary of Existing Facility Uses . . . . . 29

**Space Standards** . . . . . 30

**Staff and Space Projections** . . . . . 33

Summary of Current and Future Department Staff Requirements . . . . . 33
Summary of Current and Future Departmental Space Requirements . . . . . 34

**Existing Facility Capacity** . . . . . 46

Existing Facility Capacity To Satisfy Space Requirements . . . . . 46
Departmental Conclusions . . . . . 46
Existing Building Analysis . . . . . 46
Vacant Property . . . . . 47
Other Facilities and Existing Lease Spaces . . . . . 47

**Options and Recommendations** . . . . . 48

Existing and New Facility Options and Recommendations . . . . . 48

**Timeline** . . . . . 51

**Specific Action Recommendations** . . . . . 52

EXIT
City of West Unive

# EXECUTIVE SUMMARY

The City Council appointed a Facilities Master Plan Task Force (Task Force) comprised of residents to review and make recommendations to the City Council on the November 2015 Master Plan with regard to certain facilities and/or properties owned by the City.

The goal of the Facilities Master Plan Update is to identify the space needs for each department of the City of West University Place and to create a long range facilities plan to satisfy these needs. The facilities plan will enable the City of West University Place to continue to provide high quality services to the citizens of West University Place at a level established by the City Council.

This 2016 Facilities Master Plan is an update of the November 2015 version which focuses on updating the Master Plan based on recent improvements completed since Nov. 2015. The future facility requirements are defined as facility requirements that are based on specific department requirements, facility improvements, council directives and Task Force feedback. This update documents the current and projected staff and space allocation.

This Facilities Master Plan identifies staff and space requirements that are expected for the next 10 years. This update covers all City of West University Place departments and addresses the following existing City buildings:

- City Hall
- Public Works Administration
- Information Technology Outbuilding on Milton
- Public Works Maintenance Facility on Milton
- Public Works Operations on Milton
- Library
- Community Center / Senior Center
- Scout House
- Recreation Center
- Colonial Park Pool Facility

It is recommended that the Facilities Master Plan be reviewed by staff annually for consistency with changing conditions or policies and be modified as required. In addition, this plan should be updated at least every 10 years or as needed due to major changes in direction.

It is recommended that the City undertake a regular Building Condition Assessment for all of its buildings on a 5 year basis to track and document building conditions and to understand how the building condition may impact the long-term viability of the building to be part of the long-term Facilities Master Plan.

This Facilities Master Plan utilizes several planning assumptions that are used in reaching the conclusions and recommendations contained in the report. The City has developed space standards for each staff position in the City. These space standards form the basis of all space projections contained in the update. The space standards were developed in previous Facilities Master Plans and were used in the planning of the City's recent building projects.

The City of West University Place should continue to take a long-term view of its facility and property assets. This will require the City to look beyond the 10 year planning window so that short term decisions will allow for the best long-term decisions to be made. This includes considering the types of services the City provides to the community, the level of services provided and where those services will be located. The City has assembled property in the City Center over the years as the property became available. This assemblage has created an intertwining of property ownership with both residents and the West University Baptist Church. As the City's existing facilities continue to age and replacement becomes inevitable, the City should consider where those replacement buildings should be located. This may require the City to acquire property to consolidate services for the long-term operational and service-related efficiencies. A strategic long-term view of property ownership would allow the City to implement the best facility replacement decisions in the future. It is recommended that the City take a long term view of facility needs so that short term decisions do not preclude the best long term solution. The City should consider property acquisition opportunities when they become available to assemble ownership around the City's existing properties and also in the immediate area outside of the City which will provide the City with greater flexibility in meeting the community's future needs as City's aging facilities are replaced.

The City of West University Place is a fully built out City that has minimal expected future population growth. The community has been replacing the previous generation of homes with more modern homes and this trend is expected to continue in the future. The City's recent business and retail development has been replacement in nature. This pattern is expected to remain for the foreseeable future. The City staffing levels and facilities reflect this condition. The City facilities are in various conditions from aging to newly replaced in recent years.

This Facilities Master Plan includes the following information:

- Summary of Existing Facility Conditions
- Summary of Existing Facility Uses
- Summary of Current and Future Department Staff Requirements
- Summary of Current and Future Departmental Space Requirements
- Summary of Existing Facility Capacity to Satisfy Space Requirements
- Summary of Evaluation of the Location of Facilities and Recommendations
- Summary of Needed Replacement and Renovated Facilities
- Summary of Existing and New Facility Options and Recommendations
- Summary of Facilities Master Plan Task Force Recommendations
- Summary of Timelines
- Specific Action Recommendations

## SUMMARY OF EVALUATION OF FACILITY LOCATIONS AND RECOMMENDATIONS

### CITY CENTER

The majority of city facilities are located in the area surrounding the existing City Hall, known as City Center. The City Hall will remain the hub of City business and the ultimate location for primary City services. Portions of the City's water supply system is located in the City Center and is expected to remain for the long-term. The buildings located in City Center are located in the area generally bound by Rice, University, Auden and College. The buildings located in City Center include the following:

**CITY HALL**

Departments/Services

- City Administration
- City Secretary
- Police
- Fire
- Municipal Courts
- Finance
- Human Resources/Risk Management
- Emergency Operations Center
- Communications (Public Outreach)

**PUBLIC WORKS**

Departments/Services

- Public Works Administration
- Development Services
- Planning
- Facilities
- Operations
- General Services
- Fleet Maintenance
- Water Tanks and Well
- Facilities Maintenance
- Solid Waste & Recycling

**OUTBUILDING**

Department/Services

- Information Technology

**LIBRARY**

**COMMUNITY CENTER / SENIOR CENTER**

Department/Services

- Parks and Recreation
- Seniors

**SCOUT HOUSE**

### RECREATION FACILITIES

Buildings located outside of City Center but still within the city limits include the Recreation Center that is located at 4210 Bellaire Boulevard and Colonial Park which is located at 4130 Byron. These buildings were replaced in 2009 and are the recommended long-term location of those services.

### WASTEWATER TREATMENT PLANT

The City's Wastewater Treatment Plant is located at 2801 North Braeswood Boulevard which is in the City of Houston. The wastewater plant is located in the recommended long-term location.

### OTHER PROPERTY

The City also owns property outside the City limits in the City of Houston at 5004 Dincans Street that housed the City's recycling drop off center that was closed in 2014, an adjacent lot on Westpark Drive which is currently leased to a private company for use as a parking lot and the former landfill property at 9720 Ruffino Road that is located in west Houston that are currently vacant. The City owns other various miscellaneous properties that are used for parks, vacant right-of-way and for utility uses as well as property located at 4213 Bellaire Boulevard that is being leased to a private business.

## 2016 FACILITIES MASTER PLAN TASK FORCE SCOPE OF WORK

The Facilities Master Plan Task Force is comprised of eleven (11) members/residents appointed by City Council with the intent to exclusively review and make recommendations on the following buildings and/or City-owned properties:

- Library
- Community Building/Senior Center
- Public Works Out Buildings (as defined in the 2015 Master Plan document)
- Public Works Maintenance and Operations Facility
- Dincans property (located at 5004 Dincans)

## 2016 FACILITIES MASTER PLAN TASK FORCE RECOMMENDATIONS

This 2016 Facilities Master Plan Task Force recommends several specific actions for the City to consider. Some of these recommendations are project specific and some are general in nature. These recommendations comprise the following:

"The City should complete the library improvements as budgeted in the 2016 Budget in the near term, which would allow the City enough time to properly solicit public feedback concerning the future use of the Library, Community Center, and Senior Center."

"The City Council should canvass the community to assess residents' needs and wants for the Library, Community Building and Senior Center."

"Retain the Public Works Maintenance and Operations Facilities at the current location on Milton Street."

"Retain the Dincans facility for City use or benefit for the foreseeable future."

"The City needs to have a plan for acquiring property for use by the City."

## SUMMARY OF EXISTING FACILITY OPTIONS AND ADDITIONAL RECOMMENDATIONS

### CITY HALL

The existing City Hall building was originally built in 1954. The building was renovated in 1998 and expanded and renovated again in 2011 to locate the Police Department in the building. Minor renovations in 2008 and 2014 included the administration suite and IT areas. The building contains approximately 33,690 SF and includes Administration, Police, Fire, Municipal Courts, Human Resources, Finance, and Emergency Management. The building is in very good shape and is able to accommodate projected departmental growth for the next 10 years. The building is designed to be expandable in the future to accommodate the relocation of Public Works Administration, Development Services and Planning. The timing of the expansion should align with the remaining life expectancy of the existing Public Works Administration building.

### PUBLIC WORKS ADMINISTRATION BUILDING & OUTBUILDINGS

The existing Public Works Administration building which faces Amherst Street was constructed in 1995 and is good shape.. The building contains the Public Works Administration, Development Services and Planning departments and is located on a campus that includes water facilities, facilities maintenance, fueling, fleet parking, Public Works operations and Information Technology offices. The building is constructed of a wood structure (Type V) and has a metal roof which is of lower quality than most other municipal buildings. The building contains approximately 4,280 SF and is of sufficient size for the projected growth for the next 10 years.

The administration building is attached to and surrounded by other City owned outbuildings which face Milton Street. These outbuildings are much older and with a more limited life expectancy remaining before the City may need to invest funding to upgrade

the facilities to meet changing needs in services or technology. These buildings received a cosmetic renovation in 2014 and some minor office remodeling and the Information Technology department was recently located in one of these outbuildings on this campus to allow for expansion of administrative space at the existing City Hall. It is recommended that the IT department be relocated back into City Hall as the space allows. The IT staff manages the City's infrastructure and servers that are all located in the City Hall. The pumps and controllers for the City's water facilities are located in the buildings behind the Administration Building off of Milton Street.

## PUBLIC WORKS MAINTENANCE FACILITY

The existing Public Works General Services building was constructed in 1954 on Milton. The building is L-shaped and contains the sign shop, traffic, fleet maintenance and other support spaces. The building contains approximately 8,160 SF. The buildings are old, have been renovated several times and have limited expected life remaining before the City may need to invest funding to upgrade the facilities to meet changing needs in services or technology. The site backs up to residential properties to the north and an existing parking lot to the east. The City has limited storage options on site and is currently using storage container on site to house equipment used in the Traffic Control Section.

## COMMUNITY BUILDING / SENIOR CENTER

The existing Community Building was constructed in 1941 and the Senior Center addition was added in 1972 and received a cosmetic renovation in 2012. The building houses the Seniors Programs as well as the Parks and Recreation Administration. The building contains approximately 9,485 SF. The building has a large auditorium space that is used for community meetings. The facility is rented out for large community events. The building is in fair shape and the 2012 renovation extended the life of the building. The renovation will allow the building to continue to be used by the City for its current use for the next 10 years but problems still exist with the original building construction and addition. The slope of the roof and floor have been a chronic problem over the life of the building. There are deed restrictions on this site that may limit future use.

## LIBRARY

The existing library was opened in 1963 and contains 5,564 SF located on two floors. The library is operated by the Harris County Public Library System. The building has never had a major renovation and contains several known deficiencies and limitations. In 2016, the City initiated life/safety improvements to remedy those deficiencies with the building. There are deed restrictions on this site that may limit future use.

## RECREATIONAL CENTER

The Recreation Center was constructed in 2009 replacing a previous recreation center located at the same site. The building contains approximately 37,080 SF. The building is in excellent shape and will satisfy City programming requirements for the foreseeable future.

## COLONIAL PARK POOL FACILITY

The Colonial Park Pool facility was constructed in 2009 replacing the previous recreation center, outdoor pool and pool house located on the same site. The building contains approximately 4,875 SF. The building is in excellent shape and will satisfy City programming requirements for the foreseeable future.

30
MINUTE
PARKING

# GOALS AND OPPORTUNITIES

The goal of the 2016 Update West University Place Facilities Master Plan is very similar to previous versions of the City's Facilities Master Plans. This update is intended to provide a specific long range road map for the City to make critical facility decisions that are fact-based and quantitative in nature. The City should consider the long term goals of the City when making short term facility decisions. This update is intended to be easy to follow and understand the basis of each recommendation. Although this update is very specific, it is intended to be flexible in nature to allow for the City to make small adjustments without completely abandoning the overall direction of the plan. This update provides specific options for some of the facility improvements. These options are intended to become the basis of a more detailed definition of the final recommendation to be accomplished at the time of implementation. Goals for this update include the following:

General Goals

- Update inventory of existing facilities and use
- Update department staff and space requirements for next 10 years
- Provide best facility options and locations to satisfy those requirements
- Provide timing and planning budgets for each facility improvement

Specific Goals and Opportunities

- Create a long term planning strategy for aging facility replacement and its impact on property configuration
- To identify and create a long range plan options to satisfy space and facility needs
- Improve parking in City Center that is reasonably attainable and screened, well light and secure.
- Implement the proposed Auden Street Landscape Plan
- Consolidation of City services
- Maximize value of City property and surrounding property
- Maximize use of available property

The City has other buildings and facilities that were not part of the 2016 Task Force update. These include the Wastewater Treatment Plant, Bellaire Elevated Water Storage, Wake Forest Water Treatment, Plant and Well, and individual City parks and other utility lands.

WEST UNIVERSITY PLACE
PUBLIC WORKS
General Services
Solid Waste, Fleet Services,
Traffic Operations

# HISTORY AND BACKGROUND

The City of West University Place was incorporated in 1924. The City is an urban enclave community located in the middle of the Houston metropolitan area. Although the land area is only approximately 2 square miles, the City has an assessed valuation of property approaching $ 6.2 billion. Primarily a residential community, the City has several commercial developments and is adjacent to major retail centers.

The City of West University Place has been conducting Facilities Master Plans since 2006. These plans have led to some of the City's most notable civic decisions. These Facilities Master Plans have guided the City through the replacement of the Police Department, renovation of the City Hall, and replacement of the Recreation Center and Colonial Park facilities. The previous plans have recommended future improvements that have not yet been implemented. These include the following:

- Discussion on the location for the Public Works Operations and Maintenance Facilities
- Future Acquisition of property in and around the City.
- Expansion of parking in City Center
- Rebuilding the Animal Control Facility at the Wastewater Treatment Plant
- Development of replacement strategy, location and timing for the Public Works Administration Building
- Development of replacement strategy, location and timing for the Library
- Development of replacement strategy, location and timing for the Community Building/Senior Center
- Development of replacement strategy, location and timing for the Public Works Department Administration Division
- Development of replacement strategy, location and timing for the Parks Maintenance Division

Even though the replacement of the Public Works Administration Building and Community Building/Senior Center is in the future and likely outside the planning window of this plan, the City should develop a long-term strategy for these facilities to allow for a timely and cost effective transition. The Library replacement strategy should be based upon a review of programs offered at the existing facility and remedy of building deficiencies. This will include location decisions.

## KEY ASSUMPTIONS AND PLANNING GIVENS

In addition to using relevant previous studies, this Facilities Master Plan used several key assumptions and planning givens for the purpose of guiding this update.

These include the following:

- The City is not expected to see sizable population growth. The City staff levels are also expected to remain at or near current levels for the next 10 years with only minor increases expected with the exception of police patrol staff. The police department is expected to grow in staff levels for patrol officers if regional crime rates increase as is currently predicted. This growth of officers will not impact facilities.
- The City water system located in City Center will remain in its current location.
- The City Space Standards used for the allocation of space for each department position will remain constant.
- This update is based on "Need-Based Requirements". This assumes the staff or space is required as a direct result of program expansion or other City Council directive.
- This update is a Facilities Master Plan and not a Building Assessment Report. This report, although it touches on building condition in some incidences, should not be considered a replacement for a thorough Building Assessment Report. A Building Assessment Report would more comprehensively describe building conditions, life expectancy and required capital improvements.

## UPDATE CONTENT

This Facilities Master Plan identifies staff and space requirements for the next 10 years. This update covers the following departments:

- City Administration
  - City Secretary
  - Communications
  - Human Resources
  - Information Technology

- Public Works
  - Public Works Administration
  - Development Services
  - Planning
  - Facilities
  - Operations
  - General Services
  - Facilities Maintenance
  - Solid Waste & Recycling
- Parks and Recreation
  - Parks Administration
  - Seniors
  - Recreation
  - Parks Maintenance
- Police
- Fire
  - Emergency Management
- Finance
  - Accounting
  - Treasury
  - Municipal Court

# FACILITY ANALYSIS

The City of West University Place has several buildings that are used to house staff and other functions. Some of the buildings are relatively new and/or recently renovated and some are older buildings. The use of each of these buildings has been identified and evaluated in this report. This update will cover the following buildings:

- City Hall
- Public Works Administration and Outbuildings
- Public Works Maintenance Facility on Milton
- Library
- Community Building and Senior Center
- Scout House
- Recreation Center
- Colonial Park Pool Facility

Each of the buildings contained in this section has been documented as to how each building was being used by the City at the time of this printing. The accuracy of this use analysis will become outdated over time in some cases, as the building's use changes. For each facility, the latest floor plan layout is included along with the basic site and building information (date of construction, square footage, number of parking spaces, building occupancy and a basic assessment of building condition). An aerial image is also provided. Each department use is colored coded with a unique color assigned to each department. This will allow the user to quickly discern how each building is being used, especially when multiple departments occupy a particular building.

## City Hall

**Address** ..... 3800 University Boulevard

**Date Constructed** ..... 1954

**Date Renovated** .....1998, 2008 and 2014

**Date Expanded** .....2011

**Number of Stories** ... Two-story building

**Square Footage** ..... 33,690 GSF

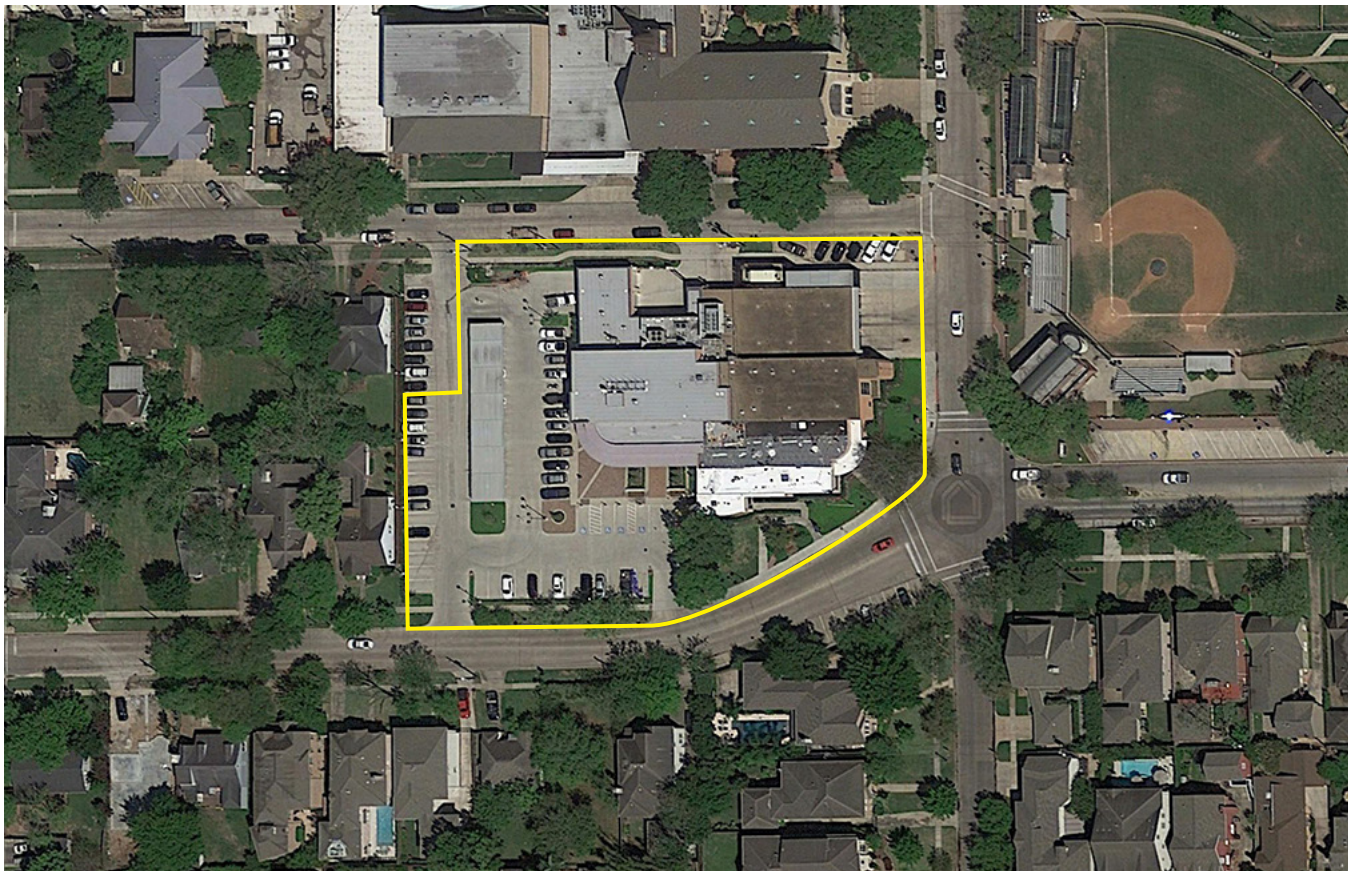
**Parking** ..... 45 public spaces, 26 secure spaces

**Occupants** ..... Administration, Police, Fire

**Occupancy Status** .... Fully utilized

**Building Condition** .. Very good condition

**Building Conclusions:** The existing building is fully utilized. The staff located in this building is expected to be very static over the next 10 years. The exception to this is the police department. The staff growth in the police department will be mostly in patrol officers, if regional crime rate increases as currently predicted, which will not impact the size of the building. The existing building is designed to accommodate the needs for this increased staff in areas such as lockers and other support areas. The projected staff growth is not expected to require any additional space within the next 10 years. The building is designed to be expanded to house Information Technology, Public Works Administration, Development Services and Planning in the future. The site is large enough for the proposed building expansion when necessary. Staff parking for this expansion is already located in Town Center. Additional public parking is necessary during certain parts of the day to accommodate the large drop-off and pick-up traffic at the West University Elementary School. The City and the West University Baptist Church have a parking sharing agreement in place that includes all parking lots in the City Center.



LEVEL 02
POLICE
FIRE
EMERGENCY OPERATIONS CENTER
SHARED
LEVEL 02 GSF - 8,890 SF

LEVEL 01
POLICE
FIRE
CITY ADMINISTRATION
FINANCE
SHARED
LEVEL 01 GSF - 24,800 SF

## Public Works Administration Building

**Address** ..... 3826 Amherst

**Date Constructed** ..... 1995

**Number of Stories** ... One-story building

**Square Footage** ..... 4,280 GSF

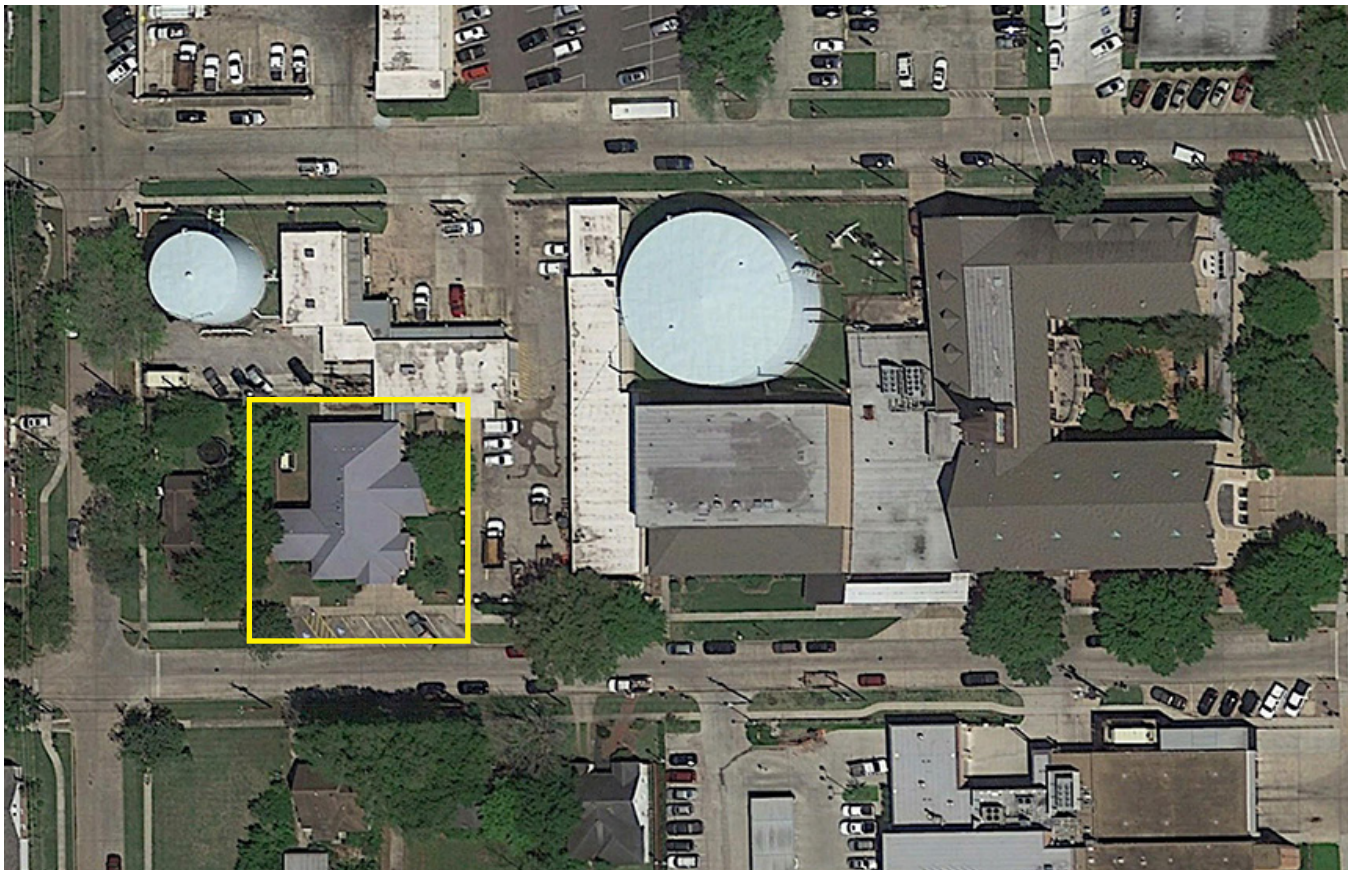
**Parking** ..... 7 public spaces

**Occupants** ..... Public Works Administration, Development Services and Planning

**Occupancy Status** .... Fully utilized

**Building Condition** .. Good condition

**Building Conclusions:** The existing Administration Building is a wood frame building with a metal roof. The building is part of a larger Public Works campus that includes multiple outbuildings. The outbuildings are much older and have more limited life expectancy remaining. The Information Technology group recently moved into one of the outbuildings to allow for reconfiguration of the existing City Hall. The pump equipment and controllers for the City's water plant is located in one of the outbuildings. The fueling station for the fleet vehicles is also located on this site. Approximately 3,747 SF of material storage is located on the site with fleet vehicle parking. The IT department is located in an outbuilding containing approximately 670 SF.



LEVEL 01 GSF - 4,280 SF

LEVEL 01

- DEVELOPMENT SERVICES
- PUBLIC WORKS
- SUPPORT
- SHARED/PUBLIC
- OPERATIONS
- IT

## Public Works Operations Building

**Address** ..... 3825 Milton

**Date Constructed**..... 1957

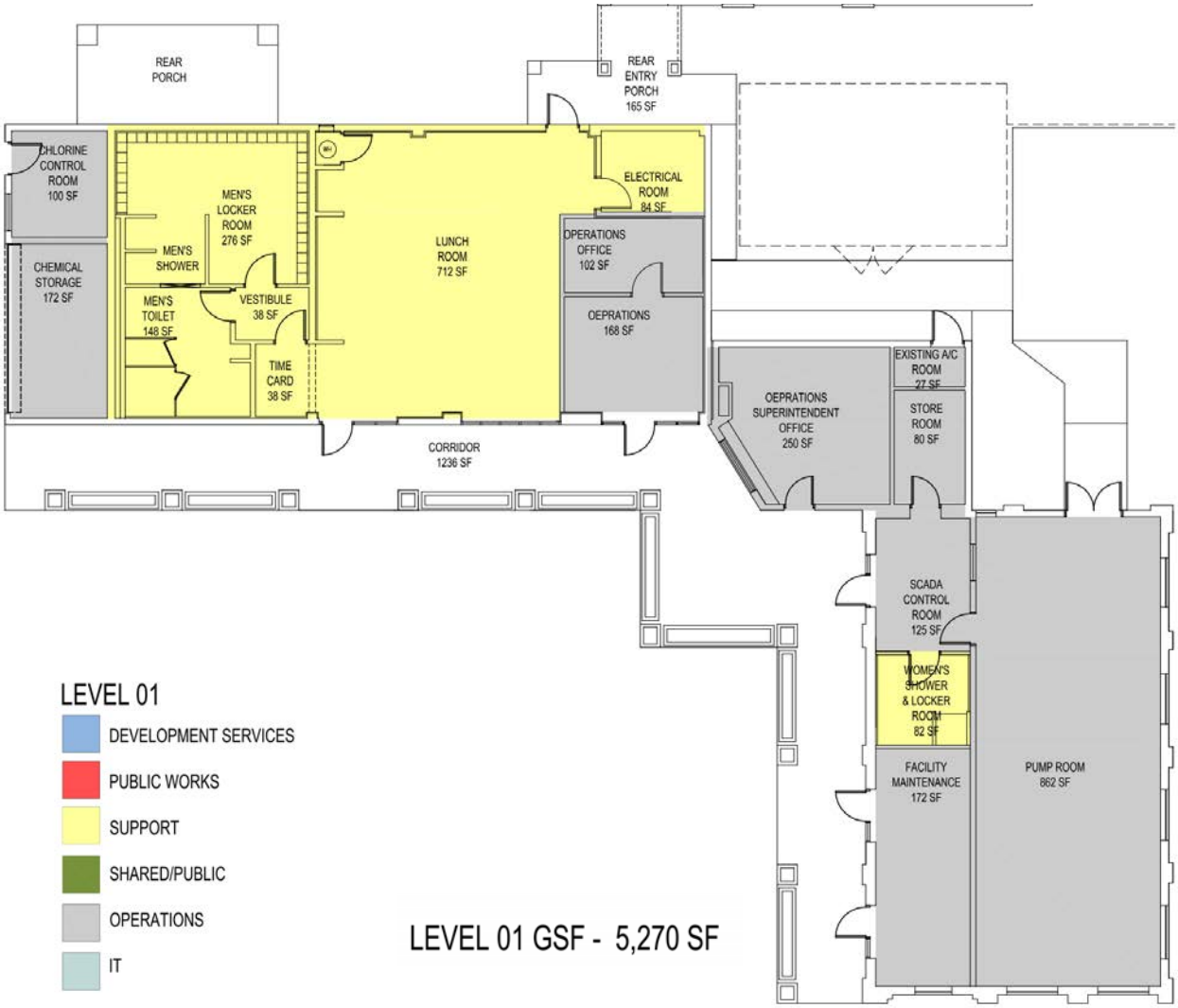
**Number of Stories**... One-story building

**Square Footage**..... 5,270 GSF

**Parking** ..... 6 fleet spaces

**Occupants**..... Public Works Operations, SCADA,
Water System Pump and Controller
Fuel Pump

**Building Condition**.. Fair condition



## Public Works Operations Out Building

**Address** ..... 3825 Milton

**Date Constructed**..... 1957

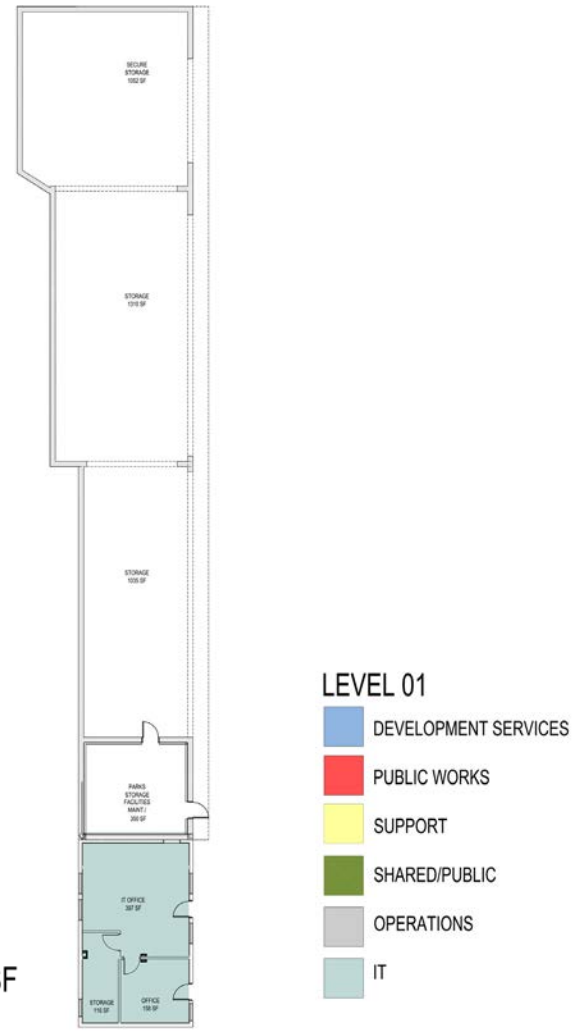
**Number of Stories**... One-story building

**Square Footage**..... 4,988 GSF

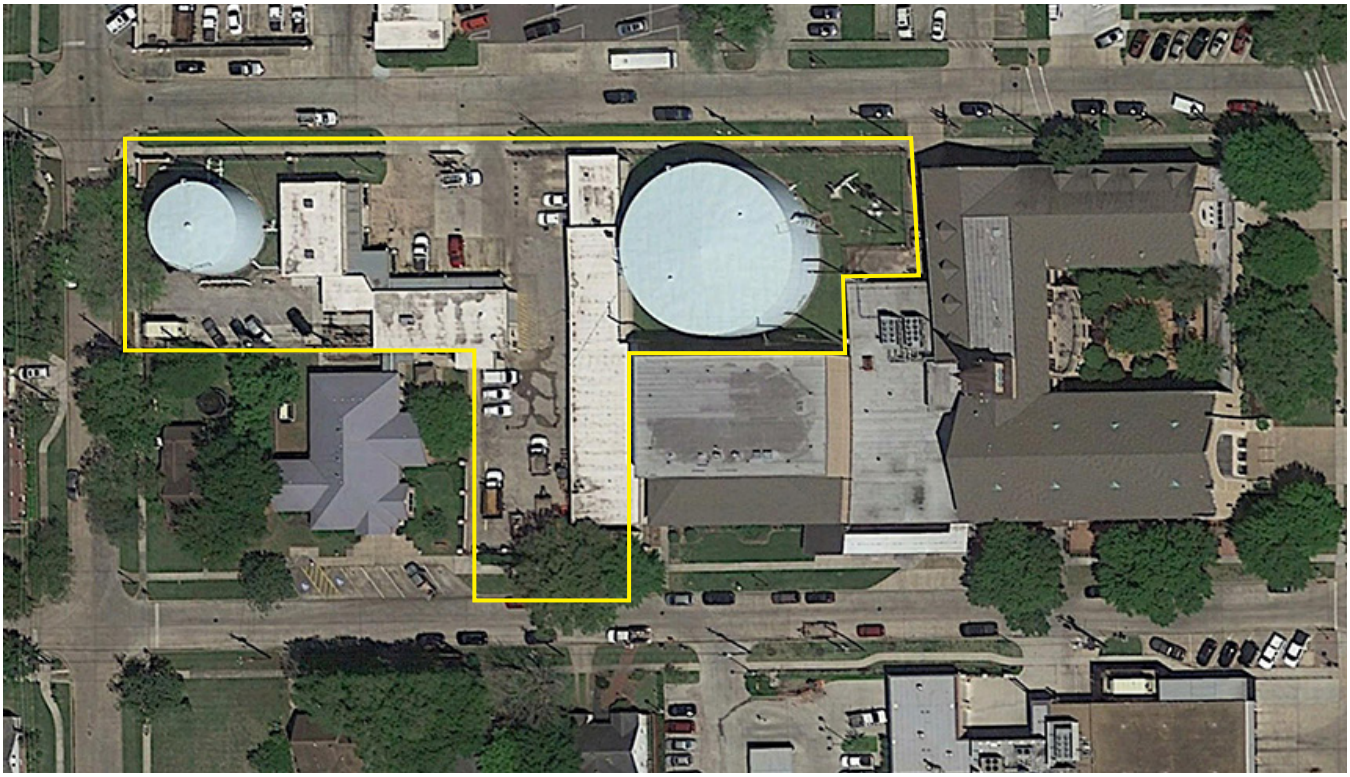
**Parking**..... 9 fleet spaces

**Occupants**..... Information Technology Warehouse

**Building Condition**.. Fair condition




LEVEL 01 GSF - 4988 SF



## Public Works Maintenance Facility

**Address** ..... 3826 Milton

**Date Constructed** ..... 1957

**Number of Stories** ... One-story buildings with partial mezzanine

**Square Footage** ..... 8,160 GSF

**Parking** ..... 7 public spaces and 9 fleet spaces

**Occupants** ..... General Services, Fleet Maintenance, Sign Shop, Traffic, Solid Waste

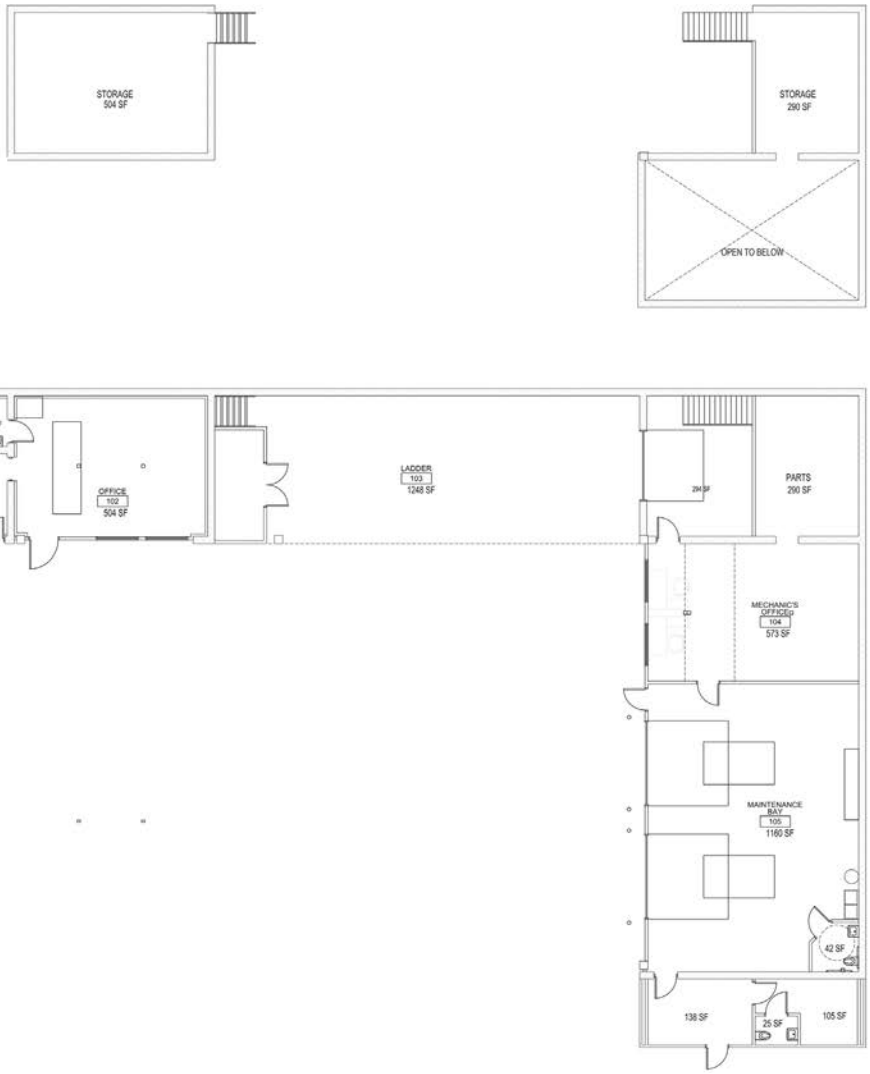
**Occupancy Status** .... Fully Utilized

**Building Condition** .. Fair condition

**Building Conclusions:** The existing building has 8,160 SF of space that includes the ground floor and mezzanine areas that has been renovated multiple times over the years with the most recent one in 2013. The buildings currently meet the needs of the City but are not optimal in terms of efficiency for operations. The buildings overall are in fair condition and have received cosmetic upgrades over the last five years but if technology or service levels change the facilities may need significant investment in the building systems.. In order to accommodate any increases to service levels that require additional workspace and/or storage would require signification design limitations. The building backs up to residential property to the north.

The 2016 Task Force reviewed the current location and condition of the Public Works Maintenance and Operations Facilities located at 3825 and 3826 Milton Street. The Task Force recognized that while some operational inefficiencies exist with the current facilities, that the overall condition of the buildings are acceptable and will meet the needs of the City for at least the next 10 years. The Task Force also recognized that when the time comes to invest significant funds to renovate the existing facilities that the City should consider all options available for current or future location of the structures.

**Task Force Recommendation:** The task force recommends that the City retain the Public Works Maintenance and Operations Facilities at their current location on Milton Street.




LEVEL 02 GSF - 990 SF

LEVEL 01 GSF - 5,230 SF

## Library

**Address** ..... 6108 Auden

**Date Constructed** ..... 1963

**Number of Stories** ... One-story building with a mezzanine

**Square Footage** ..... 5,564 GSF

**Parking** ..... 13 spaces

**Occupants** ..... Library

**Occupancy Status** .... Fully utilized

**Building Condition** .. Fair condition with known deficiencies and use limitations

**Building Conclusions:** The existing building has 5,564 SF located on the ground floor and mezzanine areas that are used for storage. The library is operated by the Harris County Public Library System. The building has never had a major renovation and in 2016 the City remedied known deficiencies with egress, life safety and ADA issues. The following deficiencies were remedied in 2016 when the City completed life/safety improvement project:

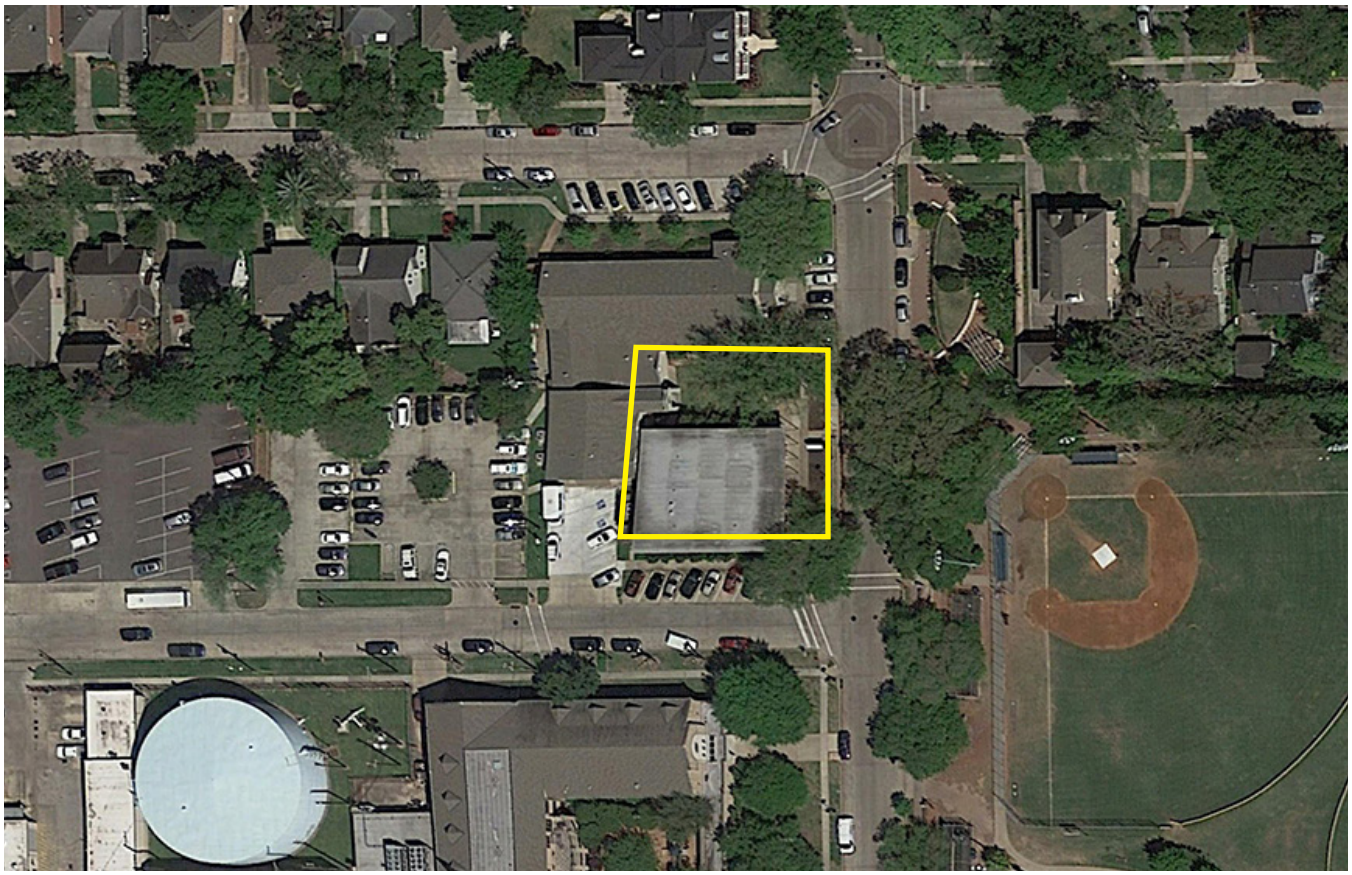
- Railings and handrails
- Fire alarm system
- Fire sprinkler system
- Second exit from first floor
- Accessibility of spaces
- ADA compliant restrooms

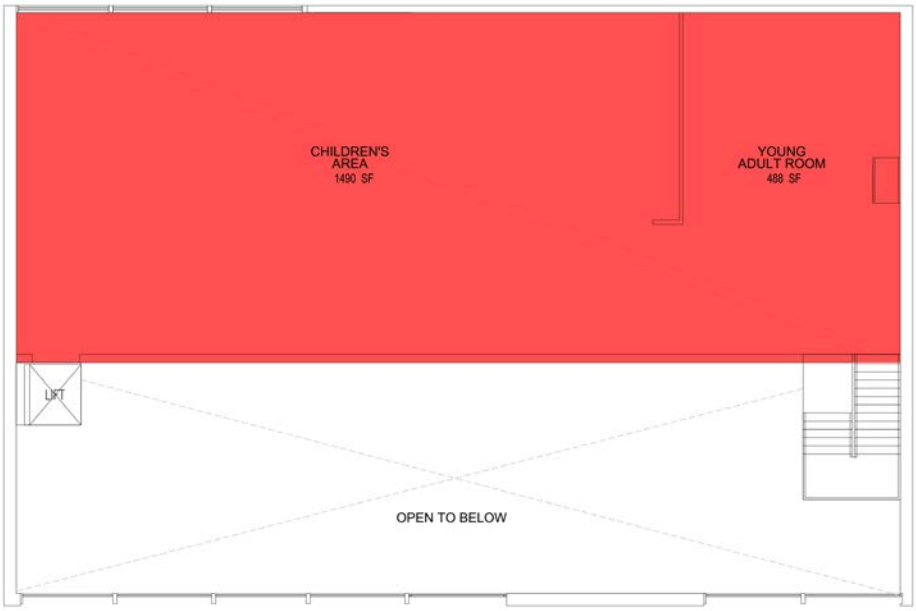
The building's program spaces are all undersized. Any renovation of the library would require the deficiencies to be remedied. A renovation could be triggered by either programming enhancements and/or life safety improvements. Any such renovation to remedy deficiencies would reduce the amount of existing program area that is already limited.

**Task Force Recommendations:** The City should complete the library improvements as budgeted in the 2016 Budget in the near term, which would allow the City enough time to properly solicit public feedback concerning the future use of the Library, Community Center, and Senior Center.

The City Council should canvass the community to assess the resident's needs and wants for the Library, Community Building and Senior Center.

A deed restriction may limit the use of this site.





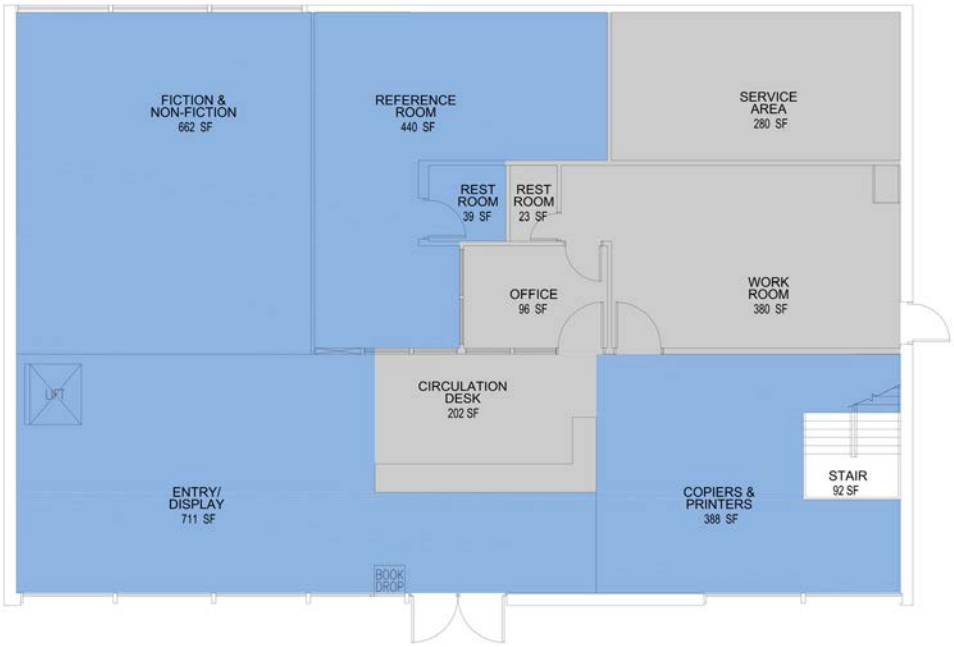

LEVEL 02

ADULT

CHILDREN

STAFF

LEVEL 01 GSF - 1,978 SF




LEVEL 01

ADULT

CHILDREN

STAFF

LEVEL 01 GSF - 3,586 SF

## Community Building / Senior Center

**Address** ..... 6104 Auden

**Date Constructed** ..... 1941

**Date Renovated** .....2012

**Number of Stories** ... One-story building

**Square Footage** ..... 9,485 GSF

**Parking** ..... 15 spaces

**Occupants** ..... Parks and Recreation Administration, Seniors and Community Center

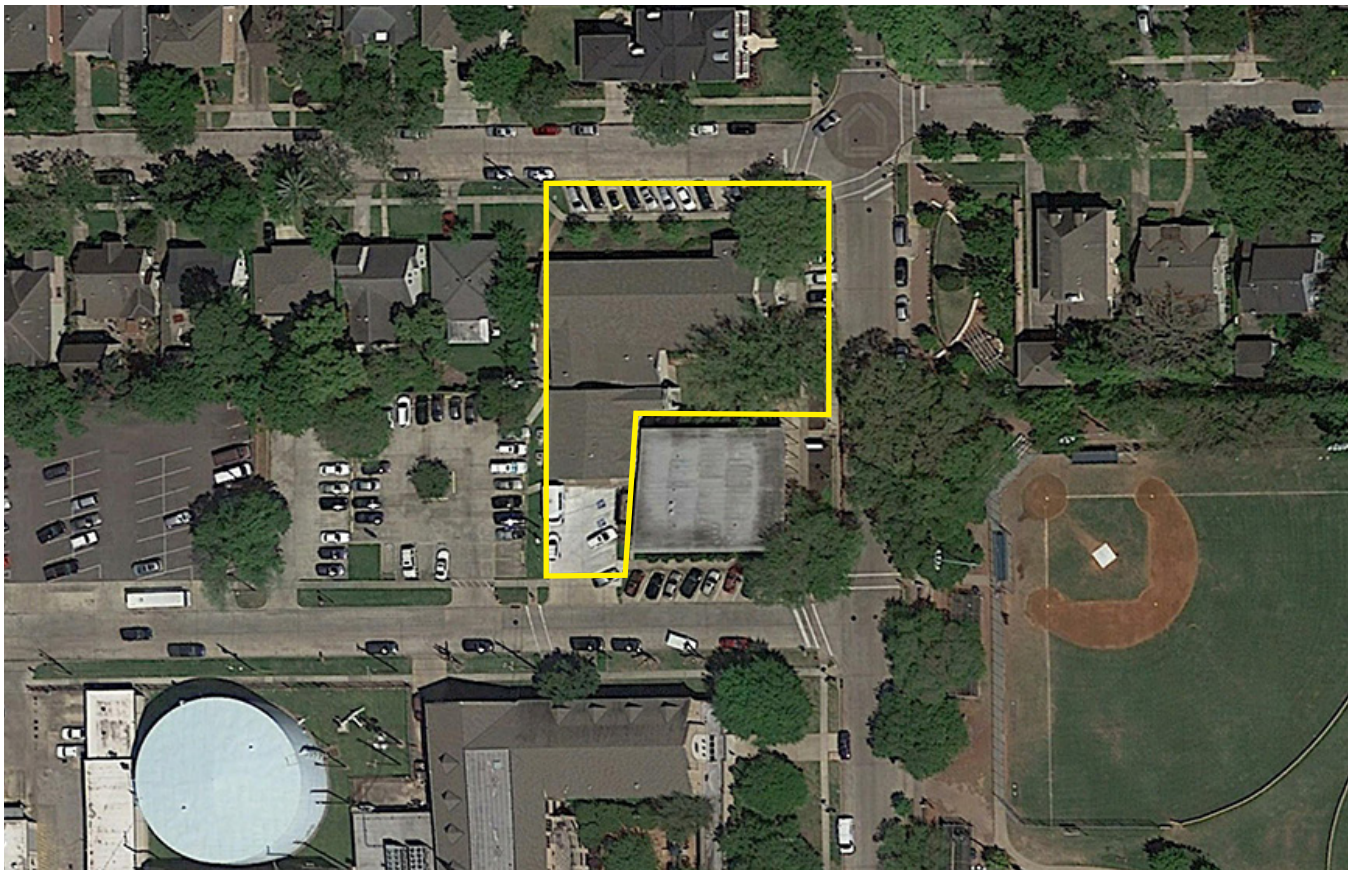
**Occupancy Status** .... Fully utilized

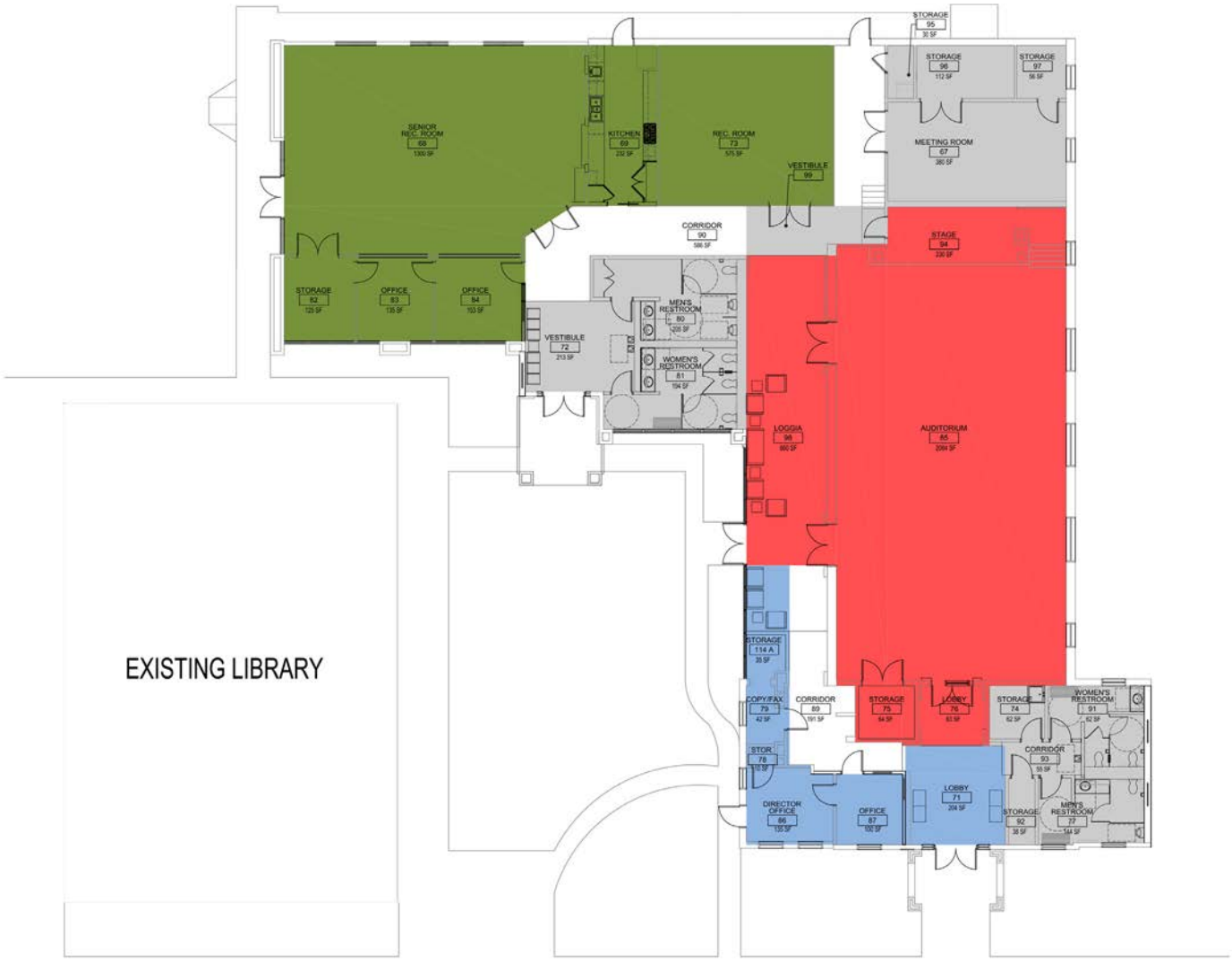
**Building Condition** .. Fair condition

**Building Conclusions:** The building has 5,971 SF of multi-use space that is used by various users. The building contains a large auditorium space that is available for large meetings for City Functions as well as rented out for community events. The renovation in 2012 improved the functionality of the building for program use and upgraded failing building systems. There are additional functionality issues that should be addressed by a future renovation. These include improving the entrance condition from parking lot, providing designated work space for volunteers working in the facility and storage needs. The renovation extended the life of the building for at least 10 more years.

**Task Force Recommendation:** The Task Force recommended that "the City Council should canvass the community to assess the resident's needs and wants for the Library, Community Building and Senior Center."

There is a deed restriction that may limit the use of this site.






LEVEL 01

- PARKS & RECREATION ADMINISTRATION
- AUDITORIUM
- SUPPORT/SHARED
- SENIORS

## Recreation Center

**Address** ..... 4210 Bellaire

**Date Constructed** ..... 2009

**Number of Stories** ... Two-story building

**Square Footage** ..... 37,080 GSF

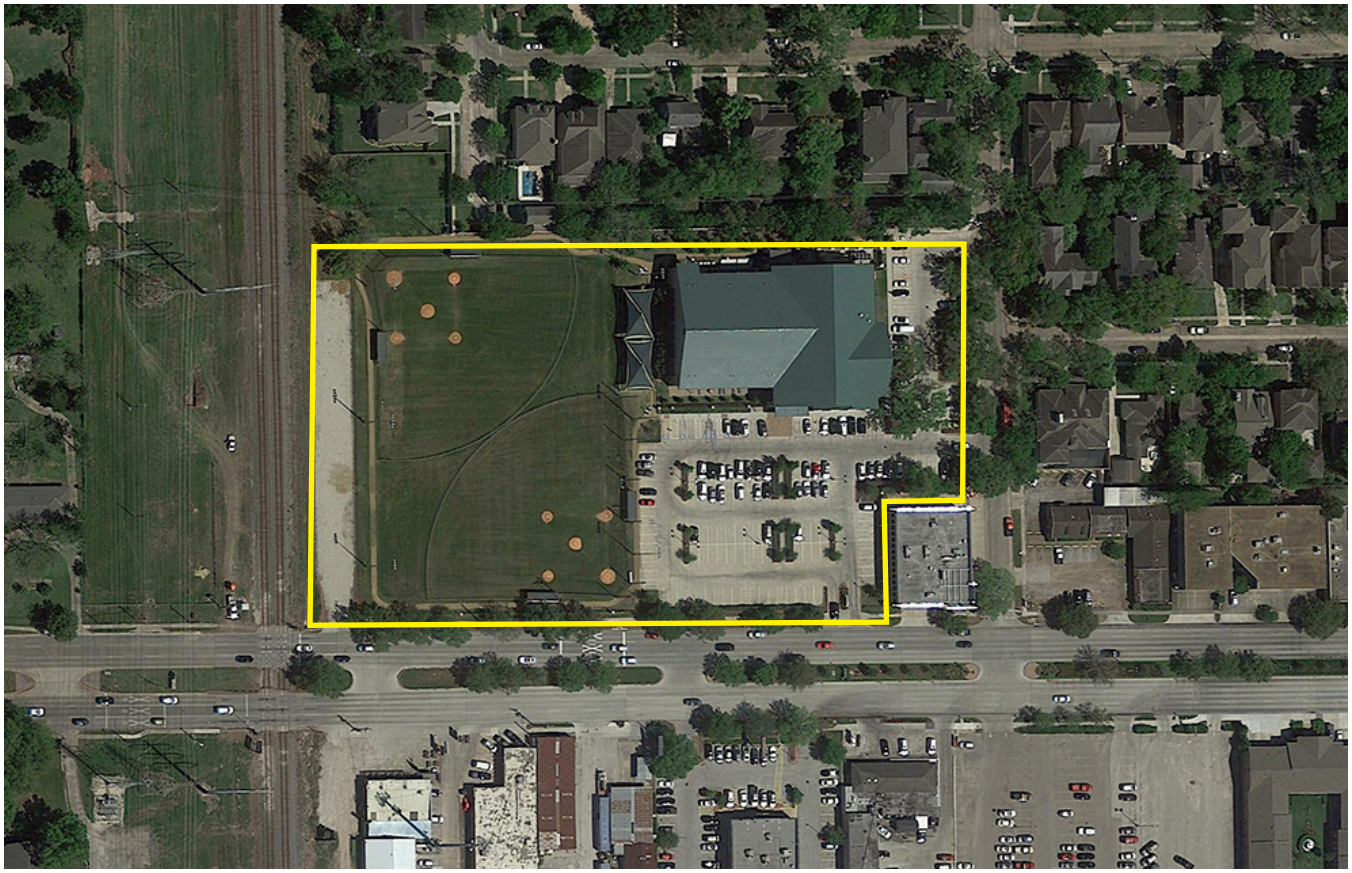
**Parking** ..... 152 spaces

**Occupants** ..... Recreation Center, Indoor Aquatics, Multi-Purpose Rooms, Cardio/Weight Room, Friends of West U

**Occupancy Status** .... Fully utilized

**Building Condition** .. Excellent condition

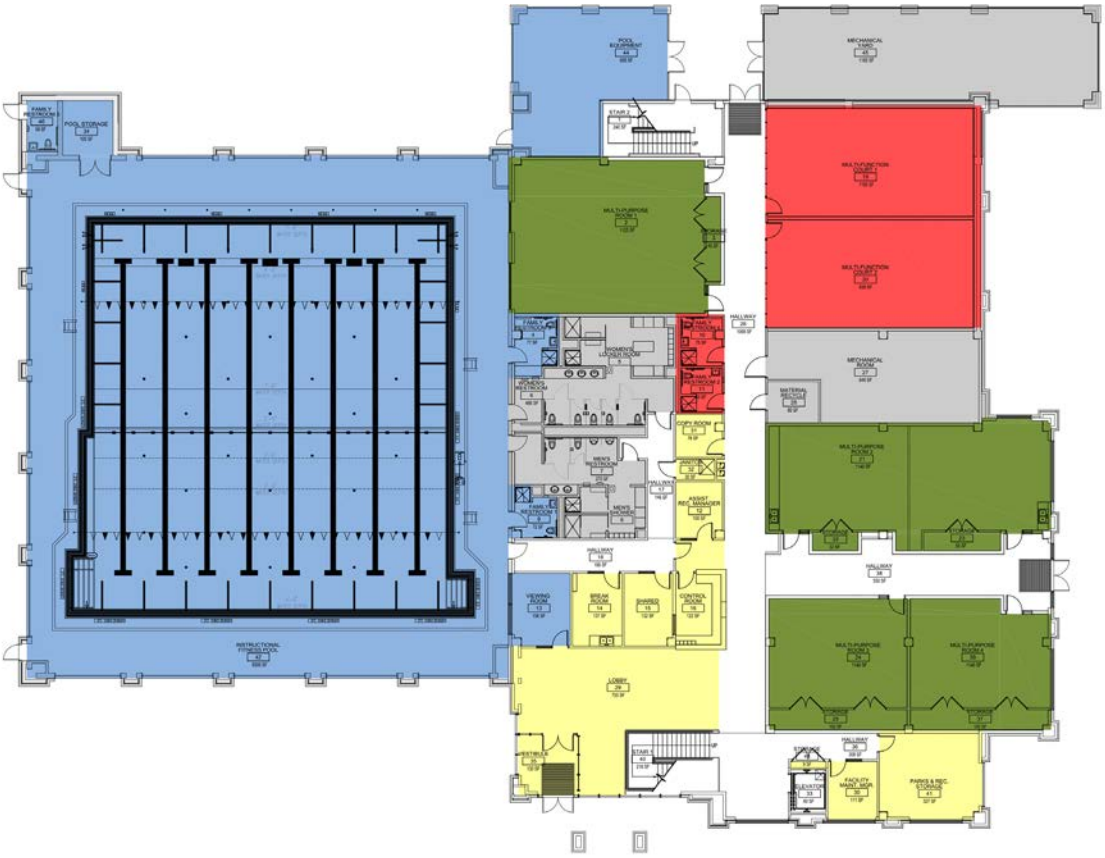
**Building Conclusions:** The building is approximately 37,080 SF located on two levels. The building was a replacement building for the Recreation Center located on the same site.



LEVEL 02

- POOL AREA
- WORK OUT AREA
- PARKLS & RECREATION ADMINISTRATION
- MULTI-PURPOSE
- SHARED

LEVEL 02 GSF - 13,450 SF



LEVEL 01

- POOL AREA
- WORK OUT AREA
- PARKS & RECREATION ADMINISTRATION
- MULTI-PURPOSE
- SHARED

LEVEL 01 GSF - 23,630 SF

## Colonial Park Pool Facility

**Address** ..... 4130 Byron

**Date Constructed** ..... 2009

**Number of Stories** ... One-story building

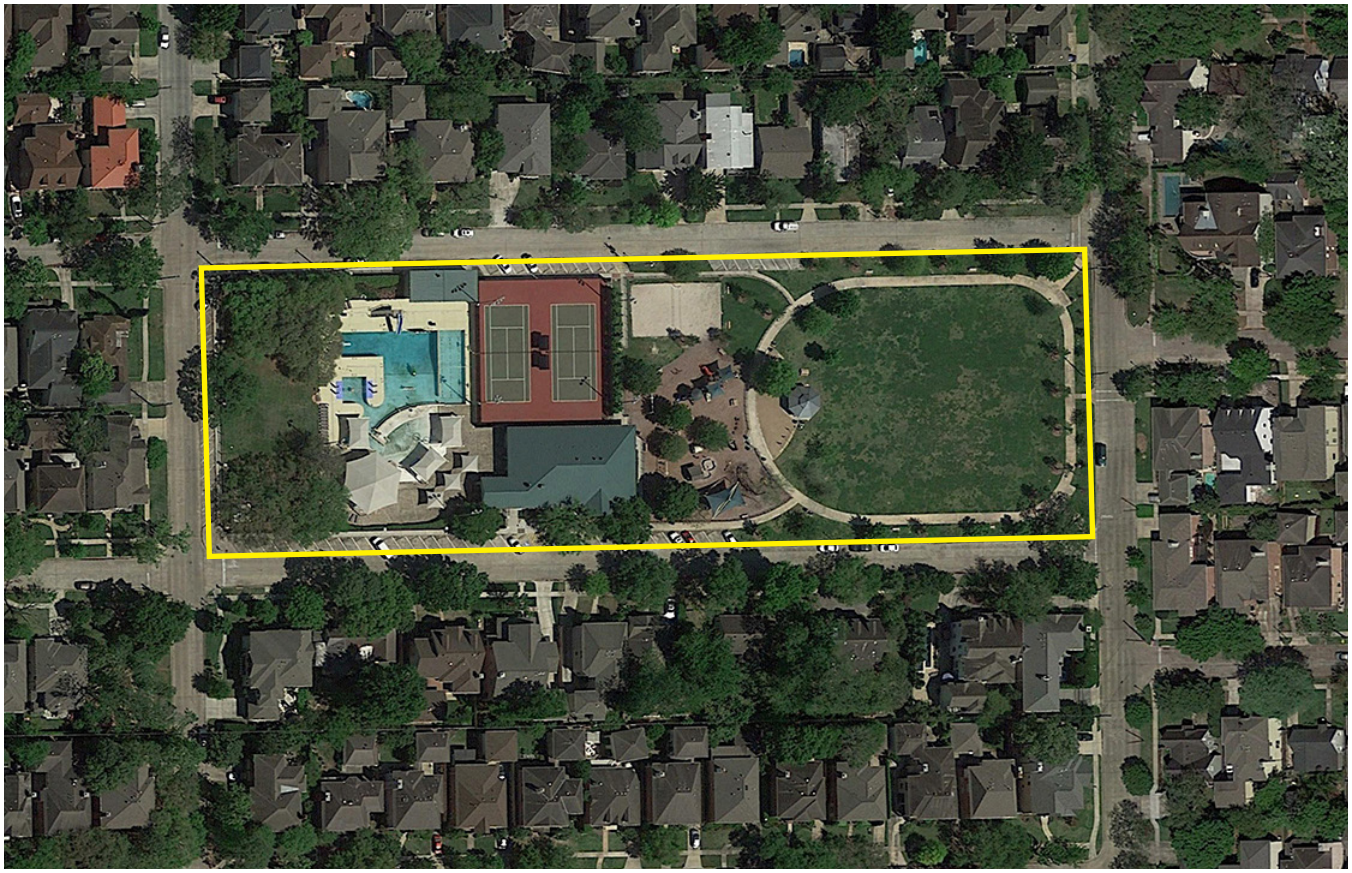
**Square Footage** ..... 4,875 GSF

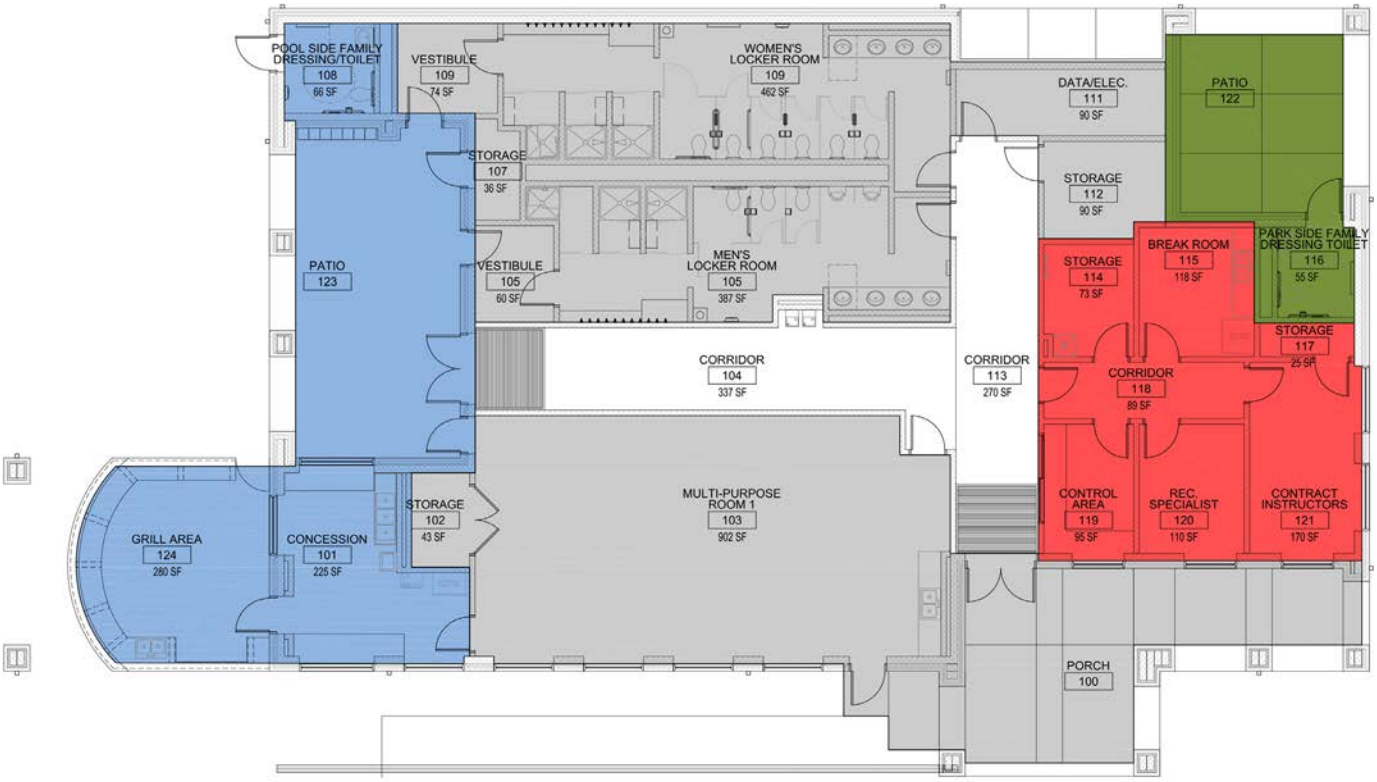
**Occupants** ..... Aquatics Staff and Multi-Purpose Room

**Occupancy Status** .... Fully utilized

**Building Condition** .. Excellent condition

**Building Conclusions:** The building is approximately 4,875 SF located on one level. The pool facility is part of the overall park complex that includes play fields, park space, tennis courts and an outdoor family pool. The City has plans to improve the park during the HISD school year to provide more flexible use of the west end of the park and pool deck and surrounding area.






## LEVEL 01

- POOL SIDE
- BUILDING ADMINISTRATION
- PARK SIDE
- SHARED

LEVEL 01 GSF - 4,875 SF

## Scout House

**Address** ..... 6108 Edloe

**Date Constructed**..... Unknown

**Number of Stories:**.. One-story building and mezzanine

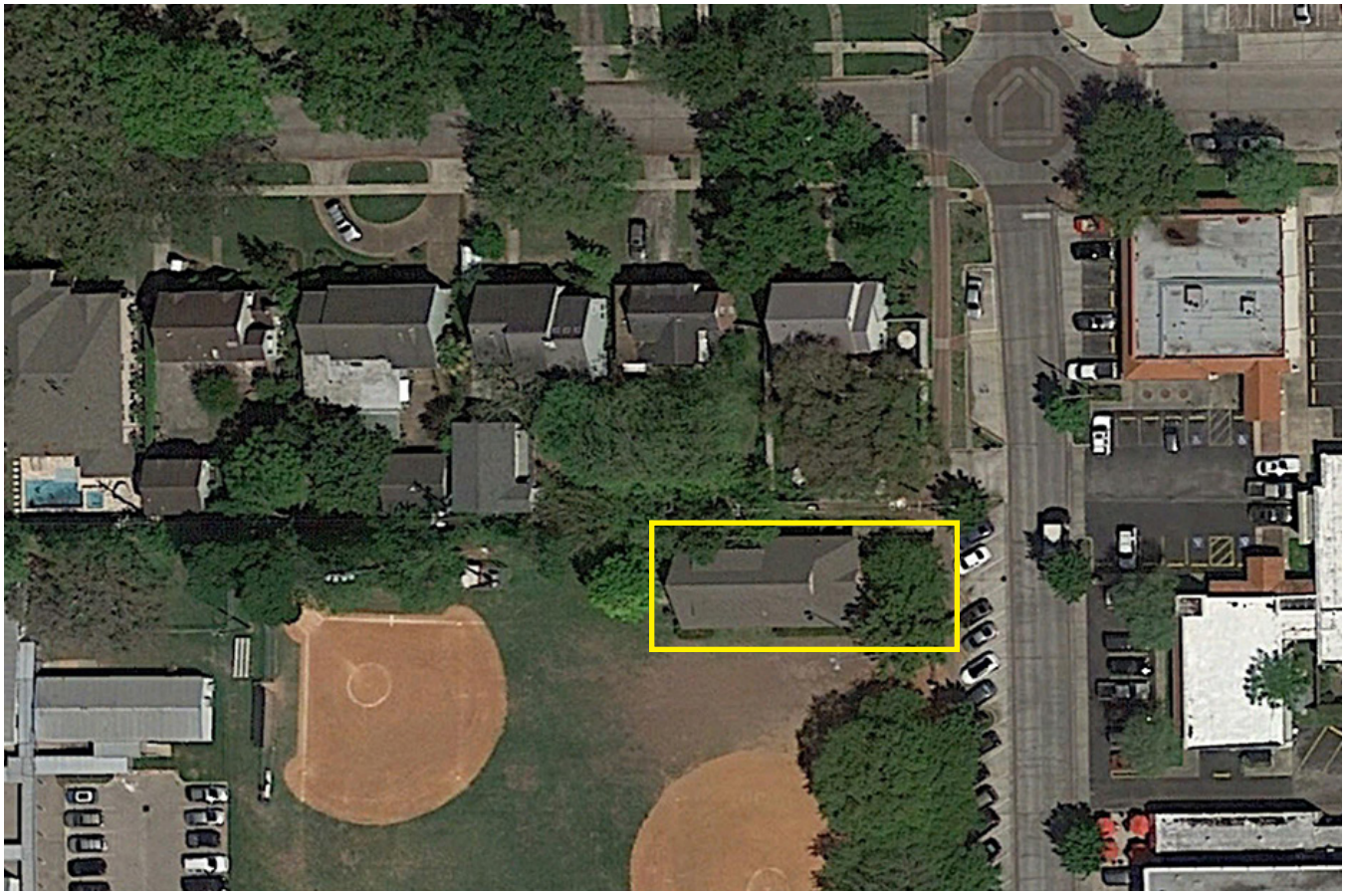
**Square Footage**..... 1,738 GSF

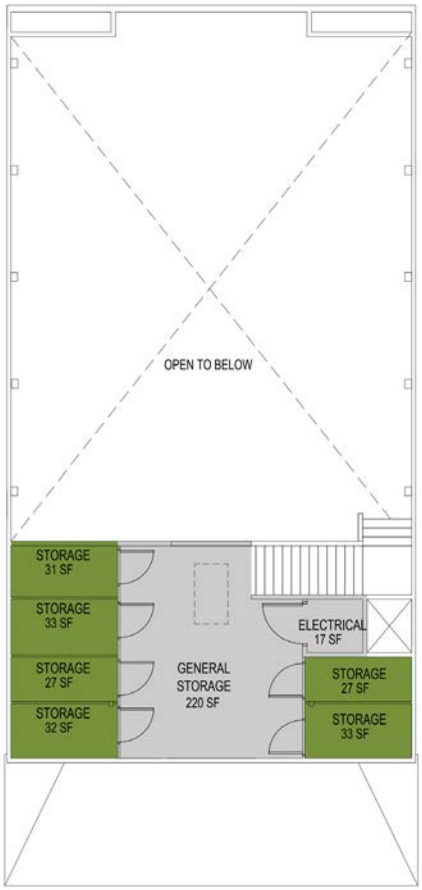
**Occupants**..... Multi Space for Programs and Rentals

**Occupancy Status** .... Under utilized

**Building Condition**.. Fair condition

**Building Conclusions:** This building is for various community meetings. It is a one story building with a small mezzanine. The building is built with wood construction. The building is vacant except when used for community meetings, PARD programs and activities, rentals and as a primary meeting site for area Scout groups and Tri-Sports. WUE uses this building for their Hands on Art Program during the school year. The building is in fair condition.



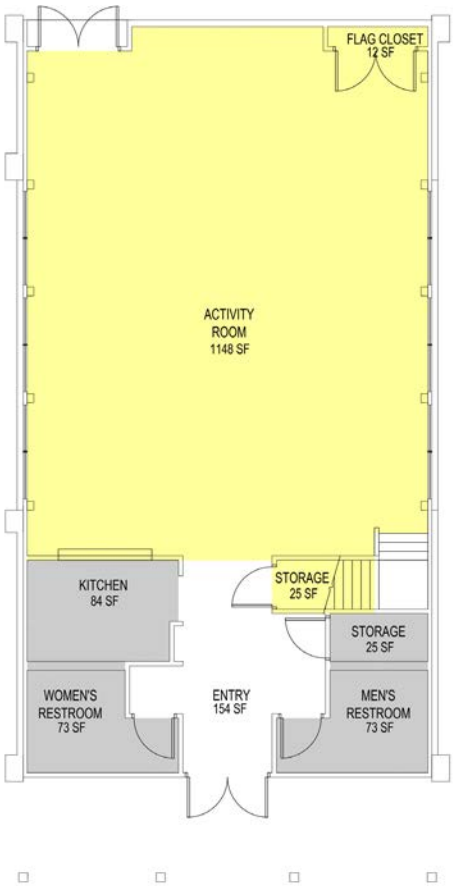



LEVEL 02

STORAGE

SHARED

LEVEL 01 GSF - 516 SF




LEVEL 01

COMMUNITY

SHARED

## ADDITIONAL RECOMMENDATIONS

It is important for readers to understand that this is a Facilities Master Plan and not a Facilities Condition Assessment. This update will contain some information that is relevant to a Facilities Condition Assessment but is only in the context of how it will impact any Facilities Master Plan recommendations.

It is recommended that the City undertake a regular Facilities Condition Assessment for all of its buildings on a five year basis to track and document building conditions and how the building condition may impact the long-term viability of a building to be part of the City's facility portfolio.

## SUMMARY OF EXISTING FACILITY CONDITIONS

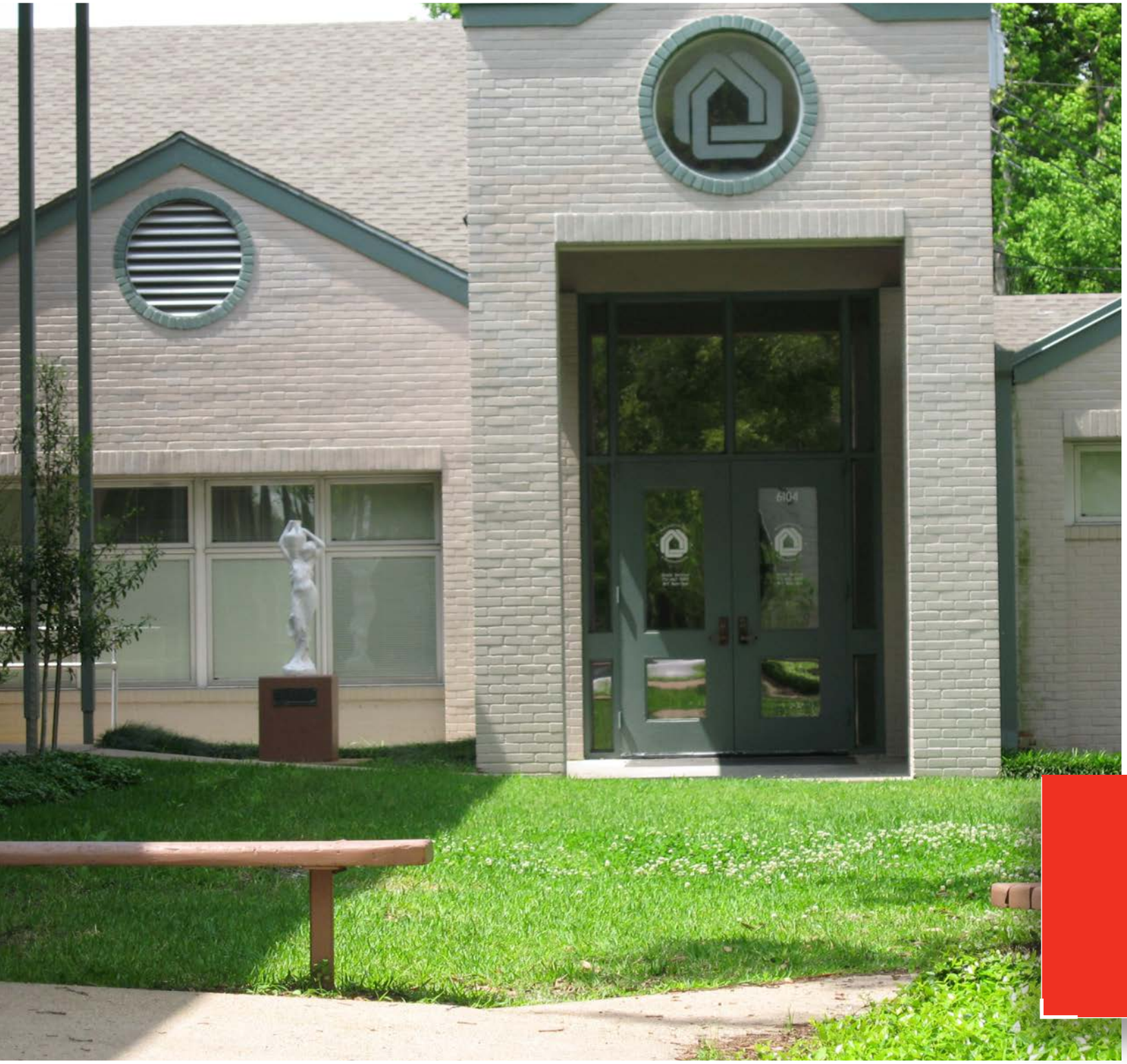
The City's buildings vary in age from 1950's to 2012. The condition of the City's buildings also varies. The majority of the City's buildings are in good condition,

- The City Hall Building is in very good condition.
- The Public Works Administration Building is in good condition.
- The Public Works Maintenance and Operations Facility Buildings are in fair condition.
- The Library is in fair condition and had the code and life safety deficiencies addressed in 2016.
- The Community Building is in fair condition.
- The Recreation Center is in excellent condition.
- The Colonial Park Pool Facility is in excellent condition.
- The Scout House is in fair condition.

## SUMMARY OF EXISTING FACILITY USES

The specific current use of each of the City's buildings that was studied is documented in this update. The accuracy of the building use documentation contained in the update was accurate of the time of the survey. The City may relocate staff or change use as part of normal operations and may slightly change the graphics included in this update. The City is using most buildings as multi-department use buildings.

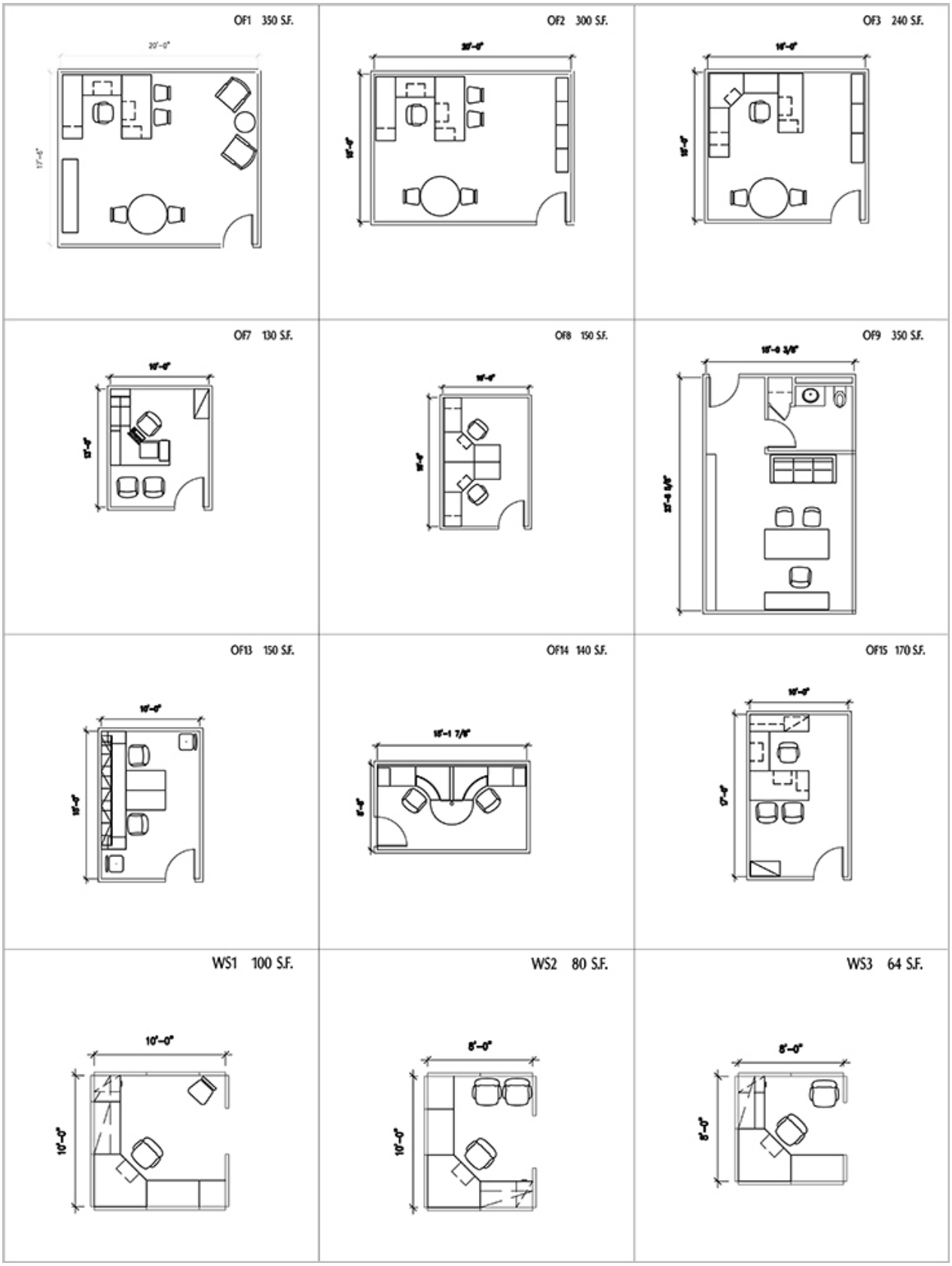
Buildings that have been recently built or renovated have been planned for the 10 year planning window requirements and staff projections.



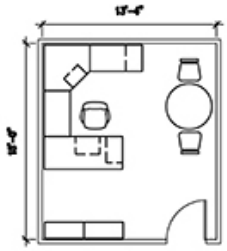

Space Standards

# SPACE STANDARDS

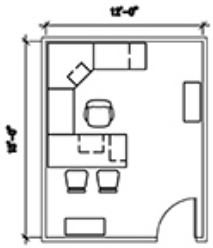
The City of West University Place has been conducting Facilities Master Plans since 2006. The initial Facilities Master Plan created space standards to more accurately project space requirements. These space standards were assigned based on job titles and responsibilities. These standards were used to plan many of the City's recent buildings including the City Hall expansion, Recreation Center and Colonial Park Pool House. The space standards were reviewed as part of this Facilities Master Plan to ensure that adequate workspace is provided and the size of spaces are consistent with other similar sized cities. The space standards are included in this report.


OF1 350 S.F.
OF2 300 S.F.
OF3 240 S.F.
OF7 130 S.F.
OF8 150 S.F.
OF9 350 S.F.
OF13 150 S.F.
OF14 140 S.F.
OF15 170 S.F.
WS1 100 S.F.
WS2 80 S.F.
WS3 64 S.F.

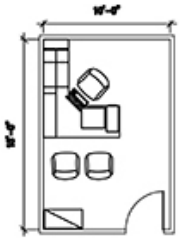
OF4 200 S.F.



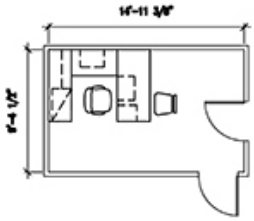
OF5 180 S.F.



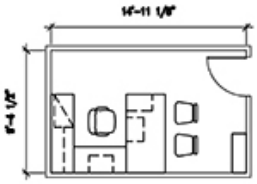
OF6 150 S.F.



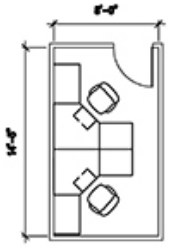
OF10 140 S.F.



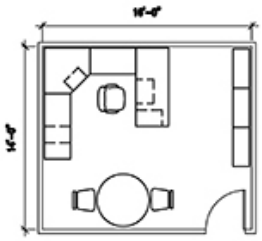
OF11 140 S.F.



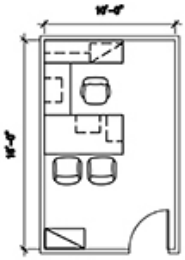
OF12 120 S.F.



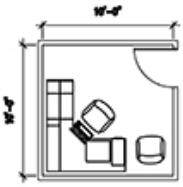
OF16 225 S.F.



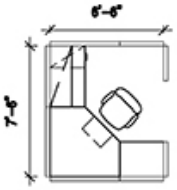
OF17 160 S.F.



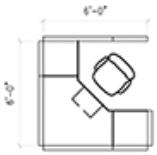
OF18 100 S.F.



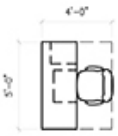
WS4 50 S.F.



WS5 36 S.F.



WS6 20 S.F.



Staff and Space Projections

# STAFF AND SPACE PROJECTIONS

This update focuses on needs based requirements. Needs based requirements are defined as facility requirements that are based on specific program growth or other City Council approved program. The update identifies the current staff and space allocation. The staff and space requirements are projected for the next 10 years.

Staff and space projections are included for the following departments:

- City Administration
- City Secretary
- Police
- Fire
- Municipal Courts
- Finance
- Human Resources/Risk Management
- Emergency Operations Center
- Communications (Public Outreach)
- Information Technology
- Public Works
  - Public Works Administration
  - Development Services
  - Planning
  - Facilities
  - Operations
  - General Services
  - Fleet Maintenance
  - Solid Waste & Recycling
- Parks and Recreation
  - Parks Administration
  - Recreation
  - Seniors

## SUMMARY OF CURRENT AND FUTURE DEPARTMENT STAFF REQUIREMENTS

The Department Head for each department was interviewed to review current staff positions. Each existing staff member was identified by the approved employee titles. Each Department Head was asked to then project staff changes needed for the next 10 years. The current and future staff projections are outlined in the chart below.

| Department | Personnel | | | % Increase |
|---|---|---|---|---|
| | 2014 | 2019 | 2024 | |
| Police | 38 | 51 | 55 | 44.74% |
| Fire | 23 | 23 | 23 | 0.00% |
| IT | 4 | 4 | 4 | 0.00% |
| City Administration | 6 | 6 | 6 | 0.00% |
| Human Resources | 2 | 2 | 2 | 0.00% |
| Finance | 8 | 8 | 8 | 0.00% |
| Shared Space | 0.0 | 0.0 | 0.0 | 0.00% |
| Recreation Center | 86.0 | 86.0 | 86.0 | 0.00% |
| Colonial Park | 81.0 | 81.0 | 81.0 | 0.00% |
| Public Works Administration | 12.75 | 13 | 13 | 0.00% |
| General Services/Facilities Maintenance | 17 | 17 | 17 | 0.00% |
| Operations and Waste Water Treatment Plant | 13 | 13 | 13 | 0.00% |
| Library | 2.0 | 4.0 | 4.0 | 100.00% |
| Scout House | 0.0 | 0.0 | 0.0 | 0.00% |
| Community Building | 21.0 | 21.0 | 21.0 | 0.00% |
| **Total Staff** | **314** | **329** | **333** | **6.14%** |
| **Total Square Footage DSF** | | | | |

## SUMMARY OF CURRENT AND FUTURE DEPARTMENTAL SPACE REQUIREMENTS

The City's space standards were used to determine space requirements for departments for the next 10 years. The existing departmental square footages that each department currently occupied at the time of the survey are also documented. The total amount of space required for each Department is based on the number of required staff members using the appropriate space standard. The current and future space projections are outlined in the chart below.

| Department | Existing Space DSF | Space Requirements DSF | | | % Increase |
|---|---|---|---|---|---|
| | | 2014 | 2019 | 2024 | |
| Police | 5,957 | 5,898 | 5,898 | 5,962 | 0.08% |
| Fire | 7,143 | 7,184 | 7,184 | 7,184 | 0.57% |
| IT | 610 | 670 | 670 | 670 | 9.84% |
| City Administration | 2,749 | 2,792 | 2,792 | 2,792 | 1.56% |
| Human Resources | 465 | 450 | 450 | 450 | -3.23% |
| Finance | 614 | 676 | 676 | 676 | 10.10% |
| Shared Space | 13,437 | 13,459 | 13,459 | 13,478 | 0.30% |
| Recreation Center | 35,923 | 35,926 | 35,926 | 35,926 | 0.01% |
| Colonial Park | 5,331 | 5,300 | 5,300 | 5,300 | -0.59% |
| Public Works Administration | 3,966 | 4,006 | 4,027 | 4,027 | 1.54% |
| General Services/Facilities Maintenance | 7,049 | 11,613 | 11,613 | 11,613 | 64.75% |
| Operations and Waste Water Treatment Plant | 7,812 | 7,309 | 7,309 | 7,309 | -6.44% |
| Library | 6,759 | 14,175 | 14,342 | 14,342 | 112.19% |
| Scout House | 2,380 | 2,386 | 2,386 | 2,386 | 0.22% |
| Community Building | 8,611 | 8,607 | 8,607 | 8,607 | -0.04% |
| **Total Staff** | | | | | |
| **Total Square Footage DSF** | **108,805** | **120,450** | **120,637** | **120,720** | **10.95%** |

**DEPARTMENT: City Hall**
**CONTACT (Name, Number, Email):**

| Position/Staff | | | | EXISTING SF | | SPACE STND | | SPACE REQUIRED | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2019 | 2024 | TYPE | SF | TYPE | SF | 2014 | 2019 | 2024 |
| | | | | | | | | | | |
| **Police** | | | | | | | | | | |
| Sergeants | 5 | 5 | 5 | | 226 | OF16 | 225 | 225 | 225 | 225 |
| Direct Link Coordinator | 1 | 1 | 1 | | 50 | WS4 | 50 | 50 | 50 | 50 |
| Telecommunicators | 8 | 8 | 8 | | 315 | WS | 315 | 315 | 315 | 315 |
| Crime Prevention | 1 | 1 | 1 | | 128 | OF7 | 130 | 130 | 130 | 130 |
| Detectives | 1 | 3 | 4 | | 139 | OF11 | 140 | 140 | 140 | 140 |
| Chief of Police | 1 | 1 | 1 | | 306 | OF2 | 300 | 300 | 300 | 300 |
| Records Clerk | 0 | 0 | 1 | | 64 | WS3 | 64 | 0 | 0 | 64 |
| Admin Assistant | 1 | 1 | 1 | | 80 | WS2 | 80 | 80 | 80 | 80 |
| Lieutenant | 1 | 1 | 1 | | 177 | OF5 | 180 | 180 | 180 | 180 |
| Captain | 1 | 0 | 0 | | 177 | OF5 | 180 | 180 | 0 | 0 |
| Support Services Manager | 1 | 1 | 1 | | 177 | OF5 | 180 | 180 | 180 | 180 |
| Assistant Chief | 0 | 1 | 1 | | 0 | OF5 | 180 | 0 | 180 | 180 |
| Officers | 17 | 28 | 30 | | 0 | | 0 | 0 | 0 | 0 |
| **Subtotal** | **38** | **51** | **55** | | **1839** | | | **1780** | **1780** | **1844** |
| | | | | | | | | | | |
| **Fire** | | | | | | | | | | |
| Fire Chief | 1 | 1 | 1 | | 183 | OF5 | 180 | 180 | 180 | 180 |
| Assistant Chief/Fire Marshal | 1 | 1 | 1 | | 165 | OF15 | 170 | 170 | 170 | 170 |
| Shift Captain | 3 | 3 | 3 | | 158 | OF6 | 150 | 158 | 158 | 158 |
| Shift Lieutenant | 3 | 3 | 3 | | 144 | OF11 | 140 | 183 | 183 | 183 |
| Fire fighter/Paramedic | 15 | 15 | 15 | | 0 | | 0 | 0 | 0 | 0 |
| **Subtotal** | **23** | **23** | **23** | | **650** | | | **691** | **691** | **691** |
| | | | | | | | | | | |
| **City Administration** | | | | | | | | | | |
| City Manager | 1 | 1 | 1 | | 262 | OF2 | 300 | 300 | 300 | 300 |
| City Secretary | 1 | 1 | 1 | | 135 | OF11 | 140 | 140 | 140 | 140 |
| Administrative Assistant | 1 | 1 | 1 | | 50 | WS4 | 50 | 50 | 50 | 50 |
| Communications Manager | 1 | 1 | 1 | | 140 | OF11 | 140 | 140 | 140 | 140 |
| Assistant City Manager | 0 | 0 | 0 | | 0 | OF4 | 200 | 0 | 0 | 0 |
| Interns | 2 | 2 | 2 | | 0 | 0 | 0 | 0 | 0 | 0 |
| **Subtotal** | **6** | **6** | **6** | | **587** | | | **630** | **630** | **630** |
| | | | | | | | | | | |
| **Human Resources** | | | | | | | | | | |
| Human Resources Director | 1 | 1 | 1 | | 195 | OF5 | 180 | 180 | 180 | 180 |
| HR Generalist | 1 | 1 | 1 | | 50 | WS4 | 50 | 50 | 50 | 50 |
| **Subtotal** | **2** | **2** | **2** | | **245** | | | **230** | **230** | **230** |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **Finance** | | | | | | | | | | |
| Finance Director | 1 | 1 | 1 | | 190 | OF5 | 180 | 180 | 180 | 180 |
| Treasurer | 1 | 1 | 1 | | 121 | OF12 | 120 | 120 | 120 | 120 |
| Controller | 1 | 1 | 1 | | 123 | OF12 | 120 | 120 | 120 | 120 |
| Municipal Court Clerk | 1 | 1 | 1 | | 60 | WS3 | 64 | 64 | 64 | 64 |
| Senior Customer Service Rep | 1 | 1 | 1 | | 60 | WS3 | 64 | 64 | 64 | 64 |
| Accounting Specialist | 2 | 2 | 2 | | 60 | WS3 | 64 | 128 | 128 | 128 |
| Accounting Intern | 1 | 1 | 1 | | | | 0 | 0 | 0 | 0 |
| **Subtotal** | **8** | **8** | **8** | | **614** | | | **676** | **676** | **676** |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Support Space** | | | | | | | | | | |
| **Police** | | | | | | | | | | |
| Squad Room | | | | | 321 | | 321 | 321 | 321 | 321 |
| Juvenile Room | | | | | 75 | | 75 | 75 | 75 | 75 |
| Administration Reception | | | | | 80 | | 80 | 80 | 80 | 80 |
| Booking | | | | | 220 | | 220 | 220 | 220 | 220 |
| Holding | | | | | 57 | | 57 | 57 | 57 | 57 |
| Cells | | | | | 288 | | 288 | 288 | 288 | 288 |
| Evidence/Lab Processing | | | | | 122 | | 122 | 122 | 122 | 122 |
| Men's Toilet | | | | | 70 | | 70 | 70 | 70 | 70 |
| Women's Toilet | | | | | 70 | | 70 | 70 | 70 | 70 |
| Jail Vestibule | | | | | 70 | | 70 | 70 | 70 | 70 |
| Cell Vestibule | | | | | 70 | | 70 | 70 | 70 | 70 |
| Armory Workroom | | | | | 120 | | 120 | 120 | 120 | 120 |
| Report Writing | | | | | 245 | | 245 | 245 | 245 | 245 |
| Records | | | | | 89 | | 89 | 89 | 89 | 89 |
| Dispatch Toilet | | | | | 50 | | 50 | 50 | 50 | 50 |
| Interview | | | | | 80 | | 80 | 80 | 80 | 80 |
| Public Interview | | | | | 77 | | 77 | 77 | 77 | 77 |
| Properties | | | | | 268 | | 268 | 268 | 268 | 268 |
| PD Lobby | | | | | 159 | | 159 | 159 | 159 | 159 |
| Coffee | | | | | 70 | | 70 | 70 | 70 | 70 |
| Sally Port | | | | | 1169 | | 1169 | 1169 | 1169 | 1169 |
| Mail/Copy Room | | | | | 115 | | 115 | 115 | 115 | 115 |
| Storage | | | | | 233 | | 233 | 233 | 233 | 233 |
| **Subtotal** | | | | | **4118** | | | **4118** | **4118** | **4118** |
| | | | | | | | | | | |
| **Human Resources** | | | | | | | | | | |
| Workspace | | | | | 70 | | 70 | 70 | 70 | 70 |
| Storage | | | | | 150 | | 150 | 150 | 150 | 150 |
| **Subtotal** | | | | | **220** | | | **220** | **220** | **220** |
| | | | | | | | | | | |
| **EOC** | | | | | | | | | | |
| Multi Purpose Room/EOC | | | | | 498 | | 498 | 498 | 498 | 498 |
| Conference Room | | | | | 220 | | 220 | 220 | 220 | 220 |
| **Subtotal** | | | | | **718** | | | **718** | **718** | **718** |
| | | | | | | | | | | |
| **Fire** | | | | | | | | | | |
| Kitchen | | | | | 163 | | 163 | 163 | 163 | 163 |
| Vestibule | | | | | 136 | | 136 | 136 | 136 | 136 |
| Exercise Room | | | | | 260 | | 260 | 260 | 260 | 260 |
| Fire Aparatus | | | | | 3800 | | 3800 | 3800 | 3800 | 3800 |
| Captain Quarters | | | | | 128 | | 128 | 128 | 128 | 128 |
| Captain Toilet | | | | | 98 | | 98 | 98 | 98 | 98 |
| EMS Report Writing | | | | | 134 | | 134 | 134 | 134 | 134 |
| Storage | | | | | 76 | | 76 | 76 | 76 | 76 |
| Quarters No. 1 | | | | | 108 | | 108 | 108 | 108 | 108 |
| Quarters No. 2 | | | | | 117 | | 117 | 117 | 117 | 117 |
| Quarters No. 3 | | | | | 108 | | 108 | 108 | 108 | 108 |
| Quarters No. 4 | | | | | 108 | | 108 | 108 | 108 | 108 |
| Quarters No. 5 | | | | | 115 | | 115 | 115 | 115 | 115 |
| Quarters No. 6 | | | | | 115 | | 115 | 115 | 115 | 115 |
| Lieutenant Quarters | | | | | 132 | | 132 | 132 | 132 | 132 |
| Storage | | | | | 220 | | 220 | 220 | 220 | 220 |
| Day Room | | | | | 675 | | 675 | 675 | 675 | 675 |
| **Subtotal** | | | | | **6493** | | | **6493** | **6493** | **6493** |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Administration** | | | | | | | | | | |
| Conference/Workshop | | | | | 503 | | 503 | 503 | 503 | 503 |
| Conference | | | | | 225 | | 225 | 225 | 225 | 225 |
| Copy | | | | | 94 | | 94 | 94 | 94 | 94 |
| Council Chambers | | | | | 1340 | | 1340 | 1340 | 1340 | 1340 |
| **Subtotal** | | | | | **2162** | | | **2162** | **2162** | **2162** |
| | | | | | | | | | | |
| **Shared** | | | | | | | | | | |
| Breakroom | | | | | 240 | | 240 | 240 | 240 | 240 |
| Women's Restroom | | | | | 161 | | 161 | 161 | 161 | 161 |
| Men's Restroom | | | | | 154 | | 154 | 154 | 154 | 154 |
| Mechanical | | | | | 231 | | 231 | 231 | 231 | 231 |
| Mechanical | | | | | 250 | | 250 | 250 | 250 | 250 |
| Electrical | | | | | 208 | | 208 | 208 | 208 | 208 |
| Lobby Vestibule | | | | | 70 | | 70 | 70 | 70 | 70 |
| Lobby | | | | | 2480 | | 2480 | 2480 | 2480 | 2480 |
| Janitor | | | | | 50 | | 50 | 50 | 50 | 50 |
| Staff Toilet | | | | | 60 | | 60 | 60 | 60 | 60 |
| Storage | | | | | 137 | | 137 | 137 | 137 | 137 |
| Elevator | | | | | 55 | | 55 | 55 | 55 | 55 |
| Water Heater | | | | | 70 | | 70 | 70 | 70 | 70 |
| Men's Shower/Lockers | | | | | 514 | | 514 | 514 | 514 | 514 |
| Women's Shower/Lockers | | | | | 435 | | 435 | 435 | 435 | 435 |
| Mechanical (2nd floor) | | | | | 240 | | 240 | 240 | 240 | 240 |
| Mechanical Room | | | | | 459 | | 459 | 459 | 459 | 459 |
| Communications/Electrical Room | | | | | 450 | | 450 | 450 | 450 | 450 |
| **Subtotal** | | | | | **6264** | | | **6264** | **6264** | **6264** |
| | | | | | | | | | | |
| **Subtotal - Departmental SF** | | | | | **23910** | | | **23982** | **23982** | **24046** |
| **Departmental Circulation (30%)** | | | | | **7173** | | | **7195** | **7195** | **7214** |
| **Existing Departmental SF** | | | | | **31083** | | | | | |
| **Projected Total Departmental SF** | | | | | | | | **31177** | **31177** | **31260** |

**DEPARTMENT: Recreation Center**
**CONTACT (Name, Number, Email):**

| Position/Staff | | | | EXISTING SF | | SPACE STND | | SPACE REQUIRED | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2019 | 2024 | TYPE | SF | TYPE | SF | 2014 | 2019 | 2024 |
| | | | | | | | | | | |
| Recreation Manager | 1 | 1 | 1 | | 150 | OF6 | 150 | 150 | 150 | 150 |
| Assistant Recreation Manager | 1 | 1 | 1 | | 100 | OF18 | 100 | 100 | 100 | 100 |
| Rec Specialist (Recreation) | 1 | 1 | 1 | | 120 | OF12 | 120 | 120 | 120 | 120 |
| Recreation Intern | 1 | 1 | 1 | | 0 | | 0 | 0 | 0 | 0 |
| Aquatics Intern | 1 | 1 | 1 | | 0 | | 0 | 0 | 0 | 0 |
| Recreation Attendants | 15 | 15 | 15 | | 0 | | 0 | 0 | 0 | 0 |
| Life Guards | 40 | 40 | 40 | | 0 | | 0 | 0 | 0 | 0 |
| Contract Instructors (Recreation & Aquatics) | 25 | 25 | 25 | | 0 | | 0 | 0 | 0 | 0 |
| Friends Executive Director | 1 | 1 | 1 | | 118 | OF12 | 120 | 120 | 120 | 120 |
| | | | | | | | | | | |
| **Subtotal** | **86** | **86** | **86** | | **488** | | | **490** | **490** | **490** |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **Support Space** | | | | | | | | | | |
| Family Restroom | | | | | 60 | | 60 | 60 | 60 | 60 |
| Pool Storage | | | | | 100 | | 100 | 100 | 100 | 100 |
| Pool | | | | | 9363 | | 9363 | 9363 | 9363 | 9363 |
| Pool Equipment | | | | | 713 | | 713 | 713 | 713 | 713 |
| Family Restroom | | | | | 80 | | 80 | 80 | 80 | 80 |
| Women's Restroom | | | | | 287 | | 287 | 287 | 287 | 287 |
| Women's Lockerroom | | | | | 202 | | 202 | 202 | 202 | 202 |
| Men's Restroom | | | | | 212 | | 212 | 212 | 212 | 212 |
| Men's Lockerroom | | | | | 147 | | 147 | 147 | 147 | 147 |
| Family Restroom | | | | | 80 | | 80 | 80 | 80 | 80 |
| Family Restroom | | | | | 80 | | 80 | 80 | 80 | 80 |
| Family Restroom | | | | | 80 | | 80 | 80 | 80 | 80 |
| Copy Room | | | | | 80 | | 80 | 80 | 80 | 80 |
| Janitor | | | | | 30 | | 30 | 30 | 30 | 30 |
| Control Room | | | | | 121 | | 121 | 121 | 121 | 121 |
| Break Room | | | | | 137 | | 137 | 137 | 137 | 137 |
| Shared Room | | | | | 132 | | 132 | 132 | 132 | 132 |
| Viewing Room | | | | | 159 | | 159 | 159 | 159 | 159 |
| Lobby | | | | | 762 | | 762 | 762 | 762 | 762 |
| Vestibule | | | | | 132 | | 132 | 132 | 132 | 132 |
| Multi-function Court | | | | | 845 | | 845 | 845 | 845 | 845 |
| Multi-function Court | | | | | 845 | | 845 | 845 | 845 | 845 |
| Mechanical Room | | | | | 648 | | 648 | 648 | 648 | 648 |
| Material Recycle | | | | | 80 | | 80 | 80 | 80 | 80 |
| Multi-purpose Room No. 1 | | | | | 1119 | | 1119 | 1119 | 1119 | 1119 |
| Multi-purpose Room No. 2 | | | | | 1149 | | 1149 | 1149 | 1149 | 1149 |
| Multi-purpose Room No. 3 | | | | | 571 | | 571 | 571 | 571 | 571 |
| Multi-purpose Room No. 4 | | | | | 548 | | 548 | 548 | 548 | 548 |
| Storage | | | | | 8 | | 8 | 8 | 8 | 8 |
| Storage | | | | | 45 | | 45 | 45 | 45 | 45 |
| Storage | | | | | 31 | | 31 | 31 | 31 | 31 |
| Storage | | | | | 53 | | 53 | 53 | 53 | 53 |
| Storage | | | | | 104 | | 104 | 104 | 104 | 104 |
| Storage | | | | | 104 | | 104 | 104 | 104 | 104 |
| Storage | | | | | 8 | | 8 | 8 | 8 | 8 |
| Elevator Equipment Room | | | | | 53 | | 53 | 53 | 53 | 53 |
| Parks and Recreation Storage | | | | | 326 | | 326 | 326 | 326 | 326 |
| Cardio/Weight Room | | | | | 1858 | | 1858 | 1858 | 1858 | 1858 |
| Cardio Storage | | | | | 86 | | 86 | 86 | 86 | 86 |
| Washer/Dryer | | | | | 15 | | 15 | 15 | 15 | 15 |
| Activities Room | | | | | 181 | | 181 | 181 | 181 | 181 |
| Men's Restroom | | | | | 181 | | 181 | 181 | 181 | 181 |
| Women's Restroom | | | | | 219 | | 219 | 219 | 219 | 219 |
| Observation | | | | | 203 | | 203 | 203 | 203 | 203 |
| Lounge | | | | | 780 | | 780 | 780 | 780 | 780 |
| Mechanical Room | | | | | 497 | | 497 | 497 | 497 | 497 |
| Data | | | | | 80 | | 80 | 80 | 80 | 80 |
| Water Heater | | | | | 83 | | 83 | 83 | 83 | 83 |
| Multi-purpose Room No. 5 | | | | | 2540 | | 2540 | 2540 | 2540 | 2540 |
| Stage | | | | | 293 | | 293 | 293 | 293 | 293 |
| Storage | | | | | 142 | | 142 | 142 | 142 | 142 |
| Storage | | | | | 57 | | 57 | 57 | 57 | 57 |
| Storage | | | | | 45 | | 45 | 45 | 45 | 45 |
| Control Room No. 2 | | | | | 67 | | 67 | 67 | 67 | 67 |
| Conference Room | | | | | 324 | | 324 | 324 | 324 | 324 |
| | | | | | | | | | | |
| **Subtotal - Departmental SF** | | | | | **27633** | | | **27635** | **27635** | **27635** |
| **Departmental Circulation (30%)** | | | | | **8290** | | | **8291** | **8291** | **8291** |
| **Existing Departmental SF** | | | | | **35923** | | | | | |
| **Projected Total Departmental SF** | | | | | | | | **35926** | **35926** | **35926** |

DEPARTMENT: Colonial Park
CONTACT (Name, Number, Email):

| Position/Staff | | | | EXISTING SF | | SPACE STND | | SPACE REQUIRED | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2019 | 2024 | TYPE | SF | TYPE | SF | 2014 | 2019 | 2024 |
| Recreation Attendants | 15 | 15 | 15 | | 110 | OF18 | 100 | 100 | 100 | 100 |
| Life Guards | 40 | 40 | 40 | | 0 | | 0 | 0 | 0 | 0 |
| Contract Instructors (Recreation & Aquatics) | 25 | 25 | 25 | | 170 | OF5 | 180 | 180 | 180 | 180 |
| Rec Specialist (Aquatics) | 1 | 1 | 1 | | 24 | | 0 | 0 | 0 | 0 |
| **Subtotal** | **81** | **81** | **81** | | **304** | | | **280** | **280** | **280** |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **Support Space** | | | | | | | | | | |
| Family Restroom | | | | | 66 | | 66 | 66 | 66 | 66 |
| Vestibule | | | | | 74 | | 74 | 74 | 74 | 74 |
| Women's Restroom/Lockerroom | | | | | 462 | | 462 | 462 | 462 | 462 |
| Storage | | | | | 36 | | 36 | 36 | 36 | 36 |
| Men's Restroom/Lockerroom | | | | | 387 | | 387 | 387 | 387 | 387 |
| Vestibule | | | | | 60 | | 60 | 60 | 60 | 60 |
| Patio | | | | | 475 | | 475 | 475 | 475 | 475 |
| Storage | | | | | 43 | | 43 | 43 | 43 | 43 |
| Multi-purpose Room | | | | | 902 | | 902 | 902 | 902 | 902 |
| Concession | | | | | 225 | | 225 | 225 | 225 | 225 |
| Grill | | | | | 280 | | 280 | 280 | 280 | 280 |
| Control Room | | | | | 95 | | 95 | 95 | 95 | 95 |
| Storage | | | | | 73 | | 73 | 73 | 73 | 73 |
| Storage | | | | | 90 | | 90 | 90 | 90 | 90 |
| Data/Electrical | | | | | 90 | | 90 | 90 | 90 | 90 |
| Breakroom | | | | | 118 | | 118 | 118 | 118 | 118 |
| Family Restroom | | | | | 66 | | 66 | 66 | 66 | 66 |
| Patio | | | | | 230 | | 230 | 230 | 230 | 230 |
| Storage | | | | | 25 | | 25 | 25 | 25 | 25 |
| | | | | | | | | | | |
| **Subtotal - Departmental SF** | | | | | **4101** | | | **4077** | **4077** | **4077** |
| **Departmental Circulation (30%)** | | | | | **1230** | | | **1223** | **1223** | **1223** |
| **Existing Departmental SF** | | | | | **5331** | | | | | |
| **Projected Total Departmental SF** | | | | | | | | **5300** | **5300** | **5300** |

**DEPARTMENT:** **Public Works Administration, Development Services and Planning**
**CONTACT (Name, Number, Email):** M. Christopher Peifer (713) 662-5840
cpeifer@westu.org

| POSITION / SPACE | PERSONNEL | | | EXISTING SF | | SPACE STND | | SPACE REQUIRED | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2019 | 2024 | TYPE | SF | TYPE | SF | 2014 | 2019 | 2024 |
| **Public Works** | | | | | | | | | | |
| Public Works Director | 1 | 1 | 1 | | 260 | OF3 | 240 | 240 | 240 | 240 |
| Assistant Director of Public Works | 1 | 1 | 1 | | 168 | OF15 | 170 | 170 | 170 | 170 |
| Urban Forester | 1 | 1 | 1 | | 64 | WS3 | 64 | 64 | 64 | 64 |
| Administrative Assistant | 1 | 1 | 1 | | 168 | WS1 | 100 | 100 | 100 | 100 |
| City Planner | 1 | 1 | 1 | | 172 | OF15 | 170 | 170 | 170 | 170 |
| PT Administative/Planning Assistant | 0.75 | 1 | 1 | | 133 | WS3 | 64 | 48 | 64 | 64 |
| Public Works Management Analyst | 1 | 1 | 1 | | 156 | OF6 | 150 | 150 | 150 | 150 |
| **Subtotal** | **6.75** | **7** | **7** | | **1121** | | | **942** | **958** | **958** |
| | | | | | | | | | | |
| **Development Services** | | | | | | | | | | |
| Building Inspector | 2 | 2 | 2 | | 139 | WS3 | 64 | 128 | 128 | 128 |
| City Building Official | 1 | 1 | 1 | | 184 | OF5 | 180 | 180 | 180 | 180 |
| Permit Clerks | 2 | 2 | 2 | | 120 | WS3 | 64 | 128 | 128 | 128 |
| Animal Control Officer/Code Enforcement | 1 | 1 | 1 | | 60 | WS4 | 50 | 50 | 50 | 50 |
| **Subtotal** | **6** | **6** | **6** | | **503** | | | **486** | **486** | **486** |
| | | | | | | | | | | |
| **IT** | | | | | | | | | | |
| Director of Information Technology | 1 | 1 | 1 | | 158 | OF6 | 150 | 150 | 150 | 150 |
| Network Admin | 1 | 1 | 1 | | 64 | WS3 | 64 | 64 | 64 | 64 |
| IT Technicians | 2 | 2 | 2 | | 64 | WS3 | 64 | 128 | 128 | 128 |
| **Subtotal** | **4** | **4** | **4** | | **286** | | | **342** | **342** | **342** |
| | | | | | | | | | | |
| **Total** | **16.75** | **17** | **17** | | **1910** | | | **1770** | **1786** | **1786** |
| **Support Space** | | | | | | | | | | |
| **Development Services** | | | | | | | | | | |
| Storage | | | | | 34 | | 50 | 50 | 50 | 50 |
| Public Inspection Work Area | | | | | 138 | | 140 | 140 | 140 | 140 |
| Consultation Alcove | | | | | 64 | | 64 | 64 | 64 | 64 |
| **Subtotal** | | | | | **236** | | | **254** | **254** | **254** |
| | | | | | | | | | | |
| **IT** | | | | | | | | | | |
| IT Contract Labor | | | | | 64 | | 64 | 64 | 64 | 64 |
| IT Storage | | | | | 116 | | 120 | 120 | 120 | 120 |
| IT Workspace | | | | | 144 | | 144 | 144 | 144 | 144 |
| **Subtotal** | | | | | **324** | | | **328** | **328** | **328** |
| | | | | | | | | | | |
| **Shared Space** | | | | | | | | | | |
| Reception | | | | | 333 | | 150 | 150 | 150 | 150 |
| Men's Toilet | | | | | 108 | | 108 | 108 | 108 | 108 |
| Women's Toilet | | | | | 135 | | 135 | 135 | 135 | 135 |
| Janitor | | | | | 21 | | 50 | 50 | 50 | 50 |
| Janitor Storage | | | | | 0 | | 50 | 50 | 50 | 50 |
| Large Conference Room | | | | | 201 | | 350 | 350 | 350 | 350 |
| Breakroom | | | | | 114 | | 114 | 114 | 114 | 114 |
| Small Conference Room | | | | | 0 | | 150 | 150 | 150 | 150 |
| Storage | | | | | 73 | | 73 | 73 | 73 | 73 |
| Storage | | | | | 25 | | 25 | 25 | 25 | 25 |
| Storage | | | | | 40 | | 40 | 40 | 40 | 40 |
| Fleet Parking | | | | | | | 0 | 0 | 0 | 0 |
| **Subtotal** | | | | | **1,050** | | | **1,245** | **1,245** | **1,245** |
| | | | | | | | | | | |
| **Subtotal - Departmental SF** | | | | | **3,520** | | | **3,597** | **3,613** | **3,613** |
| **Departmental Circulation (30%)** | | | | | **1056** | | | **1079** | **1084** | **1084** |
| **Existing Departmental SF** | | | | | **4576** | | | | | |
| **Projected Total Departmental SF** | | | | | | | | **4676** | **4697** | **4697** |

**DEPARTMENT:** **Public Works General Services**
**CONTACT (Name, Number, Email):** M. Christopher Peifer (713) 662-5840
cpeifer@westu.org

| POSITION / SPACE | PERSONNEL | | | EXISTING SF | | SPACE STND | | SPACE REQUIRED | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2019 | 2024 | TYPE | SF | TYPE | SF | 2014 | 2019 | 2024 |
| **Facilities Maintenance** | | | | | | | | | | |
| Facilities Manager | 1 | 1 | 1 | | 150 | OF6 | 150 | 150 | 150 | 150 |
| Facilities Tech | 1 | 1 | 1 | | 80 | WS5 | 36 | 36 | 36 | 36 |
| **Subtotal** | **2** | **2** | **2** | | **230** | | | **186** | **186** | **186** |
| | | | | | | | | | | |
| **Traffic Control** | | | | | | | | | | |
| Lead Traffic Tech | 1 | 1 | 1 | | 80 | WS1 | 100 | 100 | 100 | 100 |
| Traffic Tech | 1 | 1 | 1 | | 60 | WS5 | 36 | 36 | 36 | 36 |
| **Subtotal** | **2** | **2** | **2** | | **140** | | | **136** | **136** | **136** |
| | | | | | | | | | | |
| **Fleet** | | | | | | | | | | |
| Lead Mechanic/Shop Supervisor | 1 | 1 | 1 | | 80 | WS1 | 100 | 100 | 100 | 100 |
| Mechanic | 1 | 1 | 1 | | 40 | WS5 | 36 | 36 | 36 | 36 |
| **Subtotal** | **2** | **2** | **2** | | **120** | | | **136** | **136** | **136** |
| | | | | | | | | | | |
| **Solid Waste & Recycling** | | | | | | | | | | |
| Crew Chief | 1 | 1 | 1 | | 80 | WS1 | 100 | 100 | 100 | 100 |
| Crew Leader | 1 | 1 | 1 | | 50 | WS4 | 50 | 50 | 50 | 50 |
| Drivers | 3 | 3 | 3 | | 0 | WS6 | 20 | 25 | 25 | 25 |
| Contract Labors | 6 | 6 | 6 | | 0 | | 0 | 0 | 0 | 0 |
| **Subtotal** | **11** | **11** | **11** | | **0** | | | **175** | **175** | **175** |
| | | | | | | | | | | |
| **Total** | **17** | **17** | **17** | | **490** | | | **633** | **633** | **633** |
| **Support Space** | | | | | | | | | | |
| Lunch Room/Training Room | | | | | 0 | | 250 | 250 | 250 | 250 |
| Men's Locker Room | | | | | 276 | | 200 | 200 | 200 | 200 |
| Men's Restroom | | | | | 149 | | 150 | 150 | 150 | 150 |
| Women's Restroom | | | | | 80 | | 100 | 100 | 100 | 100 |
| Women's Locker Room | | | | | 82 | | 100 | 100 | 100 | 100 |
| Contract Labor Locker Room | | | | | 0 | | 100 | 100 | 100 | 100 |
| Janitors Room | | | | | 40 | | 100 | 100 | 100 | 100 |
| Electrical Room | | | | | 70 | | 120 | 120 | 120 | 120 |
| Mechanical Room | | | | | 0 | | 150 | 150 | 150 | 150 |
| | | | | | | | | | | |
| Sign Shop | | | | | 540 | | 700 | 700 | 700 | 700 |
| Material Storage | | | | | 225 | | 300 | 300 | 300 | 300 |
| Transitional Material Storage | | | | | 180 | | 300 | 300 | 300 | 300 |
| Hurricane Storage Area | | | | | 100 | | 300 | 300 | 300 | 300 |
| | | | | | | | | | | |
| Animal Facility | | | | | 500 | | 600 | 600 | 600 | 600 |
| | | | | | | | | | | |
| General Services Storage | | | | | 70 | | 100 | 100 | 100 | 100 |
| Solid Waste Storage | | | | | 75 | | 100 | 100 | 100 | 100 |
| Recycle Bins Storage | | | | | 80 | | 150 | 150 | 150 | 150 |
| Solid Waster & General Storage | | | | | 90 | | 100 | 100 | 100 | 100 |
| | | | | | | | | | | |
| Vehicle Bays | | | | | 1,200 | | 2000 | 2000 | 2000 | 2000 |
| Parts Supply | | | | | 300 | | 700 | 700 | 700 | 700 |
| Tire Storage | | | | | 175 | | 300 | 300 | 300 | 300 |
| Waste Oil Collection | | | | | 40 | | 100 | 100 | 100 | 100 |
| Oil Tank Storage | | | | | 50 | | 80 | 80 | 80 | 80 |
| General Storage | | | | | 100 | | 200 | 200 | 200 | 200 |
| Transitional Tire Storage | | | | | 80 | | 200 | 200 | 200 | 200 |
| Equipment Storage | | | | | 280 | | 300 | 300 | 300 | 300 |
| Long Term Storage | | | | | 150 | | 500 | 500 | 500 | 500 |
| | | | | | | | | | | |
| Covered Parking | | | | | | | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| Uncovered Parking | | | | | | | 0 | 0 | 0 | 0 |
| Public Parking | | | | | | | | | | |
| | | | | | | | | | | |
| Vehicle Wash | | | | | | | 0 | 0 | 0 | 0 |
| Decant Facility for Debris | | | | | | | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| **Subtotal - Departmental SF** | | | | | **5422** | | | **8933** | **8933** | **8933** |
| **Departmental Circulation (30%)** | | | | | **1627** | | | **2680** | **2680** | **2680** |
| **Existing Departmental SF** | | | | | **7049** | | | | | |
| **Projected Total Departmental SF** | | | | | | | | **11613** | **11613** | **11613** |

**DEPARTMENT:** Public Works Wastewater Treatment & Operations
**CONTACT (Name, Number, Email):** M. Christopher Peifer (713) 662-5840
cpeifer@westu.org

| POSITION / SPACE | PERSONNEL | | | EXISTING SF | | SPACE STND | | SPACE REQUIRED | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2019 | 2024 | TYPE | SF | TYPE | SF | 2014 | 2019 | 2024 |
| **Wastewater Treatment** | | | | | | | | | | |
| Plant Supervisor | 1 | 1 | 1 | | 80 | OF18 | 100 | 100 | 100 | 100 |
| Plant Operations | 3 | 3 | 3 | | 50 | WS6 | 20 | 60 | 60 | 60 |
| **Subtotal** | **4** | **4** | **4** | | **130** | | | **160** | **160** | **160** |
| | | | | | | | | | | |
| **Operations** | | | | | | | | | | |
| Operations Supervisor | 1 | 1 | 1 | | 250 | OF15 | 170 | 170 | 170 | 170 |
| Field Service Supervisor | 1 | 1 | 1 | | 80 | WS1 | 100 | 100 | 100 | 100 |
| Crew Leaders | 2 | 2 | 2 | | 80 | WS5 | 36 | 72 | 72 | 72 |
| Maintenance Workers/Equipment Operators | 5 | 5 | 5 | | 30 | WS | 25 | 25 | 25 | 25 |
| **Subtotal** | **9** | **9** | **9** | | **440** | | | **367** | **367** | **367** |
| | | | | | | | | | | |
| **Total** | **13** | **13** | **13** | | **570** | | | **527** | **527** | **527** |
| | | | | | | | | | | |
| **Support Space** | | | | | | | | | | |
| Laboratory | | | | | 333 | | 300 | 300 | 300 | 300 |
| Restroom | | | | | 108 | | 100 | 100 | 100 | 100 |
| Storage | | | | | 135 | | 135 | 135 | 135 | 135 |
| Breakroom | | | | | 50 | | 80 | 80 | 80 | 80 |
| Mechanical | | | | | 201 | | 200 | 200 | 200 | 200 |
| | | | | | | | | | | |
| Lunch Room | | | | | 998 | | 800 | 800 | 800 | 800 |
| Men's Locker Room | | | | | 276 | | 200 | 200 | 200 | 200 |
| Men's Restroom | | | | | 149 | | 100 | 100 | 100 | 100 |
| Women's Restroom | | | | | 80 | | 80 | 80 | 80 | 80 |
| Women's Locker Room | | | | | 82 | | 80 | 80 | 80 | 80 |
| Janitors | | | | | 0 | | 80 | 80 | 80 | 80 |
| | | | | | | | | | | |
| Electrical Room | | | | | 85 | | 120 | 120 | 120 | 120 |
| Mechanical Room | | | | | 100 | | 150 | 150 | 150 | 150 |
| | | | | | | | | | | |
| Store Room | | | | | 81 | | 81 | 81 | 81 | 81 |
| SCADA Control Room | | | | | 125 | | 125 | 125 | 125 | 125 |
| Pump Room | | | | | 863 | | 863 | 863 | 863 | 863 |
| Chlorine Control Room | | | | | 101 | | 101 | 101 | 101 | 101 |
| Ops Barricade Storage | | | | | 172 | | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| Storage Container 1 | | | | | 200 | | 200 | 200 | 200 | 200 |
| Storage above Container 1 | | | | | 100 | | 100 | 100 | 100 | 100 |
| Storage Container 2 | | | | | 200 | | 200 | 200 | 200 | 200 |
| Storage above Container 2 | | | | | 100 | | 100 | 100 | 100 | 100 |
| Storage Container 3 | | | | | 200 | | 200 | 200 | 200 | 200 |
| Storage above Container 3 | | | | | 100 | | 100 | 100 | 100 | 100 |
| Operations Storage Garage | | | | | 600 | | 600 | 600 | 600 | 600 |
| | | | | | | | | | | |
| Covered Parking | | | | | | | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| Uncovered Parking | | | | | | | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| **Subtotal - Departmental SF** | | | | | **6009** | | | **5622** | **5622** | **5622** |
| **Departmental Circulation (30%)** | | | | | **1803** | | | **1687** | **1687** | **1687** |
| **Existing Departmental SF** | | | | | **7812** | | | | | |
| **Projected Total Departmental SF** | | | | | | | | **7309** | **7309** | **7309** |

DEPARTMENT: Library
CONTACT (Name, Number, Email):

| Position/Staff | | | | EXISTING SF | | SPACE STND | | SPACE REQUIRED | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2019 | 2025 | TYPE | SF | TYPE | SF | 2014 | 2019 | 2024 |
| Librarian | 1 | 1 | 1 | | 96 | OF18 | 100 | 100 | 100 | 100 |
| Library Assistant | 1 | 2 | 2 | | 0 | WS3 | 64 | 64 | 128 | 128 |
| Reference Librarian | 0 | 1 | 1 | | 0 | WS3 | 64 | 0 | 64 | 64 |
| | 0 | 0 | 0 | | 0 | | 0 | 0 | 0 | 0 |
| **Subtotal** | **2** | **4** | **4** | | **96** | | | **164** | **292** | **292** |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **Support Space** | | | | | | | | | | |
| Fiction/Nonfiction | | | | | 662 | | 1000 | 1000 | 1000 | 1000 |
| Restroom | | | | | 39 | | 80 | 80 | 80 | 80 |
| Restroom | | | | | 23 | | 80 | 80 | 80 | 80 |
| Workroom | | | | | 380 | | 450 | 450 | 450 | 450 |
| Reference | | | | | 440 | | 550 | 550 | 550 | 550 |
| Circulation Desk | | | | | 202 | | 250 | 250 | 250 | 250 |
| Reading/Study Area | | | | | 711 | | 2500 | 2500 | 2500 | 2500 |
| Computer/Work Area | | | | | 388 | | 450 | 450 | 450 | 450 |
| Service Area | | | | | 280 | | 300 | 300 | 300 | 300 |
| Childrens Area | | | | | 1490 | | 2500 | 2500 | 2500 | 2500 |
| Young Adult Room | | | | | 488 | | 1000 | 1000 | 1000 | 1000 |
| Conference Room | | | | | 0 | | 1000 | 1000 | 1000 | 1000 |
| Storage | | | | | 0 | | 500 | 500 | 500 | 500 |
| Breakroom | | | | | 0 | | 80 | 80 | 80 | 80 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **Subtotal - Departmental SF** | | | | | **5199** | | | **10904** | **11032** | **11032** |
| **Departmental Circulation (30%)** | | | | | **1560** | | | **3271** | **3310** | **3310** |
| **Existing Departmental SF** | | | | | **6759** | | | | | |
| **Projected Total Departmental SF** | | | | | | | | **14175** | **14342** | **14342** |

DEPARTMENT: Scout House
CONTACT (Name, Number, Email):

| Position/Staff | | | | EXISTING SF | | SPACE STND | | SPACE REQUIRED | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2019 | 2024 | TYPE | SF | TYPE | SF | 2014 | 2019 | 2024 |
| | 0 | 0 | 0 | | 0 | | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | | 0 | | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | | 0 | | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | | 0 | | 0 | 0 | 0 | 0 |
| **Subtotal** | **0** | **0** | **0** | | **0** | | | **0** | **0** | **0** |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **Support Space** | | | | | | | | | | |
| Women's Restroom | | | | | 73 | | 75 | 75 | 75 | 75 |
| Men's Restroom | | | | | 73 | | 75 | 75 | 75 | 75 |
| Storage | | | | | 25 | | 25 | 25 | 25 | 25 |
| Kitchen | | | | | 84 | | 84 | 84 | 84 | 84 |
| Storage | | | | | 25 | | 25 | 25 | 25 | 25 |
| Activity Room | | | | | 1148 | | 1148 | 1148 | 1148 | 1148 |
| General Storage | | | | | 220 | | 220 | 220 | 220 | 220 |
| Storage Bins | | | | | 183 | | 183 | 183 | 183 | 183 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **Subtotal - Departmental SF** | | | | | **1831** | | | **1835** | **1835** | **1835** |
| **Departmental Circulation (30%)** | | | | | **549** | | | **551** | **551** | **551** |
| **Existing Departmental SF** | | | | | **2380** | | | | | |
| **Projected Total Departmental SF** | | | | | | | | **2386** | **2386** | **2386** |

DEPARTMENT:
CONTACT (Name, Number, Email):
CURRENT LOCATION:
GOALS / OBJECTIVES:
DESCRIPTION:

| POSITION / SPACE | PERSONNEL | | | EXISTING SF | | SPACE STND | | SPACE REQUIRED | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2014 | 2019 | 2024 | TYPE | SF | TYPE | SF | 2014 | 2019 | 2024 |
| **Personnel Space** | | | | | | | | | | |
| Parks and Recreation Director | 1 | 1 | 1 | | 135 | OF 11 | 140 | 140 | 140 | 140 |
| Parks and Recreation Assistant Director | 1 | 1 | 1 | | 100 | OF18 | 100 | 100 | 100 | 100 |
| Senior Services Manager | 1 | 1 | 1 | | 150 | OF6 | 150 | 150 | 150 | 150 |
| Recreation Specialist (Seniors) | 1 | 1 | 1 | | 150 | OF6 | 150 | 150 | 150 | 150 |
| Parks Maintenance Supervisor | 1 | 1 | 1 | | 0 | | 0 | 0 | 0 | 0 |
| Parks Maintenance Technican | 2 | 2 | 2 | | 0 | | 0 | 0 | 0 | 0 |
| Parks Maintenance Intern | 1 | 1 | 1 | | 0 | | 0 | 0 | 0 | 0 |
| Contract Instructors ( Seniors) | 10 | 10 | 10 | | 0 | | 0 | 0 | 0 | 0 |
| Senior Services Drivers | 3 | 3 | 3 | | 0 | | 0 | 0 | 0 | 0 |
| **Subtotals** | **21** | **21** | **21** | | **535** | | | **540** | **540** | **540** |
| | | | | | | | | | | |
| **Support Space** | | | | | | | | | | |
| Senior Recreation Room | | | | | 1300 | | 1300 | 1300 | 1300 | 1300 |
| Kitchen | | | | | 232 | | 232 | 232 | 232 | 232 |
| Storage | | | | | 7.8 | | 0 | 0 | 0 | 0 |
| Recreation Room | | | | | 525 | | 525 | 525 | 525 | 525 |
| Men's Restroom | | | | | 205 | | 205 | 205 | 205 | 205 |
| Women's Restroom | | | | | 194 | | 194 | 194 | 194 | 194 |
| Storage | | | | | 95 | | 95 | 95 | 95 | 95 |
| Storage | | | | | 112 | | 112 | 112 | 112 | 112 |
| Storage | | | | | 56 | | 56 | 56 | 56 | 56 |
| Meeting Room | | | | | 380 | | 380 | 380 | 380 | 380 |
| Stage | | | | | 230 | | 230 | 230 | 230 | 230 |
| Auditorium | | | | | 2064 | | 2064 | 2064 | 2064 | 2064 |
| Storage | | | | | 54 | | 54 | 54 | 54 | 54 |
| Lobby | | | | | 204 | | 204 | 204 | 204 | 204 |
| Storage | | | | | 38 | | 38 | 38 | 38 | 38 |
| Men's Restroom | | | | | 144 | | 144 | 144 | 144 | 144 |
| Women's Restroom | | | | | 144 | | 144 | 144 | 144 | 144 |
| Storage | | | | | 62 | | 62 | 62 | 62 | 62 |
| Copy/Fax | | | | | 42 | | 42 | 42 | 42 | 42 |
| | | | | | | | | | | |
| **Subtotal - Departmental SF** | | | | | **6623.8** | | | **6621** | **6621** | **6621** |
| **Departmental Circulation (30%)** | | | | | **1987** | | | **1986** | **1986** | **1986** |
| **Existing Departmental SF** | | | | | **8611** | | | | | |
| **Projected Total Departmental SF** | | | | | | | | **8607** | **8607** | **8607** |

4FT 0 IN
NO DIVING

## EXISTING FACILITY CAPACITY TO SATISFY SPACE REQUIREMENTS

Because the City has been proactive in the management of planning its buildings and uses, many of the City's buildings have already been planned for the next 10 years. In many cases, the Department's current allocated space is already located in the department's ultimate facility and is currently occupying the space for the ultimate department size.

## DEPARTMENTAL CONCLUSIONS

Staffing Projections

| | |
|---|---|
| ■ Police | 38 to 55 |
| ■ Fire | 23 to 23 |
| ■ Information Technology | 4 to 4 |
| ■ City Administration | 6 to 6 |
| ■ Human Resources | 2 to 2 |
| ■ Finance (does not include annual intern) | 8 to 8 |
| ■ Parks and Recreation (12 full time & 155 part time & seasonal) | 167 to 167 |
| ■ Public Works Administration | 13 to 13 |
| ■ Public Works General Services | 17 to 17 |
| ■ Public Works Operations | 13 to 13 |
| ■ Library (staffed by County personnel) | 2 to 4 |

## EXISTING BUILDING ANALYSIS

### City Hall

The City Hall is the ultimate home for the heart of all City services including administration, police, fire, municipal courts and the Emergency Operations Center (EOC). The building is expected to be able to accommodate the space requirements for the next 10 years. The building is expandable to the west to allow for a future addition to include Public Works Administration, Development Services and Planning. The Information Technology department recently moved out of City Hall to an outbuilding located off of Milton. The IT department would relocate back to City Hall in the future when the building is expanded. The building is expected to be able to handle staff and service growth for the next 10 years. The building has hardened exterior masonry walls and a stiff structure. The original building finish floor elevation is near the 100 year flood plain elevation and the building flooded during Hurricane Allison. The 2011 addition was constructed to be 1 foot above the 500 year flood plain.

### Public Works Administration

The Public Works Administration is the current home of the Public Works Administration, Development Services and Planning departments. The building has room to add some staff within the existing footprint. Having Development Services and Planning at this location requires the public to travel between this building and City Hall to conduct business with the City. The detached nature also causes City Staff to travel between buildings to conduct their normal operations. The goal is to provide a one stop customer service concept in the future by relocating the three departments to a proposed building expansion to the City Hall building. The existing building is a wood frame building that is constructed to residential building standards. This building should not be considered a building that would be able to be occupied following a wind event. The building is capable of accommodating any expected staff growth over the next 10 years.

### Public Works Maintenance & Operations Facilities

The City has reached the limit of these facilities in their current configuration for staffing and storage at our current service level. The buildings are old and will require significant investment if the service level or technology demands change in the next 10 years. The facilities meet the City's current needs but are not optimal by any means but the City has addressed the deficiencies or shortcomings of the facilities. The City has limited storage capability at this site for needed materials and equipment for a variety of Public Works operations and parks larger vehicles and equipment at the wastewater treatment plant and closed recycling center.

### Community Building / Senior Center

The Community Building / Senior Center is accommodating the existing programming needs for the Seniors and other community programs. The building was renovated in 2012 to provide ADA accessibility to all areas as well as replacement of critical building systems. The building will satisfy the current service levels for the next 10 years.

### Library

The library is staffed and the materials are supplied by Harris County and is the only public library in West University Place. Its location near to the West University Place Elementary School is ideal for use by the community after school. The size and nature of the building limits the types of technology, materials and programs that can be offered at this location. In 2016, the City remedied the building's life safety and ADA deficiencies to meet code.

### Recreation Center

The Recreation Center was intended to act as the primary community indoor recreation and fitness facility. The building is suitable to accommodate the City's needs for the long-term.

### Colonial Park Pool Facility

The Colonial Park Pool Facility was intended to act as the primary community outdoor family pool facility. The building is suitable to accommodate the City's needs for the long-term.

## VACANT PROPERTY

The City has three primary properties that are available for another use.

The Dincans property located at 5004 Dincans Street was the previous home of the West University Recycle Center that was closed in 2014 but currently serves as the overnight parking lot for the City's Solid Waste Division and storage area for the City's yard waste. The site is available for future City use which may impact it current uses that would need to be located elsewhere. The site is located in the City of Houston and would require permitting of any improvements through the City of Houston permit office. The City also owns the adjacent property to the north along Westpark. The City currently leases that property to the Goode Company for their restaurant parking. The Task Force recommends retaining the Dincans facility (including the Westpark lot) for the City's use or benefit for the foreseeable future.

The Ruffino Road property is located in west Houston and is a closed landfill that is undeveloped. The site is mostly in the flood plain and not ideal for building construction. The site has known environmental issues that could further limit the development of the site.

## OTHER FACILITIES AND EXISTING LEASE SPACES

The City has other facilities that are not included in the Facilities Master Plan.

### Wastewater Treatment Plant

The City's Wastewater Treatment Plant is located at 2801 North Braeswood Boulevard in Houston. The site is located adjacent to the bayou and partially located in the floodway. The City Animal Facility is located at this site. At the time of this report, the City is in the process of rebuilding the Animal Control Facility on this site. This site is considered the permanent home of the City's wastewater treatment facilities.

### Lease Space

The City does lease any property for City services.

### 4213 Bellaire Boulevard

The City owns property located at 4213 Bellaire Boulevard that is currently leased to Cyclone Cycles. This property is narrow and has utilities located below grade that will limit the vertical construction of any improvements on this site.

West Univers Place
Colonial Park

## EXISTING AND NEW FACILITY OPTIONS AND RECOMMENDATIONS

Each of the facility improvements described below includes a project budget based on the required space for each improvement. The project budgets are expressed in 2016 dollars with no escalation. The City will need to escalate each of the budgets to the middle of a projected construction year for a more accurate estimate of future construction costs. The escalation percentage should reflect the actual level of price increases from the 2016 prices due to inflation. The budgets assume that a traditional Design Bid Build or CMAR delivery method will be utilized. No land costs have been included. No impact fees or permit fees are included in the budgets.

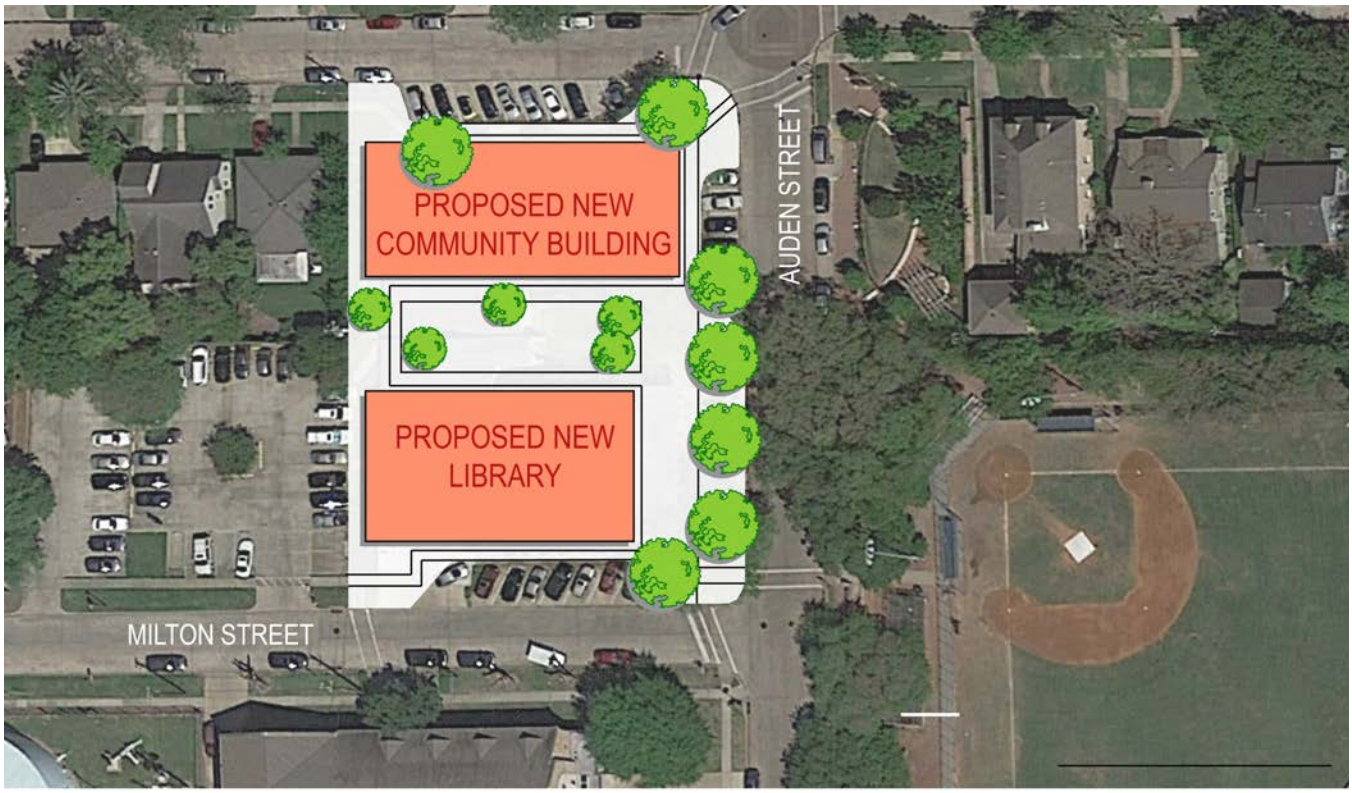
**Future Replacement of Community Building, Senior Services and Library:** The existing Community Building, Senior Services and Library are located in the City Center. The Community Building was constructed in 1941, the Senior Service addition was added in 1972 and the entire building received a cosmetic renovation in 2011. The Library was constructed in 1961 and has not been renovated since it was constructed. These two buildings are serving the community well but have limited life expectancy remaining. The buildings should be able to accommodate use for the next ten years, although the library is seriously undersized by standards applicable to modern libraries. However, the City should be planning for significant improvement or replacement costs for each of these buildings in the future. The existing buildings cannot be easily expanded in place. At the time that replacement is necessary, the City should study whether renovation, expansion or replacement is the best alternative.

*Trigger: Replacement decision of existing buildings based on use requirements or life expectancy.*

*Next Steps: The Task Force recommends the City Council should also canvass the community to assess the residents' needs and wants for the Library, Community Building and Senior Center."*

**Develop Strategy for Acquisition of Future Property:** the Task Force recommends that the City needs to have a plan for acquiring property for use by the City.

Option No. 1


PROPOSED NEW
COMMUNITY BUILDING
PROPOSED NEW
LIBRARY
AUDEN STREET
MILTON STREET

Option No. 2

MUNICIPAL BUILDING
CITY OF
WEST UNIVERSITY

# TIMELINE

The timeline for facility improvements includes the following:

1) Library Life Safety Improvements: The City is in the process of making the required life safety and ADA improvements to allow the City time to consider and receive citizen input on future Library requirements.

2) Animal Control Facility: Design has been completed on the replacement facility at the Braeswood site. The City will be submitting permits at the end of 2016 with construction to begin in 2017.

3) Property Acquisition: The Task Force recommended the City Council adopt a policy for property acquisition which would allow the City to consider property that is listed for sale in a timely and efficient manner.

# Specific Action Recommendations

# 2015 MASTER PLAN UPDATE RECOMMENDATIONS*

*These recommendations were developed during the 2015 Master Plan Update and not considered by the 2016 Task Force.

1) Design and construct a new Animal Facility which will be located at its existing location.
2) Design and construct life safety and ADA improvements to the existing Library in 2016. This was also a recommendation of the 2016 Task Force.
3) Conduct a Facilities Conditions Assessment Update for all City buildings every 5 years.
4) Conduct a Facilities Master Plan Update every 10 years.

PGAL

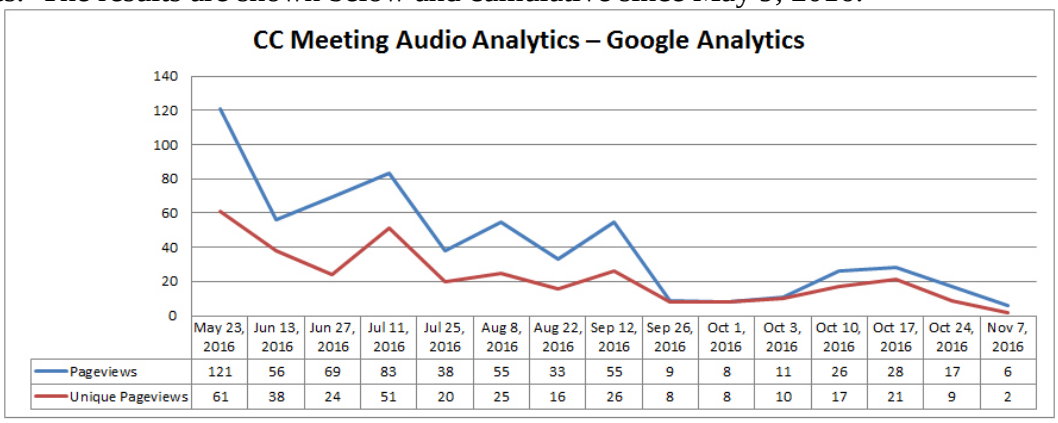
# AGENDA MEMO
## BUSINESS OF THE CITY COUNCIL
## CITY OF WEST UNIVERSITY PLACE, TEXAS

| | | | |
|---|---|---|---|
| **AGENDA OF:** | November 14, 2016 | **AGENDA ITEM:** | 6 |
| **DATE SUBMITTED:** | October 20, 2016 | **DEPARTMENT:** | Information Technology |
| **PREPARED BY:** | Gary McFarland, IT Director | **PRESENTER:** | Gary McFarland, IT Director |
| **SUBJECT:** | **Video Broadcasting of City Council, Board, and Commission Meetings** | | |
| **ATTACHMENTS:** | **None** | | |

| | |
|---|---|
| **EXPENDITURE REQUIRED:** | TBD |
| **AMOUNT BUDGETED:** | TBD |
| **ACCOUNT NO.:** | TBD |
| **ADDITIONAL APPROPRIATION REQUIRED:** | TBD |
| **ACCOUNT NO.:** | TBD |

## EXECUTIVE SUMMARY

In April 2016, City Council authorized a 6-month pilot of providing archived, indexed audio broadcasting of City Council meetings on the Internet and directed the collection of page view analytics. The results are shown below and cumulative since May 9, 2016:




| | May 23, 2016 | Jun 13, 2016 | Jun 27, 2016 | Jul 11, 2016 | Jul 25, 2016 | Aug 8, 2016 | Aug 22, 2016 | Sep 12, 2016 | Sep 26, 2016 | Oct 1, 2016 | Oct 3, 2016 | Oct 10, 2016 | Oct 17, 2016 | Oct 24, 2016 | Nov 7, 2016 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Pageviews | 121 | 56 | 69 | 83 | 38 | 55 | 33 | 55 | 9 | 8 | 11 | 26 | 28 | 17 | 6 |
| Unique Pageviews | 61 | 38 | 24 | 51 | 20 | 25 | 16 | 26 | 8 | 8 | 10 | 17 | 21 | 9 | 2 |

- Pageviews = If the user goes back and forth multiple times, pageview will always increase each time.
- Unique Pageviews = If the session identifier does not change, multiple pageviews by the same user are counted as only one (1).

From a technical perspective, this pilot appears to be successful, cost effective and sustainable. Staff production time is less than one-hour per meeting. See the costs below:

| **Internet Audio - Indexed/Archived** | One-time costs | Annually Recurring |
|---|---|---|
| Audio Editing Software (already own) | $400 | |
| Audio Archive Hosting (already subscribed) | | $245 |
| TOTALS | $400 | $245 |
| **FIRST YEAR COST** | **$645** | |

City Council also directed that a proposal for video broadcasting be obtained. If video broadcasting is preferred, staff's recommendation would be to do Internet video that is indexed,

live and archived. It would be delivered as a service and therefore "hands-free". The service is performed in real-time by specialists in Plano TX and includes 25 indexed meetings annually plus up to 120 hours of specialty content.

A proposal has been received and includes the following:

| **Internet Video - Indexed/Live/Archived** | One-time costs | Annually Recurring |
|---|---|---|
| Basic Encoder – Hardware/Software/Provisioning | $4,650 | |
| Broadcast System & 3 cameras in Council Chambers | $21,820 | |
| 1 camera in Bill Watson Conference Room | $1,300 | |
| Up to 25 Indexed meetings a year | | $8,340 |
| TOTALS | $27,770 | $8,340 |
| **FIRST YEAR COST** | **$36,110** | |

Additional costs for a rolling rack and/or table have not been identified.

## RECOMMENDATION

Discuss audio vs video.

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

| | | | |
|---|---|---|---|
| **AGENDA OF:** | November 14, 2016 | **AGENDA ITEM:** | 7 |
| **DATE SUBMITTED:** | November 9, 2016 | **DEPARTMENT:** | Public Works |
| **PREPARED BY:** | G. Barrera,<br>Gen. Services Supt. | **PRESENTER:** | D. Beach,<br>Public Works Director |
| **SUBJECT:** | **Library Improvements** | | |
| **ATTACHMENTS:** | **Library Improvements Job No. 16-001 – Bid Summary Sheet** | | |

| | |
|---|---|
| **EXPENDITURE REQUIRED:** | $237,014.00 |
| **AMOUNT BUDGETED:** | $300,000 |
| **ACCOUNT NO.:** | 301-7000-85010 (Project # PW15library) |
| **ADDITIONAL APPROPRIATION REQUIRED:** | N/A |
| **ACCOUNT NO.:** | N/A |

## EXECUTIVE SUMMARY

The 2016 Budget appropriated $300,000 to remedy life/safety deficiencies with the City's library building which would bring the facility compliant with current building codes.

**BASE BID:** The base bid included the following work: (a) install a second floor fire escape, (b) replace handrails with guardrails, (c) Install a fire alarm and sprinkler system, (d) replace the two existing restrooms with ADA compliant restrooms, (e) install panic hardware on doors and (f) install exit signs.

**ALTERNATES 1 – 4:** The City requested pricing for the following four alternates (1) carpet & VCT throughout the entire building, (2) painting existing walls, (3) automatic ADA door opener and (4) replacing HVAC vents and registers.

In compliance with Local Government Code Section 252.021, the City received three bids from the following qualified companies: Frost Construction, Axis Builders and CZS Developers LLC. The most qualified low bid was by CZS Developers LLC.

Staff is recommending award of contract to CZS Developers LLC for the base bid plus alternates 1 – 4, plus a contingency of $10,000 to handle unknown issues that may arise.

Below is a summary of total project cost:

| Design | Abatement | Construction | Contingency | Misc.* | | Total Project Cost |
|---|---|---|---|---|---|---|
| $26,500 | $16,000 | $237,014 | $10,000 | $5,000 | | $294,514 |
| | | | | | | |
| Note *: *work related to extending water supply to the building for fire sprinkler system.* | | | | | | |

## RECOMMENDATION

Staff recommends the City Council approve a contract with CZS Developers LLC in an amount not to exceed $247,014 for the base bid improvements, alternates 1 – 4 and contingency, and authorize the City Manager to execute the contract.

| **PROJECT TITLE:**<br><br>Job 16.001 – Renovation to the City's Library Building | | **BID SUMMARY**<br><br>CITY OF WEST UNIVERSITY PLACE |
|---|---|---|
| **Company** | **Base Bid Amount** | **Base Bid Amount and Alternates 1 - 4** |
| Frost Construction | $267,000 | $315,600 |
| Axis Builders | $231,400 | $266,350 |
| CZS Developers LLC | $226,968 | $237,014 |
| | | |

# FUTURE AGENDA ITEMS

Shaded items are on immediate agenda

| | | |
|---|---|---|
| **11/14/16** | City Manager's Annual Evaluation (Executive Session) | Matters related to the evaluation of the City Manager. *Recommended Action: Discuss and take any desired action.* ***City Council*** |
| **11/14/16** | Texas Local Government Investment Pool | Matters related to adopting a resolution to amend authorized representatives to the Texas Local Government Investment Pool and to designate investment officers to conduct transactions for the investment of City funds. *Recommended Action: Adopt resolution to amend authorized representatives to the Texas Local Government Investment Pool and to designate investment officers.* ***Mr. Wally Waits, Treasurer*** |
| **11/14/16** | Facilities Master Plan Update | Matters related to the Facilities Master Plan update. *Recommended Action: Discuss and take any desired action.* ***Mr. Dave Beach, Public Works Director and Mr. Owen Rutz, Chair of the Facilities Master Plan Task Force*** |
| **11/14/16** | Inter-local Agreement with Subsidence District | Matters related to an Interlocal Agreement with Harris-Galveston Subsidence District. *Recommended Action: Approve the Interlocal Agreement with Harris-Galveston Subsidence District.* ***Mr. Dave Beach, Public Works Director*** |
| **11/14/16** | Library Improvements | Matters related to authorizing the city manager to award a contract for library improvements. *Recommended Action: Authorize the City Manager to award a contract for library improvements.* ***Mr. Dave Beach, Public Works Director*** |
| **11/14/16** | Video Distribution of Council and Board Meetings | Matters related to posting videos of Council and Board meetings on the City's website. *Recommended Action: Discuss and take any desired action* ***Mr. Gary McFarland, IT Director*** |
| **12/05/16** | Tree Lighting Ceremony | City Council will attend the Christmas Tree Lighting Ceremony in front of the Community Building at 6104 Auden. |
| **12/05/16** | 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. *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.* ***Ms. Debbie Scarcella, City Planner*** |
| **12/05/16** | Ordinance Calling Joint Public Hearing (Parking Spaces) | 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 required in town center commercial district. *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*** |

| | | |
|---|---|---|
| **12/12/16** | 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*** |
| **01/23/17** | Calling the General Election | Matters related to the 2017 election, including designating election precincts and the polling place. ***Ms. Thelma A. Gilliam, City Secretary*** |
| **TBD** | 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*** |
| **TBD** | Concession Agreement at Colonial Park | Matters related to an agreement for concessions at Colonial Park. Recommended Action: Discuss and take any desired action. ***Ms. Susan White, Assistant Parks and Recreation Director*** |
| **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. *Recommended Action: Authorize the City Manager to execute the lease agreement between the City and HISD for use of the Scout House.* ***Ms. Susan White, Assistant Parks and Recreation Director*** |
| **TBD** | Jennie Elizabeth Hughes Park<br>(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*** |
| **TBD** | 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.* ***Ms. Susan White, Assistant Parks and Recreation Director*** |
| **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** | 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*** |
| **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 desired 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*** |

11/11/2016 10:36:48 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 SPECIAL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in special session on **Monday, October 17, 2016**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **6:00 p.m.**

Agenda Items were as follows:

**Call to Order**. Mayor Sample called the meeting to order at approximately 6:00 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Kelly, Councilmembers Ballanfant, Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Public Works Director Beach, Finance Director Daugherty, and Police Chief Walker.

William Urdahl, Boy Scout Troop 55, led the Pledge of Allegiance.

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

**1. <u>Public Comments</u>**

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

**Spiros Maragos,** 5932 Auden, spoke regarding the budget and said he hopes Council thinks long and hard before reducing the reserves in the Budget.

**Danny Droubi,** 2728 Talbott, spoke regarding the budget and safety. He said if the perception becomes that West U is no longer a safe place then an increase in taxes will be nothing compared to the property value erosion that will happen. He said the police are fantastic and they need the proper resources to do their jobs and asked that Council allocate resources appropriately.

**Dick Yehle,** 6401 Rutgers, was not able to attend the meeting and asked that City Secretary Gilliam read the following into record:

*Mayor Sample and West U City Council,*

*I have been unable to attend any of the budget review meetings and am again unavailable for the final meeting on October 17th. Nevertheless I have been tracking the discussions, have listened to recordings of many of the meetings and now wish to voice my opinion as to what should happen.*

DRAFT

1. *I support the budget as originally proposed by the City Manager and think it is fiscally responsible in how it uses the public's money. First, it maintains the status quo of City services which are satisfying all agreed needs. Second with over 70% of the operating budget being personnel costs, it does so by supporting compensation levels (salaries and benefits) that should allow West U to attract and retain good employees. Third, the only significant budget changes are the addition of two police officers and the beginning of a surveillance camera program, items that seem appropriate during a period of rising crime coming largely from outside of our City limits.*
2. *I believe the tax rate necessary to fund the budget is appropriate as it is lower than the State-mandated "rollback rate". Yes, it is higher than the "effective rate" but the difference between the proposed rate and the "effective rate" should not be material for West U taxpayers. I think it is important for West U to fund budgets that provide superior public services and facilities that are consistent with the value of homes in our neighborhoods. A far bigger problem than the modest West U tax rate is the burden of HISD taxes which are several times greater and for which West U residents have virtually no effective input.*
3. *Finally rather than cutting spending to lower taxes, there has been some conversation about raiding the various City reserve funds as a means of funding the budget . My understanding is that there are two types of such funds that I will refer to as "operating" reserves and "replacement" reserves. Both have target balances driven by the risks or needs associated with their defined purposes. The funding of those balances is contained in annual budgets with the amounts adjusted up or down each year to meet the defined targets. A fully funded operational reserve is absolutely important and the proposed 20% seems to be a prudent amount. Replacement reserves are also important to stabilize the pattern of anticipated recurring events from year to year such as the scheduled replacement of vehicles, computers and other assets. The rationale for the targeted balances of replacement reserves has been reviewed during the course of your meetings and seems to be a prudent way to maintain a "pay as you go" approach to keeping City assets up to date. Collectively West U's reserve accounts are major contributors to its favorable bond rating, something that deserves to be carefully protected.*

*In conclusion, I advocate approval of the budget as originally presented, inclusive of the associated tax rate and with no change to management of the reserve accounts.*

**Michael Lockler,** 3115 Amherst, spoke and said in reviewing the budget he noticed there was a substantial increase in healthcare benefits for city employees. He said he hopes Council and staff reviewed alternatives to minimizing the substantial increase in the healthcare benefits. He said he is impressed with the West U PD and excellent response time, but is concerned about what alternatives to personnel increases have been considered and evaluated.

**Jill Falbey,** 6353 Mercer, spoke to say she feels very strongly about the safety and security in West U and that she hasn't felt as safe as she would like to feel. She said she supports the PD in getting whatever funding is needed to help keep the community safe and secure.

**Steven Segal,** 2901 Sunset, spoke and said the most important things about living in West U are security and safety. He said he thinks Council should grant and support any recommendation from the Police Department, including additional personnel, traffic cams, and anything else the department experts think will help reduce crime in the area. Mr. Segal said of the 44 years of living here, he has paid taxes on a pay-as-you-go system for minor expenses of replacing vehicles, etc., and he thinks that is fair. He said the alternative could be to wait until five years down the road to purchase things, which means somebody who moves into the City and then

DRAFT

leaves within those five years gets a free ride. He said the best way to continue the pay-as-you-go basis is to all share in the amortization and depreciation on an annual basis to provide the proper reserves. Mr. Segal asked Council not to mess with the reserve system. He said it has worked well and is all part of the financial package. He said staff has set up this system to provide for future contingencies and, to him, the more the City has, the more solid it is in the case of adversity. Mr. Segal also suggested funds be solicited from Friends of West U Parks to provide cameras in the parks. He said he thinks a lot of people would support that.

**Alida Drewes,** 6112 Fordham, spoke to say the City needs to budget for a senior exemption. She said she was in favor of large fee reductions for churches on rentals with hope that the City would take care of its seniors, but it didn't happen. Ms. Drewes said the City seems to be spending money on private parties and wonders if that's why seniors can't get an exemption, why the City can't get cameras for crime reduction, why there isn't a park within walking distance to some residents, and why fees are increasing.

**2. <u>Adoption of the 2017 Budget</u>**

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. *Recommended Action: Close the public hearing and adopt ordinance adopting the 2017 Budget on first and final reading.*

Before the presentation by the Finance Director, Councilmember Ballanfant asked the City Manager why the request for a dispatcher is necessary.

City Manager Peifer said inclusion of another dispatcher in the budget is to prevent an instance in which there would only be one dispatcher in the dispatch center. He said it allows the City greater flexibility and it would probably pay for half of itself with reduction in overtime by the other dispatchers.

Finance Director Daugherty presented this item and said an ordinance adopting the 2017 Budget for all City funds is presented for approval. She said the budget appropriates $43,307,947 for general operations, water & wastewater operations, solid waste operations, debt service, internal service and special revenue, and includes $7,066,054 of internal transfers.

Ms. Daugherty said the details of the budget appropriations were discussed in the Council budget workshop held on October 1, 2016 and, as required by State law, a public hearing was held on October 10, 2016, giving the citizens of West University Place the opportunity to participate in the budget process. She said staff's recommendation is to close the public hearing on the 2017 proposed budget and adopt the ordinance approving and adopting a budget for fiscal year beginning January 1, 2017 and ending December 31, 2017.

After Ms. Daugherty's presentation, questions and comments were made by Council.

Councilmember Reilly confirmed with Ms. Daugherty that net revenues do not exceed expenses under this budget. Ms. Daugherty said it never does and that every year the City adopts a budget that has less revenues than it does expenditures. She said it is a rollover from the previous year's excess fund balance that is appropriated into the following budget year.

DRAFT

Councilmember Reilly confirmed with Ms. Daugherty that the City is budgeting for spending to exceed its revenues in 2017 by $1.5 million by reducing the general reserves. Ms. Daugherty said the City is doing so by meeting the 20 percent reserve requirement as it does every year.

Councilmember Reilly confirmed with Ms. Daugherty that there is an expected deficit of $1.45 million for 2016 and she explained that part of that deficit is the recovery of the water and sewer reserve. She said because there is a negative reserve in the water and sewer fund, the general fund is paying back the water and sewer fund to get that fund to the required level.

Councilmember Reilly said he wanted to inform residents that were not at the budget workshop that there was a million dollar mistake in the budget last year and so staff is fixing that by not paying money from the water and sewer fund and the solid waste fund into the general fund as budgeted, but rather holding it in those other funds.

Councilmember Reilly said even with the million dollar mistake, a $1.4 million deficit was still budgeted. He said even if the million dollar mistake was removed, it still means the City is running approximately $450,000 negative last year.

City Manager Peifer said when staff provides estimates for the budget, they indicate worst case scenario and provide fully funded expected expenditures. He said a good part of the time the money isn't utilized, which is why staff ends up with a positive that is flowed back into the general fund for the following year.

Finance Director Daugherty also pointed out that when department heads submit their estimates for the remainder of the year, only half of the year has gone by so they are trying to fully fund what they think they can do for the remainder of the year. She said, for instance, when the City has vacancies, staff doesn't know when those positions are going to be filled and so staff budgets for full funding with the most expensive healthcare option.

Councilmember Reilly said Council has to make decisions on staff's best estimates and one of the things he is concerned about is that there is a level of spending that is depleting the general fund reserves. He said he wants to be sure the City has an attainable and appropriate reserve.

Councilmember Reilly confirmed with Ms. Daugherty that it is the City's policy to have a reserve of 20 percent of revenue and that West U is the only city, out of 24 polled by staff, that sets its reserves based on revenue, while all the others base theirs on expenditures.

Mayor Pro Tem Kelly spoke to say that he wasn't aware that the general fund reserve was being reduced. Ms. Daugherty said it's reduced every year because staff estimates the worst case scenario halfway through the year in order to determine what monies the City will have available for the next fiscal year. She said since she has been with the City and, in her 20 years of budgeting experience with cities, it's always been that way.

Mayor Pro Tem Kelly confirmed with Ms. Daugherty that when it's all over and the smoke clears, the general fund reserve remains the same with 20 percent of revenues.

Mayor Pro Tem Kelly asked why the City doesn't move its budgeting process back to avoid getting into cram situations with deadline dates. Ms. Daugherty said the reason for the City's budget timeline is not because of the budget, but because of the tax rate. She said the City doesn't get its appraisal rolls from Harris County until late August. Mayor Pro Tem Kelly said then

DRAFT

why doesn't the City move back its fiscal year so that citizens and Council can have more time to digest the information. Ms. Daugherty responded that if the City moves its fiscal year date to October instead of January, then the City's data would be less accurate.

Mayor Pro Tem Kelly said the City really should seriously consider moving its fiscal year back in order to give more time for the budgeting process. City Manager Peifer said the City could give more time in the budgeting process, but not only will the expenditures be more of an estimate, the tax rate would be, too. Mayor Pro Tem Kelly said he understands the risks involved, but are we willing to accept that as a City in order to give more emphasis and focus on the budget.

City Attorney Petrov pointed out that the City's fiscal year is set by the City Charter, so it would take a Charter amendment to change it.

Councilmember Reilly confirmed with City Manager Peifer that the proposed document presented is the original proposed budget that does not include any changes suggested at the October 1 budget workshop.

Councilmember Reilly said he wanted to discuss the following issues and offered some suggestions:

- The Budget policy. He said there is a lot of talk about zero-based budgeting, but he finds it remarkable that the City ended up with a budget that is allegedly building up its expenses from 0 to whatever level it feels is justified (i.e. raises, additional police) and ended up with a level of expenditures that results in a tax rate that is one thousandth of a penny less than the rollback rate. He said what that suggest to him is that the City budgeted first by setting the tax rate and then filled up the spending behind that rate.

  Councilmember Turner said Council is talking about the budget itself not about the policy by which the budget is developed.

  Councilmember Reilly said but these things are important components of the budget.

  Finance Director Daugherty said staff does not fill up spending behind the tax rate. She said staff does not receive the property tax rolls until late August and the budget process starts in April or May, so department heads work independently of the property tax because they don't have tax information until she releases it upon receiving it from the county.

  Councilmember Reilly said he doesn't like the process and thinks that Council doesn't eventually see staff's best effort of what it thinks is appropriate for the City. City Manager Peifer said Council does see it because staff is professional enough and has been in the business long enough to know what purchases the City can wait on and what's important enough to move forward on.

- He suggested staff set up an appropriate reserve level for the general fund, as well as other major operating funds.
- He said he would like the budget updated to reflect a duplication of $66,000 in the Water/Sewer Fund Budget. The budget presented has not been updated to reflect the removal of the duplication. Finance Director Daugherty said though the budget given to Council does not reflect the change, the funds have been removed from the Water and Sewer Fund and put in the Water Sewer Capital Reserve Fund.

DRAFT

- Equipment Reserve Fund (ERF). He asked how the City got to the amount of $866,000 in the reserve in 2016 from an average of $89,000 in prior years. Finance Director Daugherty said the City started the fund with $85,000 in 2013 and in 2014 the City added equipment for the Public Works Department and Parks Department and did a straight-line amortization. She also said 2014 and 2015 were pilot program years.
    - Councilmember Reilly said 25% of the ERF is for traffic lights and they all come due in the same year – 2043. He said it seems difficult to budget for that over a 60-year period, so he would suggest that traffic lights be taken out of the equipment replacement fund.
- Capital Reserve Fund (CRF). Councilmember Reilly confirmed with the Finance Director that expenditures from this fund would be classified as one-time non-recurring expenses. Ms. Daugherty said she has talked with the city manager and this fund will be eliminated and funds will go straight from the general reserve fund straight into the capital project fund so that the capital project fund will hold the reserve and not the capital reserve fund.
    - Councilmember Reilly said last year there as a significant contribution of $500,000, which was not in line with past practice and at the end of the year there is about $300,000 in the fund. Ms. Daugherty said the reason is to maintain the 20 percent reserve in the general fund. She said staff doesn't budget for capital reserve fund balance.
    - Councilmember Reilly said on average over the last 4 or 5 years, at the end of every year, the capital reserve fund had about $300,000 and so this year staff is telling him that there needs to be $671,000 in the fund. Ms. Daugherty said she is not telling him what is needed, she's just saying what needs to be transferred over to keep the general fund at a 20 percent reserve.
    - Mayor Pro Tem Kelly asked what happens if the funds are not transferred. Ms. Daugherty said then there would be more than 20 percent in the general fund. She said it's like that every year and that's generally because money is left over from the previous year's budget and it rolls over into the current year budget. Mayor Pro Tem Kelly said rather than to roll it over, why not reflect it into a lower tax rate. Ms. Daugherty said that's a policy decision for Council to make and explained that the policy is to put money aside for capital expenditures.
    - Mayor Pro Tem Kelly confirmed with Ms. Daugherty that the City's policy is that if more than 20 percent is in the general fund, the additional amount is rolled back into another reserve.
    - City Manager Peifer said if the City's philosophy is to pay-as-you-go these funds are necessary. He asked if the Council's policy is to do pay-as-you-go on general fund issues or lower the tax rate. He said last year, funds were put aside for certain projects (i.e. library rehab and animal shelter) and still had a 3.5 percent tax reduction.

Councilmember Turner confirmed with staff that certificates of obligations could be issued at-will based on a requirement for public health and safety with no referendum, but that public hearings would still be required. Finance Daugherty said it is a longer process than issuing general obligation bonds, but a referendum is needed for those.

Councilmember Turner said if the City has a referendum, it could issue bonds to fund equipment replacement or street replacement on the assumption that the City can have a referendum any time there's an election and she understands that there is some pending litigation that might tie the City's hand on that process. City Manager Peifer explained the pending litigation, which would only allow the City to have a bond election in even numbered years in November.

DRAFT

To put things in perspective as to funding sources, Councilmember Turner said if the City had to issue regular bonds for public health and safety today, which the City did for sidewalks and street improvements, and that pending legislation had already passed, the City would not be able to issue those bonds because it would not be able to have a referendum until 2018.

At this time, Mayor Pro Tem Kelly moved to close the public hearing. Councilmember Reilly seconded the motion. **MOTION PASSED.**

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

Councilmember Turner moved that Council adopt an ordinance approving and adopting a budget for the fiscal year beginning January 1, 2017 and ending December 31, 2017 as presented. Councilmember Ballanfant seconded the motion.

Mayor Pro Tem Kelly said he has concerns regarding the security cameras. He said at the workshop on October 1st he was uncertain about the security cameras and has since done research and thinks that they have decreased crime in other cities. He said particularly taking in the crime situation happening around Houston and in West U, he's looking at the security cameras as infrastructure. He said the crime rate is going up in West U, Houston and the country and the police chief often tells Council that the bad guys are winning and so the City can't sit back and wait without trying to do something.

Mayor Pro Tem Kelly said what he would like to look at in this budget is kicking off a new infrastructure program on the cameras and his hope is that by the time some of the bonds are paid off in a few years, or before, the City budgets more cameras each year so maybe by the time the old bonds are paid off, the City can issue new bonds and finish outfitting the entire city with cameras. He said once the residents see cameras up and feel good and safer with them, it will be easier for the residents to stand behind them and the City could float a $20,000,000 bond issue and put them all over the City.

Mayor Sample said for those that are not aware, Mayor Pro Tem Kelly is supporting the two cameras that are in the budget that are being proposed at two intersections as a test to see how they work. She said she has been for them since seeing them in the budget and thinks it is a great idea, because the City can hire a new patrol officer, but an officer can't be in front of everybody's house. She said an officer versus a camera is like buying an 8-track tape when everybody else is going digital.

Councilmember Ballanfant said he thinks it is good idea to have the cameras at the two intersections in order to have an opportunity to evaluate them to see if it is valid to proceed with purchasing more.

Councilmember Turner said the City doesn't know what the impact will be and with the increase in crime, she thinks it is a good move forward to see if the City can slow crime down a bit.

Gary McFarland, IT Director, came forward and described the type of cameras being requested. He confirmed that these types of cameras are more costly than home monitoring cameras because they are much more sophisticated than just a camera for recording videos.

DRAFT

Councilmember Reilly said one of his concerns is if the technology that is bought doesn't do what the City thought it might do, would the City get the additional money by cutting staff? He said technology sort of takes over what staff usually does and staff ends up going away over time to the detriment in the long-run. He said this is why he asked Chief Walker at the workshop what's better – all 8 cameras or one more patrol officer and he answered one more patrol officer because cameras are stationary, so he wonders if the City is making the right decision by including them in the budget.

Councilmember Reilly said one of the things he was going to propose is to remove the cameras from the budget in favor of an additional police officer. He said if the City removes the 4 years' worth of cameras, the City wouldn't just get one police officer, it could get a lot of police officers for a lot of years to help address the safety issues and recreate West U's reputation as being a place that you don't want to go to if you're a criminal.

Councilmember Reilly said he spoke with Chief Walker again and Chief Walker had changed his mind in favor of the cameras, but he doesn't know if it was because of previous public comments or him doing additional research. He said he asked Chief Walker whether he was the one who asked for the cameras and Chief Walker said no, which confused him as to why the cameras were in the budget in the first place.

City Manager Peifer said Chief Walker indicated to him that he had changed his mind because he thought Council was referring to two cameras not the entire ring of surveillance in the City.

City Manager Peifer said he was the one that added the cameras to the budget after a home invasion, but prior to the Pizza Hut stabbing and the active shooter incident. He said it was added to the budget in order for Council to deliberate to decide whether it was the direction it wanted to go.

Councilmember Turner said there are 2 patrol officers in the budget and the last time there was an officer in the budget the position remained vacant for a substantial amount of time. She said it takes a long time to find the right hire and it takes another six months to get them up to speed on how things run in the City and so it seems the sooner the City can get started on the camera project the better because you don't know what's going to happen next year.

At Councilmember Reilly's request, IT Director McFarland summarized his findings while researching information in other cities that have purchased this type of cameras. He said they are reporting good success, but have also realized that there are impacts to the people in the office that have to monitor the system and dispatch calls.

In regards to the costs for the cameras, Mr. McFarland said the $100,000 per intersection is a budget estimate and without any engineering and design factors he won't know exactly what an intersection needs. He said he arrived at the estimate by contacting vendors for estimate numbers and having his own experiences with infrastructure and poles.

To address Councilmember Turner's concerns regarding the time it takes to fill police officer positions, Councilmember Reilly said he spoke with Chief Walker about staffing and he said there were two vacant positions for a long time, but those positions have been filled and so with the two officers included in the budget, the City will be going effectively going from 13 patrol officers to 17 patrol officers in a very short period of time, which is a significant increase in the police force. He

DRAFT

said the Chief said he has a lot of very good applications and is hopeful that new officers included in the budget will actually be on the job by June 1.

Councilmember Reilly said he plans to make a motion regarding the Equipment Reserve Fund, but given the data provided to them tonight, he wants to be sure he does it correctly. He said one of his concerns about the Equipment Reserve Fund is that originally the traffic light signals were amortized over a 60-year period, but is now being amortized over 37 years and he wanted to know why. Finance Director Daugherty said she spoke with the City's General Services Superintendent and it is her understanding that some of the equipment the City currently has is over 30 years old and the average life for them is 30 years and, based on the most recent inspection, they can make it to 2020, so the 37 years is a back into that 2020 year for replacement.

In order for the public to understand the concept of the Equipment Reserve Fund, Councilmember Reilly confirmed with Finance Director Daugherty that it is a brand new fund and was fully implemented last year and what the City does is take all its equipment such as coffee makers, exercise equipment, underground storage tanks, chairs, traffic signals, etc., and staff throws it into a schedule, predicts what its useful life is and pays for the replacement costs over the remainder of its useful life with a 20 percent inflation adjustment.

Councilmember Reilly said if starting today the City would just pay for items over the useful life, there would be an annual costs of around $480,000, but the City funded $866,000 which is substantially more because a lot of the items are remaining "useful life."

Finance Director Daugherty said some of the equipment was not phased-in because staff knows the City will have to replace them in a short period of time, so staff is putting the money aside now to be able to fund it fully and start a longer amortization at the point of replacement.

Councilmember Reilly said another option would be to phase-in large items in order to reduce the significant adverse impact on current residents who have to pay for items all at once.

Councilmember Reilly said another type of phase-in option is to remove items that are more appropriately funded through bonds and he feels that the traffic light poles is a good project for that because they are about 25% of the entire Equipment Reserve Fund budget. He said his concern is that if the City is spending that much money on an item that at the time of purchase is going to be a significant cost and the staff can predict ahead of time when they will be replaced, those are the types of expenses better done through bonds. He said, in addition, in 2020 the traffic light masts might be different.

Finance Director Daugherty said the only reason why the poles would be considered in a debt obligation is because it will be combined with other debt. She said she wouldn't ever consider issuing debt for $2,000,000 because it's too small amount. She said the City has a $12.5 million project coming up for the Buffalo reconstruction and the poles will be rolled into that project for a potentially bigger bond issue.

Councilmember Reilly pointed out that with the original budget figures provided to Council if staff removed the light poles from the Equipment Reserve Fund it would save the City $69,000 for this year, plus recoup what was funded last year, which will be a $130,000 adjustment to be removed from the fund.

DRAFT

Discussion regarding the Buffalo project ensued. City Manager Peifer said 30% of the lights will be wrapped up into the infrastructure bonds that will be issued to fund the Buffalo Speedway project. He said the 30% wasn't removed from the budget in order to not have to start the entire budget process over again. However, the 70% of the budget for the traffic signals not included in the Buffalo Speedway project do have an accelerated depreciation so that by the year 2020, the City's best estimate of the end of its useful life, the City would be able to pay for the 70% without having to go out for debt for the balance.

Councilmember Reilly said he is suggesting two amendments to the budget. He said given the new information tonight, it seems to him that the most appropriate thing is to remove the traffic light poles from the Equipment Reserve Fund. He said they were not one of the items originally described to Council last year as being one of the smaller, low cost items that are budgeted for over time and can't be purchased all at once. He said in fact what Council is hearing tonight is that they will all be purchased all at once and it seems remarkable that an asset went from having 60 years of useful life to 37 years of useful life overnight. He said it doesn't give much confidence that staff is really appropriately reserving the funds rather than just making up numbers to shove them inside of a fund.

Councilmember Reilly moved that Council take the traffic lights out of the Equipment Reserve Fund and take the amounts funded last year and those proposed to be funded this year and return those into the General Fund either to provide tax relief to residents or for other purposes that Council finds appropriate. He said by his calculations based on the budget provided, that would take $138,000 out of the contribution to the Equipment Reserve Fund, which will reduce it from the proposed contribution of $851,700.

After further discussion, Councilmember Reilly moved that the City reduce its contribution to the Equipment Reserve Fund to reflect taking the traffic signal poles from the budget and correcting the mistakes that were made prior to the reserve calculation for a net savings of $207,919.

Mayor Pro Tem Kelly amended Councilmember Reilly's motion to add that the $207,919 be left in the budget and allocated toward more security cameras.

Mayor Sample requested IT Director McFarland to come back and speak on whether he feels that two intersections are appropriate for a test, because she prefers not to go into debt for light poles that the City has already started reserving funds for. She said at this point it is a policy matter and she wants to keep with the policy of pay-as-you-go and she doesn't want to stray from that in order to get to a number that was pulled out of the air.

IT Director McFarland spoke to say that 2 or 4 intersections would be a good amount for a valid test.

Finance Director Daugherty noted that anything that is over $50,000 or of political significance has to go through a Council approval process, so just because there is funding for something in the budget doesn't mean the funds will automatically be spent.

Councilmember Reilly moved to amend the Equipment Reserve Fund to remove the light poles which he thinks is more appropriately funded through a bond issue and set the time that they are to be replaced and correct the mistakes that were made in the budget for a total savings of $207,919. Mayor Pro Tem Kelly seconded with a friendly amendment that the $207,919 be left in the Equipment Reserve Fund.

DRAFT

Councilmember Ballanfant said he wants to know exactly what he is voting on regarding the number of cameras. Councilmember Reilly said he is hoping it is four or more cameras because the City is allocating $400,000 and he thinks the cameras can be purchased for as little as $60,000 per intersection.

City Manager Peifer said there is no way of knowing the exact costs until the project is bid.

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

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

Councilmember Reilly moved to correct the errors in the Equipment Reserve Fund so that the City will reduce its allocation to that fund by $69,000 and also take the traffic light masts and poles out of the Equipment Reserve Fund, because it appears the City will be offered a proposal to replace 30% of those poles with Buffalo Speedway improvements, in which case they will be replaced through the issuance of debt.

Councilmember Reilly changed that motion and moved to take the $207,917, which reflects $69,000 of mistakes in the Equipment Reserve Fund budget and $138,700 for removing the traffic light masts and poles from the budget. **MOTION FAILED FOR LACK OF SECOND.**

Councilmember Reilly moved that Council reduce its funding into the Equipment Reserve Fund to take out the $69,000 to reflect the correct funding of the Equipment Reserve Fund according to the amortization schedule. **MOTION FAILED FOR LACK OF SECOND.**

Councilmember Reilly said there is a Capital Reserve Fund allocation this year of $500,000, which is $300,000 more than necessary to fund that fund so that at the end of the year it is projected to have a balance of $331,000. He said spending in that fund averages $150,000 per year. He said that money is leftover tax money and instead of returning it to the taxpayers, it is being crammed into the Capital Reserve Fund that doesn't really have a place. He said this fund, in order to be consistent with prior councils, doesn't need $600,000 in it at the end of the year.

Councilmember Reilly moved to reduce the City's allocation to the Capital Reserve Fund from $500,000 to $200,000 so that the contribution to that fund is reduced by $300,000. Councilmember Ballanfant seconded the motion.

In response to Mayor Pro Tem Kelly's inquiry as to whether those funds would be left in the General Fund and increases it over the 20 percent, Finance Director Daugherty said, yes, it will remain in the General Fund. Ms. Daugherty also clarified that the Capital Reserve Fund is not for just socking away money. She said it stabilizes the tax rate, so in years when the City can only transfer $79,000 over to the Capital Reserve Fund, the City will not have tax rate increases to make sure it gets funding.

Mayor Pro Tem Kelly said when the funds are moved over into the General Fund to keep it at the 20%, what are the funds earmarked for in Capital Reserve Fund. Finance Director Daugherty responded that it is for non-recurring projects that do not go for operating or personnel expenses, which are projects that are brought back to Council for their specific approval.

DRAFT

Councilmember Reilly said he agrees that it's appropriate to have some reserve for emergency spending so that the City doesn't have to go through an entire budget process in order to spend $150,000 or $200,000, but part of the reason Council goes through the budget process is to have some rigor in what it's doing. He said when there is a fund that has $631,000 in it with no spending mandates, it's just a license for essentially the next Council to come into office in June 2017 and spend money without going through the rigor of the budgeting process. He said there needs to be an appropriate reserve for emergencies and nothing else.

Councilmember Reilly said the $300,000 ought to be either spent on prudent projects or returned to the taxpayers and not held to what amounts to a slush fund. He said what the City seems to be doing with this money is trying to achieve a certain tax rate rather than leave the money where it naturally rests, which is with the taxpayers, or using it for projects that staff and Council feel are most appropriate for the City.

When asked by Mayor Sample if she backs into a tax number, Finance Director Daugherty said "no." She said she looks at what has been requested and what kind of stable tax rates the City needs. She said capital projects, by nature, go across the years and so is not an annual appropriation of a budget. She said they are tied to specific projects so the amounts will fluctuate year to year.

Finance Director Daugherty confirmed with Mayor Pro Tem Kelly that if the funds were put back into the General Fund, the City would be restricted by state law. She said the City is allowed to make adjustments in other funds, but not in the general fund or the small special revenue fund.

A vote was made on the motion by Councilmember Reilly and second by Councilmember Ballanfant to reduce the allocation to the Capital Reserve Fund by $300,000 so that the contribution will only be $200,000.

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

At 8:55 p.m., Councilmember Turner moved for a 10 minute recess. Mayor Sample seconded the motion. **MOTION PASSED.**

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

At 9:05 p.m. Councilmember Turner moved to reconvene the meeting. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

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

After returning from the break, Councilmember Reilly moved to reduce the allocation to the Capital Reserve Fund by $185,000. Councilmember Ballanfant seconded the motion.

DRAFT

Mayor Pro Tem Kelly said he wants to leave as much money in that budget until he knows what is needed in relation to the security cameras. Mayor Sample and Councilmember Turner agreed.

A vote was made on the motion and the **MOTION FAILED.**

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

At this time a vote was made on the original motion, which is to adopt the budget as presented. **MOTION PASSED.**

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

**3. Adoption of the 2016 Tax Rate**

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. *Recommended Action: Close the public hearing and adopt ordinance adopting the 2017 Budget on first and final reading.*

Public hearing closed.

Councilmember Turner moved that the property tax rate be increased by the adoption of a tax rate .3168 which is effectively a 1.80 percent increase in the tax rate. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

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

**4. Fee Schedule Ordinance**

Matters related to an ordinance adopting amendments to the City of West University Place Fee Schedule. *Recommended Action: Approve an ordinance amending the fee schedule on the first of two readings.*

Finance Director Daugherty presented and said the major change to the fee schedule is an expanded ambulance service schedule to include Medicare and Medicaid spending rates. She said also included are new/modified construction fees, residential house and plumbing gas fees, replacement planting fees, water meter replacement fees, and changes to the costs of notices.

Mayor Pro Tem Kelly moved to adopt the ordinance to amend the fee schedule on the first of two readings.

Councilmember Turner confirmed with Ms. Daugherty that there are no changes to the Parks and Recreation fees.

Councilmember Reilly said in the past the Seniors Board has recommended changes to the Parks and Rec fees to provide a reduced rate for seniors over the age of 65 and he asked if the Board

DRAFT

had come to the City during the budgeting process to make that request this year. City Manager Peifer said they did not.

Mayor Sample said there is already a reduced rate of 50% for seniors over the age of 65 and a free rate for residents over 75.

Mayor Pro Tem Kelly moved that Council pass an ordinance adopting the amendments to the West U fee schedule on the first of two readings.

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

**5. Adjourn**

Councilmember Ballanfant moved to adjourn the meeting at 9:15 p.m. Councilmember Turner seconded the motion. **MOTION PASSED.**

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

Prepared by: _____ _____
Thelma A. Gilliam City Secretary Date

DRAFT

# The City of West University Place

*A Neighborhood City*

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

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

# CITY COUNCIL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in regular session on **Monday, October 24, 2016**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **6:30 p.m.**

Agenda Items were as follows:

**Call to Order**. Mayor Sample called the meeting to order at approximately 6:30 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Kelly, Councilmembers Ballanfant (arrived at 6:35 p.m.), Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Parks and Recreation Director O'Connor, Assistant Parks and Recreation Director White, and Police Chief Walker.

Ben Welsh, Boy Scout Troop 55, led the Pledge of Allegiance.

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

**1. <u>Chevron Houston Marathon</u>**

Matters related to the 2017 Chevron Houston Marathon. *Recommended Action: Listen to presentation and take any desired action.*

Assistant Parks and Recreation Director White presented and stated that the 45th Houston Chevron Marathon will be held on Sunday, January 15, 2017, and requested that Council authorize staff to close portions of University and Weslayan to vehicular traffic from 6:30 a.m. to 11:00 a.m. to ensure participants safety. She also notified Council of the Hoopla station at the 10.5 mile mark and home of the mayor's marathon breakfast. She introduced the president of the Houston Marathon Board of Directors Brandt Koch, West U resident and committee member John Stokes, and Senior Event Operations Manager Joe Martin.

After the representatives said a few words, Ms. White recommended that staff authorize the city manager to take necessary action to support the 2017 Chevron Houston Marathon event in West University Place.

Mayor Pro Tem Kelly moved to approve staff's recommendation. Councilmember Reilly seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Ballanfant, Reilly, Turner

DRAFT

**Noes:** None
**Absent:** None

**2. Public Comments**

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

**Alida Drewes,** 6112 Fordham, spoke to say she has reported a problem many times without a good resolution. She said she notified Thelma (City Secretary Gilliam) many times to get a hearing assist device that is workable. She said Ms. Gilliam provided a device, which she tried and wanted it to work, but after the one meeting she had more than normal severe ringing in her ears, which to her indicates nerve damage. Ms. Drewes said it is the responsibility of Council to comply with the Americans with Disabilities Act for the hearing impaired. She said there are many hearing impaired persons in this community and purchasing one device for the community is not the solution to the problem. She said staff asked her what type of device she recommends, but it is not her responsibility to research the issue.

**3. Wier Park Variance**

Matters related to approval of an equipment layout plan and variance to the existing zoning regulations tennis court lighting and fencing. *Recommended Action: Approve the Wier Park tennis court equipment layout plan as submitted and allow for a variance to the existing zoning regulations for the replacement tennis court lighting and fencing*.

Assistant Parks and Recreation Director Susan White presented and said in August City Council approved funding for the purchase of the new Musco Tennis Court Lighting System at Wier Park and the replacement tennis court fences. She said the tennis court is in a single-family zoning district and it does not conform to the city's zoning ordinance.

Ms. White said in order to comply with zoning regulations, it is necessary to approve the plans to replace the tennis court lighting and fencing, which will be located in essentially the same spots where they currently exist.

In response to Mayor Sample's question as to how tall they are now, Ms. White said the fence is currently 10 feet and the lights, currently at 30 feet, will be 40 feet. She said the lights being taller will allow the system to be more directional with the court lighting.

In response to Councilmember Turner's question as to whether Council is voting on something tonight or if Council needs to meet with the ZBA first, City Attorney Petrov said Council is voting to approve the plans and that Council has the authority to authorize a variance from the zoning code with respect to the city facilities.

Mayor Pro Tem Kelly moved to approve the variance to the Wier Park lighting. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

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

**4. City Council Holiday Meeting Schedule**

Matters related to rescheduling the meeting dates for November and December 2016 due to the Thanksgiving and Christmas holidays. *Recommended Action: Reschedule the Council meeting date*

DRAFT

*from November 21 to November 7, 2016 and the Council meeting date from December 26 to December 5, 2016.*

City Manager Peifer presented and said staff is recommending that Council approve moving the two regularly scheduled meetings to the first two weeks in both November and December in order to give Council, staff and residents travel time for the holidays.

Mr. Peifer said it is being recommended that the meetings be held on the 7th and 14th in November and on the 5th and the 12th in December.

Councilmember Ballanfant moved to adopt the changes in the Council meetings for November and December as recommended by staff. Councilmember Turner seconded the motion. **MOTION PASSED.**

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

**5. Future Agenda Items**

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

Councilmember Reilly requested that the City's Facilities Master Plan be added back to the agenda once it has been reviewed and modified by the Master Planning Task Force and asked that it be on the November 14, 2016 agenda. Mayor Pro Tem Kelly seconded the motion. The item will be added to the future agenda items list.

**6. Consent Agenda**

All Consent Agenda items listed were considered to be routine by the City Council and were enacted by one motion.

**A. City Council Minutes**

Approve City Council Minutes of the October 1, 2016 Budget Workshop and October 3, 2016 Special Meeting. *Recommended Action: Approve Minutes.*

**B. Appoint Member to the Senior Services Board**

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.*

**C. Fee Schedule Amendments**

Matters related to an ordinance adopting amendments to the City of West University Place Fee Schedule. *Recommended Action: Approve an ordinance amending the fee schedule on the second and final reading.*

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

DRAFT

**7. <u>Adjourn</u>**

Mayor Pro Tem Kelly moved to adjourn the meeting at 6:50 p.m. Mayor Sample seconded the motion. **MOTION PASSED.**

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

Prepared by: _____ _____
Thelma A. Gilliam City Secretary Date

DRAFT

# The City of West University Place

*A Neighborhood City*

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

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

# CITY COUNCIL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in regular session on **Monday, November 7, 2016**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **6:30 p.m.**

Agenda Items were as follows:

**Call to Order**. Mayor Sample called the meeting to order at approximately 6:30 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Kelly (arrived at 6:35), Reilly and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Parks and Recreation Director O'Connor, Assistant Parks and Recreation Director White, Public Works Director Beach, and Executive Assistant/Assistant City Secretary Evelyn. Councilmember Ballanfant was absent.

Also in attendance were Tri-Sports President Gregg Thompson and West U Baptist Church representative and former City Councilmember Ed Heathcott.

Councilmember Reilly led the Pledge of Allegiance.

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

**1. <u>Public Comments</u>**

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

**David Cole,** 4104 Cason, spoke to discuss the Memorandum of Understandings with West U Aquatics and Tri-Sports. He said for several years the Aquatics swim meets in June have gotten out of control relative to parking and said residents need relief in the areas of Cason, Academy, West Point, Ruskin, Riley, and Southwestern. He said there are issues with cars parking past the radius of the corners, routinely parking all the way up to the stop signs, and blocking fire hydrants. Mr. Cole said as a resident on Cason he would like to have a snowball's chance that emergency vehicles can get to his house. He said the MOUs state that there is to be no spillover traffic, but that is not enforceable or plausible. Mr. Cole also said Tri-Sports routinely leave all the ballfield lights on at the Rec Center and at the school when raining or when the fields are not occupied, so he thinks they need some skin in the game and need to pay the electric bill and quit having the City cover the cost of it.

**Alida Drewes,** 6112 Fordham, spoke to ask where the money comes from to pay the annual agreement amount to Tri-Sports. She asked if the City is renting out the Community Center that

DRAFT

belongs to taxpayers, is the City compensating the taxpayers. She said instead of staff showing movies to the seniors in the senior center, the senior center is either used for "trash" board meetings or the space is rented. Ms. Drewes said she attends other senior centers that have free activities, dinners, and events at little or no cost most of the time, unlike West U. She said it is time to take care of seniors in this community and stop putting them last on the list.

**2. <u>Memorandum of Understanding with West University Aquatics</u>**

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.*

Assistant Parks and Recreation Director Susan White presented and said the 2017 Memorandum of Understanding (MOU) is intended to protect the interests of both the City and the West University Place Piranhas and that it defines the roles and expectations of the two entities. She said the City Attorney has reviewed and approved the MOU as to legal form and appropriateness.

Ms. White recommended that City Council authorize the City Manager to direct the Director of Parks and Recreation to execute the attached 2017 Memorandum of Understanding between the City of West University Place and the West University Aquatic Club - Piranhas Swim Team.

Councilmember Reilly confirmed with Ms. White that this is a program that the City could fully fund itself if not for the contract with the Piranhas. Ms. White said, in addition, it would also require the City to hire additional staffing.

In response to Councilmember Turner's question as to how many additional parking spaces the City getting in the new lot, Parks and Recreation Director O'Connor responded 37 lots on the west side.

Councilmember Reilly said 37 spaces will not completely alleviate Mr. Cole's concerns of parking on the neighborhood streets. He asked staff if they have ever looked into erecting temporary "no parking" signs on one side of the streets during the swim meets, which would alleviate the issue of getting fire trucks through. He said these type signs have been used for certain events in the past. Public Works Director Beach said he is not aware of such signs and was probably something taken on by the PD and the Fire Department and he will check with both departments.

Mayor Sample and Councilmember Turner asked if West U Aquatics has a Recycling Coordinator. Assistant Parks and Recreation Director White said because these events are held at a West U facility, staff is able to handle recycling in-house during the meets. Mayor Pro Tem Sample suggested that there still be a recycling coordinator on the aquatics team so that they can work with the City's Recycling Board. Ms. White said staff will talk with the Piranhas.

Councilmember Reilly said he would like staff to research, at least on the closest blocks, putting out "no parking" signs on one side of the street because he feels that would really address Mr. Cole's concerns. Ms. White said staff will look into it.

Councilmember Turner moved to authorize the City Manager to direct the Director of Parks and Recreation to execute the 2017 Memorandum of Understanding between the City of West University Place and the West University Place Aquatics Club/Piranhas Swim Team. Councilmember Reilly seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Kelly, Reilly, Turner

DRAFT

**Noes:** None
**Absent:** Ballanfant

**3. Memorandum of Understanding with West U Baptist Church**

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.*

Assistant Parks and Recreation Director White presented and said the City has had a formal Memorandum of Understanding (MOU) with the West University Baptist Church (WUBC) since 2012, which replaced the informal arrangement that was in place since 1996. She said the informal arrangement came about when the City needed use of the church's gymnasium for adult league basketball games as well as its parking lots on the 3800 block of Milton for participants that attended programs at the Community Building/Senior Center (CB/SC).

Ms. White said the City no longer has adult basketball leagues, but continues to rely on the use of the WUBC parking lot for its CB/SC patrons and in exchange the City allows WUBC free use of the CB/SC space for its Sunday school programs, but charges a weekly janitorial fee.

Ms. White said the 2016 MOU has worked quite well and so staff is recommending no new changes to the document. She said, in addition, the City Attorney has reviewed and approved the MOU as to legal form and appropriateness.

Ms. White said staff recommends that Council authorize the City Manager to direct the Parks and Recreation Director to execute the 2017 MOU between the City of West University Place and the WUBC.

Councilmember Reilly said the City is providing essentially reduced rental fees for the City's Community Building in exchange for some parking spaces, but unlike the case with West U Aquatics and Tri-Sports, this is not an activity that the City would be funding if not but for the church. Ms. White said that's correct, but not having the agreement might impact program participation because if the City didn't have utilization of the church's parking lots, seniors would not have easy access to the Community Building.

Councilmember Reilly stated that he rides his bike past the parking lot (Lot 3) quite a bit and has noticed how infrequently that parking lot is used during the day. He said the most he has ever seen is 6 or 7 cars in that lot during the day and asked Ms. White if she is familiar with that lot. Ms. White said she is very familiar with that lot, because she parks nearby in that area and more often than not, when she leaves her spot during the day and returns, she has to actually go to another lot to park because all the spaces in Lot 3 are full.

Councilmember Reilly asked Ms. White if she thinks the spaces in Lot 3 are all being used by people using the Senior Center and Ms. White responded yes, as well as those using the library.

Councilmember Reilly asked Ms. White if she thinks people conducting business at the church are also using the lots. Ms. White responded quite possibly.

Councilmember Reilly said that although the MOU states that the City is entitled to use the parking lot it is not exclusive to the City, unlike the case where the Community Center itself is exclusive use for the church on Sundays from 7:00 a.m. until 2:00 p.m. except on days when

DRAFT

there are other City events. He asked if staff has ever done a survey of how many of the parking spaces in Lot 3 are occupied by Senior Center users. Ms. White said not her knowledge.

Councilmember Reilly said Parks and Recreation Director O'Connor provided information to Council about another church that rents space in the Community Building and paid just under $24,000 in rental fees for 2016, but under the janitorial service fee in the MOU the WUBC is paying $3,536.

Councilmember Reilly said if the City charged the WUBC the full rate for what the City typically advertises those spaces for the cost would be $49,920. Ms. White said the group, Greater Houston Church (GHC), that uses the facility on Wednesdays, only uses one room, whereas the WUBC is using the entire facility. Councilmember Reilly noted that if the GHC were renting the entire space they would be paying even more.

Councilmember Reilly said there is a prohibition against the City from giving gifts to other organizations or individuals, so in order for Council to approve the MOU it would have to determine that the value of that parking is at least equal to the reduced cost the City gives to the church [for use of the CS/SB]. City Attorney Petrov confirmed that the City can't give away anything of value and has to receive compensatory value for what is given.

Councilmember Reilly said if the City charged its regular advertised rate to the church it would be paying $49,000, but instead it's paying $3,500; so, the City is paying about $46,000 for those 26 parking spaces, which is a little under $2,000 per parking space per year.

Ms. White said one of staff's concerns is that no one would rent those spaces for that time period, because the City hardly ever gets requests for rentals, except for maybe 3 times a year for Sunday mornings and Wednesday evenings when GHC rents it.

Councilmember Reilly said he bet there are not many people requesting the facilities on Wednesday's, either, but the City is charging another church $24,000 a year to rent the facility. Councilmember Turner said but that church is not giving the City any parking spaces, so there's value for value. Councilmember Reilly said there's value for value if those parking spaces are $2,000 per year. Councilmember Turner asked Councilmember Reilly who does he suggest could make that determination. Councilmember Reilly said he feels that Council has to make that determination in order to avoid triggering the statute that prohibits Council from making a gift.

Mayor Sample confirmed with staff that there are two other parking lots the City is able to use under another agreement with the WUBC. Public Works Director Beach confirmed that the total number of spots available for the City's use under all the agreements with the WUBC is 87 spots.

Mayor Sample said she thinks that with car turnover at $10 per day for 26 spots, the cost is closer to $65,000 in parking annually. She said there are different ways to look at the value, but she sees parking value in a parking spot and thinks the City is getting a great deal.

Councilmember Reilly asked if the other parking agreements with the Church have other considerations. Mr. Beach said in one of the other MOUs, the City allows the church to use some spaces in a parking lot on off days.

Councilmember Reilly said when he said the 26 spots would be a little under $2,000 per year he was being quite generous because the City doesn't have exclusive use between the period of

DRAFT

7:30 a.m. to 5:30 p.m. and the City isn't using all 26 spots. He said downtown Houston rental rates for parking are around $350-$400 a month and said the City's rates are a high percentage of that for spaces not in downtown Houston and that aren't full.

Mayor Sample said occasional rates for people coming to attend activities are much more expensive than a monthly contract.

Councilmember Reilly said he can rent a space for his use in downtown Houston and come in and out as much he wants for about $4,000 to $4,500 a year and so he thinks that is what the City should be measuring the value by.

Councilmember Reilly asked staff if the City needed to dedicate the parking on Milton for the City and the users of the Community Center, could the City restrict street parking on Milton to be just for users of the Library and the Community Center. City Manager Peifer said he doesn't think so because it is a public street and, therefore, available to public access. City Attorney Petrov said the City could put signs in the right-of-way, but he's not sure it's enforceable.

Councilmember Reilly said at the end of the day, Council has to be sure that the City is not paying more than fair market value so it's not considered a gift to the church. He said if Council was to approve the MOU, it would have to determine that the $46,000 it is foregoing in revenue offsets at least the nonexclusive use of the parking spaces.

Ed Heathcott, former City Councilmember and WUBC representative, spoke to say that the basis of the discussion point is too narrow. He said there are so many events that take place at the school and at the ballfields and the citizens of West U look to this area for parking. He said the church has made an aggressive effort through the years to expand the parking and there is a large element of good-will toward the community that's a part of this MOU.

Councilmember Reilly said Mr. Heathcott made a very good point and he agrees with it, but this particular MOU doesn't deal with parking for Little League and it doesn't deal with any parking after 5:30 p.m.

Councilmember Reilly said the parking does have value, but the question is whether it is worth the discount being provided to the church.

Mr. Heathcott said the City and the church have had a long history of working together because the needs periods for both organizations have very little conflict.

Mayor Pro Tem Kelly asked Ms. White whether the value set on the parking spaces runs afoul of someone else the City is charging. Ms. White responded it is not.

Mayor Pro Tem Kelly said other than the parking spaces in Lot 3 are the citizens of West U allowed to informally use church parking spaces. Mr. Heathcott said any time.

Councilmember Reilly pointed out that there are separate agreements the City has with the church for shared parking for Little League after 5:30 p.m., so there are other agreements in which that value is taken into account. He said, to him, it would be incredibly difficult to count the value for purposes of those agreements and this MOU.

DRAFT

Mr. Heathcott said if he recalls, the only reason for the other parking agreements with the church is to clarify the liability aspects so there is a written understanding of what each party is expects of the other. He said as for monetary compensation, the church has never looked to the City to be compensated.

Councilmember Reilly said there is no on-going exchange of money in the other MOUs, but there was some money exchanged at the beginning of the shared parking agreement where the City paid for the cost of paving that parking lot in exchange for entering into the MOU.

City Manager Peifer said he just wanted to note that one has to consider supply and demand when considering market valuations.

Mayor Pro Tem Kelly asked whether the other church that is paying has complained about the rate structure. Ms. White said no, because they are paying what is in the fee schedule and it's non-negotiable.

Mayor Pro Tem Kelly said seems to him that Council does not have to arrive at a number. He said the issue is of good-will and a value of whatever is established to the good-will.

Councilmember Reilly asked City Attorney Petrov if the City could place a value on the City's "good-will" and Mr. Petrov said yes, intangibles are taken into account. Councilmember Reilly asked if it matters if the organization is a non-profit versus a church and Mr. Petrov said no.

Councilmember Reilly asked Ms. White if the MOU included language that stated that on Sunday all the parking around the Community Center is for the WUBC exclusive use. Ms. White said no.

Councilmember Reilly said the church erects signs at the Community Center saying WUBC only, which he has pictures of, and asked if the City condones it or disapproves of it. Ms. White said staff was not aware. Mr. Heathcott spoke again to say there are no additional signs on Sunday that are not there during the week. He said there are signs on Auden Street for visitor parking. Councilmember Reilly said the signs he is talking about are on Rice Boulevard. Councilmember Heathcott said the church doesn't have anything organized to his knowledge and he would be glad to see the pictures Councilmember Reilly has.

Mayor Pro Tem Kelly moved to approve the 2017 Memorandum of Understanding between the City of West University Place and the West University Baptist Church. Councilmember Turner seconded the motion. **MOTION PASSED.**

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

**4. <u>Memorandum of Understanding with Tri-Sports</u>**

Matters related to a 2017 Memorandum of Understanding between the City of West University Place and Tri-Sports. *Recommended Action: Approve Memorandum of Understanding.*

Assistant Parks and Recreation Director Susan White presented and said City Council historically approves the annual Memorandum of Understanding (MOU) between the City of West University Place and the Tri-Sports Association. She said the MOU provides local, regional, state, and national athletic opportunities for over 1,400 West U youths and clearly defines the roles and

expectations of the two entities and is intended to protect the best interests of both the City and Tri-Sports.

Ms. White said other than the normal housekeeping items there are two notable changes to the 2017 MOU:

- This is the third year of the city's Annual Payment to Tri-Sports being $125,000.00. This annual payment will remain the same through 2019. Both parties will meet and assess the payment structure during the City's 2020 Budget preparation process, June/July of 2019.
- Tri-Sports facilitated improvements to the backstop on the northernmost baseball field at the West University Place Recreation Center. The scope of improvements and the design and materials used were consistent with the exterior finishes of the WUP Recreation Center and the improvements, as mutually agreed upon by both the City and Tri-Sports. Tri-Sports fully funded and facilitated these improvements in 2016.

Mr. Gregg Thompson, President of Tri-Sports, spoke to request the $125,000. He said Tri-Sports is basically the property manager division for Little League, Softball, and Express Soccer, because they maintain the grass, the facilities, the lighting, sprinklers, drainage, etc., and occasionally some capital improvements. He said their fields are at West U Elementary, West U Rec Center and Pershing Middle School. Mr. Thompson said Tri-Sports meets with Parks and Recreation staff and they have had several meetings with the recycling representatives.

Councilmember Turner said she was a member of the Recycling Board for several years and said it seems that there has always been a challenge in terms of recycling. She said there is a lot of recycling that could be going on, but there isn't any muscle behind it. She asked Mr. Thompson if there is anything anyone can do to move that forward.

Mr. Thompson said Tri-Sports does recycle, but know they can do better. He said he met with Recycling Chair Orval Marlow and General Services Superintendent Barrera to discuss ways to improve. Mr. Thompson said the league has two representatives that have been working on it. He said they have also discussed changes to the container to make it more ideal.

Councilmember Reilly had a question about the lights and asked if the staff has a switch that can turn the lights off automatically. Ms. White said yes. She said they also have timers that are set to Tri-Sports schedule, but if it's raining or a practice is rescheduled and Tri-Sports don't manually turn them off staff has the ability to do so.

Councilmember Turner moved that City Council authorize the City Manager to direct the Director of Parks and Recreation to execute the attached 2017 Memorandum of Understanding between the City of West University Place and the West University Tri-Sports Association. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

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

**5. <u>Future Agenda Items</u>**

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

There was no discussion regarding future agenda items.

## 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 October 10, 2016. *Recommended Action: Approve Minutes.*

### B. Appoint Member to the Friends of West U Parks Board

Matters related to the adoption of a resolution appointing Jessica Newell to Position 17 of the Friends of West U Parks Board. *Recommendation Action: Adopt resolution appointing Jessica Newell to Position 17 of the Friends of West U Parks Board.*

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

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

## 7. Adjourn

Before adjourning. Councilmember Turner asked about the status of the library renovations. She confirmed with Public Works Director Beach that it is currently closed now through the beginning of the year. She also confirmed that a sign will be erected in front of the library asking patrons to go to the City of Bellaire library to reserve, pick-up and drop off books. He said residents can also get a Bellaire library card and have full access to its library. He then reviewed the scheduled timeline.

Councilmember Reilly inquired about the complaint regarding an article he had written for the *City Currents* and to the status of the letter the City Attorney wrote to the State Ethics Commission. City Attorney responded that at this point he doesn't have formal opinion, but he received an email about their rule, which stated that one has to be aware not to electioneer in the newsletter or campaign for a person or a measure. He said at this point the City has not received anything in writing suggesting that the City has done anything one way or the other.

Mayor Pro Tem Kelly asked if it was over. City Attorney Petrov said he would say that it was over, but said no news is good news. He said he will contact the Ethics Commission again to see where they are on it and ask that they respond in writing.

With no further discussions, Mayor Pro Tem Kelly moved to adjourn the meeting at 7:40 p.m. Mayor Sample seconded the motion. **MOTION PASSED.**

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

DRAFT

Prepared by: _____ _____

Thelma A. Gilliam City Secretary Date

DRAFT

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

| | | | |
|---|---|---|---|
| **AGENDA OF:** | November 14, 2016 | **AGENDA ITEM:** | 9B |
| **DATE SUBMITTED:** | November 7, 2016 | **DEPARTMENT:** | Finance |
| **PREPARED BY:** | Wally Waits, Treasurer | **PRESENTER:** | Wally Waits, Treasurer |
| **SUBJECT:** | **Resolution Amending Authorized Representatives "TexPool / Texpool Prime"** | | |
| **ATTACHMENTS:** | **City Resolution, TexPool Amending Authorized Representative form** | | |

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

## EXECUTIVE SUMMARY

On June 8, 1992, the City of West University Place (the "Participant") and Texas Local Government Investment Pool ("TexPool / Texpool Prime") entered into a Participation Agreement (the "Agreement") by Resolution Number 92-08. The Agreement requires that the Participant amend Authorized Representatives by resolution. And for purposes related to the City of West University Place this resolution seeks Council's approval to appoint the Authorized Representatives as Investment Officials. Therefore, from time-to-time as changes in staffing occur there is a requirement to amend approved Authorized Representatives (the "Investment Officials") who act to transmit funds for investment or to withdraw funds, to issue letters of instruction, and take such other actions deemed necessary or appropriate for the investment of local funds with Texas Local Government Investment Pool ("TexPool / TexPool Prime").

## RECOMMENDATION

Approve the resolution amending Authorized Representatives and appointing the Authorized Representatives as Investment Officers.

City of West University Place
Harris County, Texas

**RESOLUTION NO. XX-XXXX**

**RESOLUTION OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS, AUTHORIZING (1) A RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES TO THE TEXAS LOCAL GOVERNMENT INVESTMENT POOL ("TEXPOOL / TEXPOOL PRIME"), AND (2) TO DESIGNATE INVESTMENT OFFICIALS TO CONDUCT TRANSACTIONS FOR THE INVESTMENT OF CITY FUNDS.**

**WHEREAS**, the City of West University Place, Texas ("Participant") entered into a Participation Agreement ("Agreement") between the City and Texas Local Government Investment Pool ("TexPool / Texpool Prime") on June 8, 1992 by Resolution Number 92-08.

**WHEREAS**, the Agreement requires the Participant to follow certain operating procedures with the respect to the establishment and maintenance of accounts; and

**WHEREAS**, the Agreement's operating procedures requires a resolution amending Authorized Representatives that were approved by a Participant's governing body; and

**WHEREAS**, the TexPool / Texpool Prime Amending Resolution attached to by form states that the Resolution Amending Authorized Representatives supersedes all prior resolutions authorizing representatives; and

**WHEREAS**, the Participant is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS**, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS**, the TexPool / Texpool Prime, a public funds investment pool, consisting of separate pooled investment funds, was created pursuant to the provisions of Chapter 791, Texas Government Code, on behalf of entities to provide government functions and services, specifically public funds investment, whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act;

**WHEREAS**, it is necessary from time to time to update the list and appoint new Investment Officials to the City; **NOW THEREFORE,**

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

**Section 1.** That the Finance Director shall designate one or more individuals to act as Authorized Representatives of the City of West University Place, in the manner provided in the form attached titled TexPool / Texpool Prime Resolution Amending Authorized Representative, to transmit funds for investment in the TexPool / Texpool Prime Pool and to withdraw funds from the TexPool / Texpool Prime Pool from time to time, to issue letters of instruction, and take such other actions deemed necessary or appropriate for the investment of local funds.

**Section 2.** That the individuals, whose signatures appear in the TexPool / Texpool Prime Resolution Amending Authorized Representatives, attached to by form, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / Texpool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

**Section 3.** That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / Texpool Prime account or (2) is no longer employed by the Participant; and

**Section 4.** That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant.

**Section 5.** That this Resolution, and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation.

**Section 6.** That the listed Authorized Representatives are appointed each as Investment Official of the City of West University Place, Texas, to transmit funds for investments and to withdraw funds from time to time, to issue letters of instruction, and take such other actions deemed necessary or appropriate for the investment of local funds.

| | | |
|---|---|---|
| 1. Name: Rhonda Daugherty | Title: Finance Director | Phone: 713-662-5816 |
| 2. Name: Joethelia Mooney | Title: Controller | Phone: 713-662-5819 |
| 3. Name: Wallace Waits | Title: Treasurer | Phone: 713-662-5817 |

**Section 7.** That this Resolution shall take effect immediately upon its **passage and approval.**

**PASSED, APPROVED AND ADOPTED** on the ___ day of _____, 2016.

**Attest:**_____
City Secretary (Seal)

**Signed:**_____
Mayor

**Recommended:**

_____
City Manager

**Approved as to legal form:**

_____
City Attorney

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

| | | | |
|---|---|---|---|
| **AGENDA OF:** | 11/14/2016 | **AGENDA ITEM:** | 9C |
| **DATE SUBMITTED:** | 11/09/2016 | **DEPARTMENT:** | Public Works |
| **PREPARED BY:** | P. Walters, Operations Supt. | **PRESENTER:** | D. Beach, PW Director |
| **SUBJECT:** | **Approval of Interlocal agreement with Harris–Galveston Subsidence District** | | |
| **ATTACHMENTS:** | **H-GSD Interlocal Agreement** | | |

| | |
|---|---|
| **EXPENDITURE REQUIRED:** | $106,200 |
| **AMOUNT BUDGETED:** | $106,200 |
| **ACCOUNT NO.:** | 401-5050-74090 Water and Sewer Fund |

## EXECUTIVE SUMMARY

West University Place has participated in the Water Wise Education Program (WWEP) in partnership with the Harris-Galveston Subsidence District (H-GSD) since 1998. Our participation in this regional program allows us to receive and utilize groundwater credits, which increases our ability to permit groundwater production up to 50% of our total water procurement. The WWEP represents that water saved equals 1,400 gallons per year per student sponsored for a five year period and is considered an excellent conservation/public education program. By educating an individual early in their life one can establish a course of conduct and mindset which creates a good steward of our natural resources.

The groundwater credits earned through the WWEP participation allows the city to offset a portion of the purchase cost for 225,000,000 gallons of water which would cost the City approximately $648,000 dollars to purchase that water from our current surface water provider (City of Houston).

The total cost for participating in the WWEP is approximately $265,500 per year (groundwater production cost of $159,300 and WWEP cost of $106,200). The net savings to the City for participating in this program is approximately $383,000 per year.

Funding for this program was approved in the 2017 Budget and the agreement has been reviewed and approved as to legal form by our City Attorney.

## RECOMMENDATION

Staff recommends that the City Council approves the Interlocal Agreement with the Harris-Galveston Subsidence District and authorizes the City Manager to execute this agreement.

STATE OF TEXAS §

COUNTY OF HARRIS §

**INTERLOCAL AGREEMENT**

This Interlocal Agreement ("Agreement") entered into by and between the Harris-Galveston Subsidence District, a body corporate and politic under the laws of the State of Texas ("Subsidence District") and WEST UNIVERSITY PLACE, CITY OF, also a body corporate and politic under the laws of the State of Texas ("Sponsor").

**WITNESSETH:**

**THAT WHEREAS**, the Subsidence District is the regulatory agency responsible for preventing subsidence through reduction of groundwater withdrawals, governed by Chapter 8801, Special District Local Laws Code, which specifically provides that the Subsidence District may cooperate with "any local government to establish water conservation goals, guidelines, and plans to be used within the district"; and

**WHEREAS**, the Subsidence District cannot achieve water conservation goals without the cooperation and assistance of the public water supply systems; and

**WHEREAS**, the Subsidence District has designed a program to increase water conservation through education of elementary students administered through the public schools and other water conservation program objectives and initiatives; and

**WHEREAS**, this education of elementary students, "Be a Water Detective - Learning to be Water Wise" has been tested in several area schools; and

**WHEREAS**, the plumbing retrofit devices used as part of the elementary school education program have been tested in the Harris County Municipal Utility District No. 55, jointly sponsored by that District, the Texas Water Development Board, and the Subsidence District, and have demonstrated an average savings of 1,400 gallons of water per month per kit utilized and properly installed; and

**WHEREAS**, the Sponsor is also dedicated to conserving water supplies and providing outstanding service to their customers and taxpayers; and

**WHEREAS**, the governing bodies of the Subsidence District and the Sponsor have duly authorized this Agreement; and

**WHEREAS**, this Agreement is made pursuant to Chapter 791, Tex. Gov. Code, the Interlocal Cooperation Act;

**NOW THEREFORE**, for and in consideration of the mutual promises and representations herein contained, the parties hereby agree as follows:

## I.
## PROGRAM ADMINISTRATION

**1.01** The Subsidence District will coordinate the Program by doing the following tasks:

(A) Purchase and distribute the school curriculum and home retrofit kits, including the teacher's guide, teaching aids, internet supporting materials, and mobile applications.

(B) Provide in-service training to teachers and provide all support functions such as slide presentations, video presentations, publications, and program outlines.

(C) Conduct an evaluation of the program, collecting and analyzing voluntarily provided evaluation forms from teachers, students, administrators and parents, and provide the evaluation results to the Sponsor.

(D) Provide information related to other water conservation program objectives and initiatives.

(E) Provide all necessary documentation to the Texas Education Agency, Texas Water Development Board, and Texas Commission on Environmental Quality.

**1.02** The Subsidence District shall provide water conservation credits as follows:

(A) The Sponsor shall receive a Certificate of Deposit water conservation credit equal to 84,000 gallons of groundwater (which equals 1,400 gallons per month for five years) for each student sponsored in the Program.

(B) The Sponsor may hold, transfer, sell, or redeem the Certificates of Deposit at any time, provided however, that the Certificates of Deposit will be honored by the District for no longer than 20 years after the date the Certificate of Deposit is issued.

(C) Redemption of the Certificate of Deposit requires the Subsidence District to increase the redeemer's groundwater allocation by the amount of the water conservation credit, provided however, that Certificates of Deposit issued beginning with the 2001-2002 school year (Series B) may only be applied

to a maximum of 30% of the permittee's total water demand. This absolute right to increase the groundwater allocation by up to 30% of the permittee's total water demand does not in any way affect the other terms and conditions of the groundwater permit and all groundwater withdrawals will be subject to the permit fees and other rules of the District in effect at the time of the permit.

**1.03** The Subsidence District shall perform all coordination activities without additional charge to the Sponsor. The Sponsor may assist in any coordination activities and may participate in any phase of the program at its own discretion.

## II.
## PAYMENT

**2.01** The sponsor agrees to sponsor the following school(s) in HARRIS/GALVESTON COUNTY SCHOOLS, which had a total fourth/fifth grade enrollment of 3,000 students during the previous school year:

HARRIS & GALVESTON COUNTY SCHOOLS

**2.02** The Sponsor hereby agrees to pay to the Subsidence District, promptly upon receipt of an invoice from the Subsidence District, the total amount due, which is equal to $35.40 per student sponsored. The above payment shall provide sponsorship for the above listed school(s) for one year. The amount of the invoice shall be calculated using the actual enrollment in the named schools for each year of the Project.

**2.03** From time-to-time the Sponsor may seek to adjust the number of students sponsored by providing a written request to the Subsidence District, subject to the availability of schools willing to participate in the project.

**2.04** The Sponsor agrees to pay a similar amount, adjusted for the actual cost of the sponsorship kit and the number of students sponsored, each year for the term of this Agreement.

**2.05** This cost represents the sole monetary obligation of the Sponsor in exchange for and in

consideration of the Subsidence District's obligations hereunder.

## III.
## TERM AND TERMINATION

**3.01** The term of this Agreement shall be from the effective date hereof until termination of the 2016-2017 school year. This agreement may be renewed annually with written authorization of the Sponsor and approval of that authorization by the General Manager of the Subsidence District.

**3.02** The Certificates of Deposit in the Groundwater Bank shall be transferred to the custody of the Sponsor upon receipt of payment from sponsor, and shall be honored by the Subsidence District for no longer than 20 years after the date the Certificate of Deposit is issued.

## IV.
## MISCELLANEOUS

**4.01** Subsidence District is engaged as an independent contractor, and all of the services provided for herein shall be accomplished by Subsidence District in such capacity. The Sponsor will have no control or supervisory powers as to the detailed manner or method of the Subsidence District's performance of the subject matter of this Agreement. All personnel supplied or used by the Subsidence District shall be deemed employees or subcontractors of the Subsidence District and will not be considered employees, agents or subcontractors of the Sponsor for any purpose whatsoever.

**4.02** Each party to the contract is paying for the performance of the contract from current revenues and will pay for each subsequent year this agreement continues from the revenues budget for that year. The parties agree that each party is paying fair compensation for the services or products rendered.

**4.03** This Agreement merges the prior negotiations and understandings of the parties hereto and embodies the entire agreement of the parties, and there are not other agreements, assurances, conditions, covenants (expressed or implied) or other terms with respect to the Project, whether written or verbal, antecedent or contemporaneous with the execution hereof.

**4.04** The Subsidence District may not assign or delegate any portion of its performance under this Agreement without the written consent of the Sponsor.

**4.05** The Subsidence District shall remain obligated under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including the obligation to honor Certificates of Deposit in the Groundwater Bank as provided in Section 1.02.

**IN WITNESS WHEREOF**, the parties put their hands to this Agreement on the dates indicated below. This Agreement shall be effective on the date of the last signature hereto.

**SPONSOR**

_____

By: _____ (Title)

ATTEST:

_____

By: _____
(Title)

Date: _____

**HARRIS-GALVESTON SUBSIDENCE DISTRICT**

By: Robert Thompson, Deputy General Manager

ATTEST:

_____

By: Gregory M. Ellis, General Counsel

Date: 8/10/2016