



# City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

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

## **STAFF**

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

## **City Council Meeting Agenda**

**Notice is hereby given of a regular meeting of the City Council of West University Place** to be held on **Monday, January 23, 2017** beginning at **6:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items.

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

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### **CALL TO ORDER**

Agenda items are as follows:

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

#### **1. Public Comments**

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

#### **2. 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 2]

#### **3. Harris County EPAS Agreement**

Matters related to authorizing the execution of an Interlocal Agreement with Harris County in order for the West U Fire Department's continued operation and maintenance of the Electronic Personal

Accountability System. *Recommended Action: Authorize the city manager to execute the agreement. Mr. Aaron Taylor, Fire Chief* [see Agenda Item 3]

**4. Employee Health Insurance**

Matters related to consulting services for employee health insurance benefits. *Recommended Action: Discuss and take any desired action. Mayor Susan Sample*

**5. Future Agenda Items**

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

**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 January 9, 2017. *Recommended Action: Approve Minutes. Ms. Thelma Gilliam, City Secretary*

**B. Ordinance Calling the May 6, 2017 Election**

Matters related to the 2017 election, including designating election precincts and the polling place. *Recommended Action: Approve ordinance calling the May 6, 2017 Election on the first of two readings. Ms. Thelma A. Gilliam, City Secretary* [see Agenda Memo 6B]

**7. 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 amended notice and agenda of items to be considered by the West University Place City Council on January 23, 2017 was posted on the Municipal Building bulletin board on January 19, 2017 at approximately 2:45 o'clock p.m.

(SEAL)

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

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

<b>AGENDA OF:</b>	January 23, 2017	<b>AGENDA ITEM:</b>	2
<b>DATE SUBMITTED:</b>	January 23, 2017	<b>DEPARTMENT:</b>	Public Works
<b>PREPARED BY:</b>	D. Beach, PW Director	<b>PRESENTER:</b>	D. Beach, PW Director O. Rutz, Task Force Chair
<b>SUBJECT:</b>	<b>Facilities Master Plan Update</b>		
<b>ATTACHMENTS:</b>	<b>Draft Facilities Master Plan Update - Revised</b>		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		

**EXECUTIVE SUMMARY**

The City Council reviewed the previous version of the Draft Facilities Master Plan on November 14, 2016 and requested the entire plan be updated to reflect current conditions as this time.

The Task Force was tasked to evaluate the following five facilities: (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 includes updated staffing, conditions, timelines and the Task Force's original recommendations, as well as, a recommendation to establish a property acquisition process which will allow the City to consider available property in a timely manner.

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

January 2017



# ACKNOWLEDGMENTS

I would like to acknowledge the contributions of the members of the Facilities Master Plan Task Force and the staff of the City of West University Place in updating the Facilities Master Plan, all of whom spent significant time providing information and reviewing material. 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

## **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



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## EXECUTIVE SUMMARY

The City Council appointed a Facilities Master Plan Task Force comprised of residents to review, and make recommendations to the City Council on, the November 2015 Facilities Master Plan with regard to certain facilities and/or properties owned by the City. In addition, the City Council requested that staff update the remaining portion of the plan to reflect current conditions.

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

This 2017 Facilities Master Plan is an update of the November 2015 version and focuses on adding information related to improvements completed since November 2015. This Facilities Master Plan also identifies staff and space requirements that are expected for the next 10 years. The updated future facility requirements are defined based on specific department requirements, recent facility improvements, City Council directives and Facilities Master Plan Task Force feedback. This update documents both current and projected staff and space allocations.

This update covers all City of West University Place departments and addresses the following existing City buildings:

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

It is recommended that staff review the Facilities Master Plan annually for its consistency with changing

conditions or policies and modify it as required. In addition, this plan should be updated at least every 10 years or as needed due to major changes in direction.

As a best practice, it is recommended that the City undertake a regular Building Condition Assessment for all of its buildings on a five-year basis to track and document building conditions, and to determine in each case how the building condition may impact the long-term viability of the building, doing this as part of the Facilities Master Plan.

This Facilities Master Plan utilized several planning assumptions in reaching the conclusions and recommendations contained in the update. In previous Facilities Master Plans, the City developed space standards for each staff position in the City, and these space standards formed the basis of all space projections contained in the update. The same space standards 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 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 the services provided and where those services are located.

The City has assembled property in the City Center over the years as it became available. This has created an intertwining of City property ownership with that of both residents and the West University Baptist Church. As the City's existing facilities continue to age and their replacement becomes inevitable, the City will have to consider whether to rebuild those facilities at their current location or build new facilities at a different location. This may require the City to acquire property to consolidate services for long-term operational and service-related efficiencies. A strategic long-term view of property ownership will allow the City to implement the best facility replacement decisions in the future. The City should consider property acquisition opportunities when they become available in and around the City, so as

to achieve greater flexibility in meeting the community's future needs.

The City of West University Place is a fully built-out city that expects minimal 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 also has been replacement in nature, and this pattern is expected to remain for the foreseeable future. The City staffing levels and facilities reflect this condition of minimal population growth. The City facilities are in various conditions from recently replaced to over 50+ years old.

This Facilities Master Plan includes the following information:

- Summary of an Evaluation of Facility Locations and Recommendations
- 2016 Facilities Master Plan Task Force Scope of Work and Recommendations
- Summary of Existing Facility Options and Additional Recommendations
- Goals and Opportunities
- Key Assumptions and Planning Givens
- Facility Analysis and Additional Recommendations
- Summary of Existing Facility Conditions
- Summary of Existing Facility Uses
- Space Standards
- Summary of Current and Future Department Staff Requirements
- Summary of Current and Future Department Space Requirements
- Existing Facility Capacity to Satisfy Space Requirements Including Departmental Conclusions
- Existing Building Analysis Including Vacant Property and Other Facilities and Existing Lease Spaces
- Existing and New Facility Options and Recommendations
- Timeline for Facility Improvements
- 2015 Master Plan Update Recommendations
- 

## SUMMARY OF AN EVALUATION OF FACILITY LOCATIONS AND RECOMMENDATIONS

### CITY CENTER

The majority of the facilities are located in the area surrounding the existing City Hall, known as City Center. 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 are located in City Center and are expected to remain there in the long term due to the capital outlay cost to relocate them. The buildings located in City Center are in the area generally bound by Rice Boulevard, University Boulevard, Auden Street and College Street. 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 ADMINISTRATION BUILDING AND OUTBUILDINGS

Departments/Services

- Public Works Administration
- Development Services
- Planning
- Facilities
- Operations
- Water Pump Station, Tanks and Well
- Facilities Maintenance
- Solid Waste & Recycling Offices

### PUBLIC WORKS MAINTENANCE FACILITY

Departments/Services

- General Services
- Fleet Maintenance

### OUTBUILDING

Department/Services

- Information Technology

## COMMUNITY BUILDING/ SENIOR CENTER

Department/Services

- Parks and Recreation
- Seniors

## LIBRARY

## SCOUT HOUSE

## RECREATION FACILITIES

Buildings located outside of City Center but still within the city limits include the Recreation Center, which is located at 4210 Bellaire Boulevard, and the Colonial Park Pool Facility, which is located at 4130 Byron Street. These buildings were replaced in 2009, and these are their recommended long-term locations.

## WASTEWATER TREATMENT PLANT

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

## OTHER PROPERTY

The City also owns property outside the city limits in the City of Houston: 5004 Dincans Street, which 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, which is located in west Houston and is currently vacant. The City owns other miscellaneous properties that are used for parks, vacant right-of-ways and utility needs, 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 11 residents appointed by the City Council to exclusively review and make recommendations on the following buildings and/or City-owned properties:

- Library
- Community Building / Senior Center
- Public Works Outbuildings (as defined in the November 2015 Facilities Master Plan document)
- Public Works Maintenance Facility
- Dincans property (located at 5004 Dincans Street)

## 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 are:

"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 and the Community Building / Senior Center." This work was completed in January 2017.

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

"The City should retain the Public Works Maintenance and Operations Facilities at their current locations on Milton Street."

"The City should retain the Dincans facility for the City's use or benefit for the foreseeable future."

"The City Council should establish a policy for property acquisition that will allow the City to consider available property in a timely manner."

## 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. It was expanded and renovated again in 2011 to relocate the Police Department in the building. Minor renovations in 2008 and 2014 included improvements to the Administration suite and Information Technology (IT) areas. The building contains approximately 33,690 SF and includes City Administration and Secretary, Police, Fire, Finance, Municipal Courts, Human Resources, Communications 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 expanded in the future to accommodate the relocation there 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 in good shape. The building contains Public Works Administration, Development Services and Planning, and is located on a campus that includes outbuildings housing Facilities, Operations, Water Facilities (Water Pump Station, Tanks and Well), Facilities Maintenance, Solid Waste & Recycling Offices and IT. The Public Works Administration Building is a wood structure (Type V) and has a metal roof that is of lower quality than on most other municipal buildings. The building contains approximately 4,280 SF and is of sufficient size for projected growth for the next 10 years.

The Public Works Administration Building is attached to and surrounded by other City-owned outbuildings, which face Milton Street. These outbuildings are much older and have 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, including some minor office remodeling, and the IT department was located in one of these outbuildings to allow for expansion of administrative space at the existing City Hall. It is recommended that the IT department be relocated back to City Hall as space allows. The IT staff manages the City's infrastructure and servers, all located in City Hall.

### **PUBLIC WORKS MAINTENANCE FACILITY**

The existing Public Works Maintenance Facility building was constructed in 1954 on Milton Street. The building is L-shaped and contains General Services as well as the sign shop, traffic control, fleet maintenance and other support spaces. The building contains approximately 8,160 SF. The building is old, has been renovated several times and has limited life expectancy 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 a 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, the Senior Center was added in 1972, and the whole building 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. That renovation will allow the building to continue to be used by the City for its current purposes for the next 10 years, but problems still exist with the original building construction and addition. The slope of the roof and the floor have been chronic problems over the life of the building.

### **LIBRARY**

The existing Library was opened in 1963 and contains 5,564 SF on two floors. The Library is operated by the Harris County Public Library System. The building has never had a major renovation and contained several known deficiencies and limitations that were remedied in 2017 when the City completed life/safety and minor cosmetic improvements to the building. There are deed restrictions on this site that may limit future use.

### **RECREATION 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 at 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.



Goals and Opportunities



## GOALS AND OPPORTUNITIES

The goal of this 2017 update to the 2015 West University Place Facilities Master Plan is very similar to the goals of previous versions of the plan. This update is intended to provide a specific long-range road map for the City to use in making critical facility decisions that rely on fact-based and quantitative data. The City should consider the long-term goals of the community when making short-term facility decisions. This update is intended to be easy to follow and to provide clear understanding of 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 form 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 the inventory of the existing facilities and their use
- Update department staff and space requirements for next 10 years
- Provide the best facility options and locations to satisfy those requirements

- Provide timing estimations and planning budgets for each facility improvement

### Specific Goals and Opportunities

- Create a long-term planning strategy for the replacement of aging facilities and assess the impact on the City's overall property configuration
- Identify and create a long-range plan that lays out options to satisfy space and facility needs
- Improve parking in City Center with parking that is reasonably attainable, screened, well lit and secure
- Implement the proposed Auden Street Landscape Plan
- Perform a consolidation of City services
- Maximize the value of City property and the surrounding property
- Maximize the use of available property

The City owns other buildings and facilities that were not part of the 2017 Facilities Master Plan Task Force update. These include the Wastewater Treatment Plant, Bellaire Elevated Water Storage, Wake Forest Water Storage and Well, and individual City parks and other utility lands.





History and  
Background



## 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 two 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 creating Facilities Master Plans since 2006, and 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 City Hall, and replacement of the Recreation Center and Colonial Park Pool Facility. Previous plans recommended future improvements that have not yet been implemented. These include the following:

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

## KEY ASSUMPTIONS AND PLANNING GIVENS

In addition to using the 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, anticipating only minor increases with the exception of police patrol staff. The Police Department staff is expected to grow in the number of patrol officers if regional crime rates increase as is currently predicted. This growth in the number 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," defined as staff or space required as a direct result of program expansion or other City Council directive.
- This is an update of the Facilities Master Plan and not a Building Condition Assessment report. This plan, although it touches on building condition in some instances, should not be considered a replacement for a thorough Building Condition Assessment report. A Building Condition 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 (including Water Pump Station, Tanks and Well)
  - Operations

- Public Works Maintenance (General Services and Fleet Maintenance)
- 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



## 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:

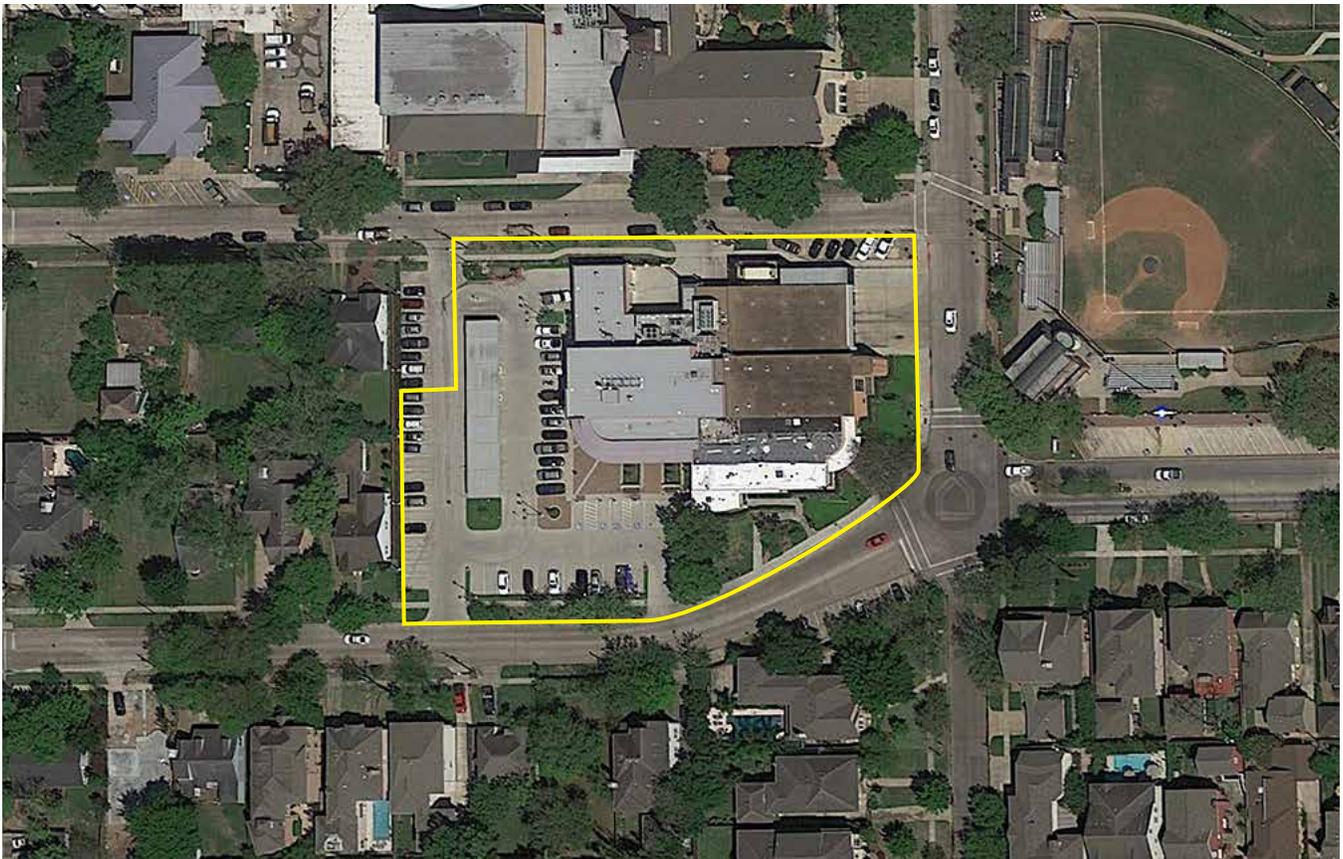
- City Hall
- Public Works Administration Building and Outbuilding
- Public Works Operations Building and Public Works Maintenance Facility on Milton
- Library
- Community Building / Senior Center
- Scout House
- Recreation Center
- Colonial Park Pool Facility

Each of the buildings in this Facility Analysis section has been documented as to how it was being used by the City at the time of this printing. The accuracy of this analysis will become outdated over time in some cases as a given building's use changes. For each building, the latest floor plan layout is included along with the basic site and building information (date of construction, number of stories, square footage, number of parking spaces, building occupancy and a basic assessment of building condition). An aerial image is also provided. 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 single building.

## City Hall

**Address** ..... 3800 University Boulevard  
**Date Constructed**..... 1954  
**Date Renovated**.....1998, 2008 and 2014  
**Date Expanded**.....2011  
**Stories**..... 2-story building  
**Square Footage**..... 33,690 GSF  
**Parking** ..... 45 public spaces and 26 secure spaces  
**Occupants**..... City Administration, Police and Fire  
**Occupancy Status** .... Fully utilized  
**Building Condition**.. Very good

**Building Conclusions:** Building Conclusions: The existing building is fully utilized. The number of 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 rates increase as currently is predicted, which will not impact the size of the building. The existing building is designed to accommodate the needs for this increased staff in resources such as lockers and other support areas. The projected staff growth is not expected to require any additional space over 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 it becomes necessary. Staff parking for this expansion is already located in City 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 and West University Baptist Church. The City and the West University Baptist Church have shared-parking agreements in place that include all parking lots in 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

**Stories** ..... 1-story building

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

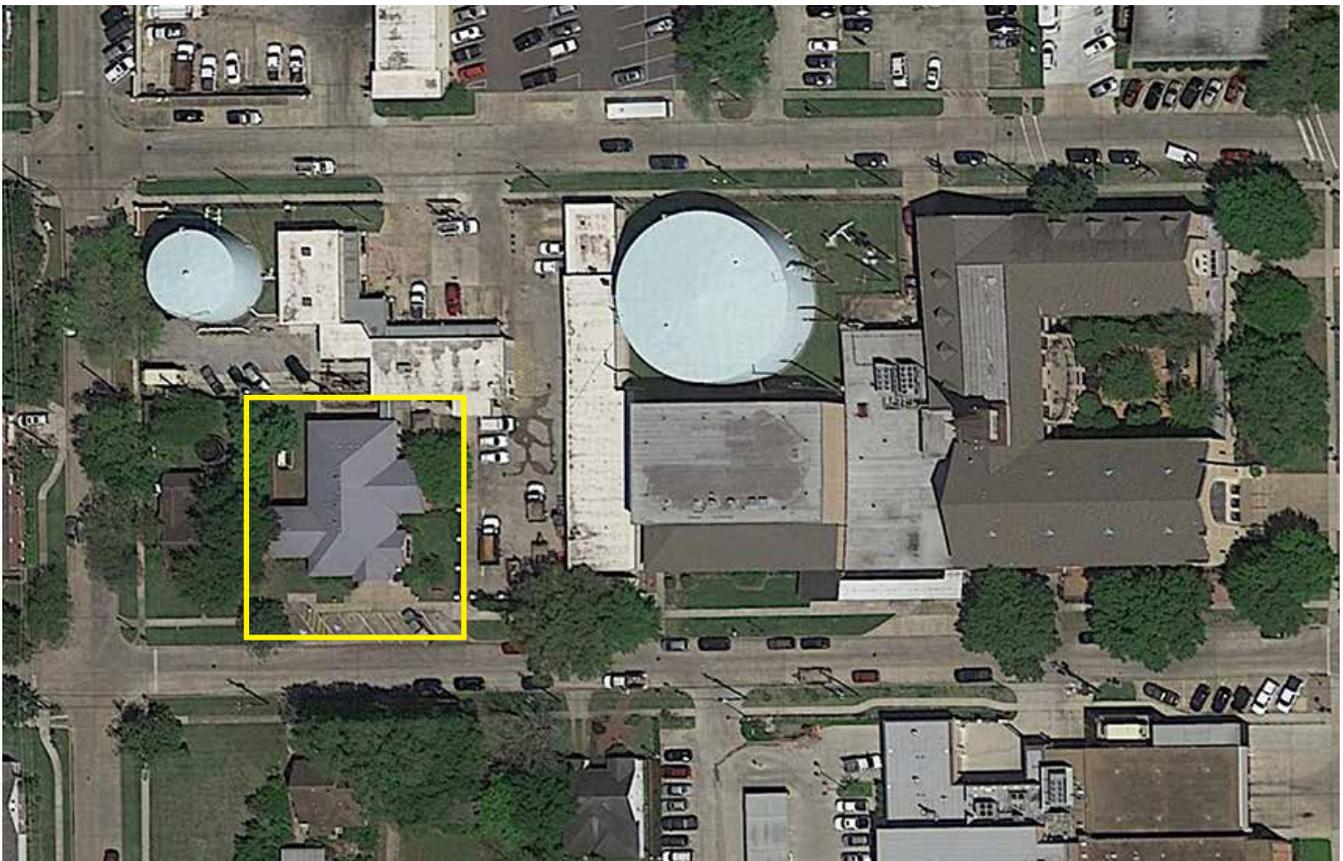
**Parking** ..... 7 public spaces

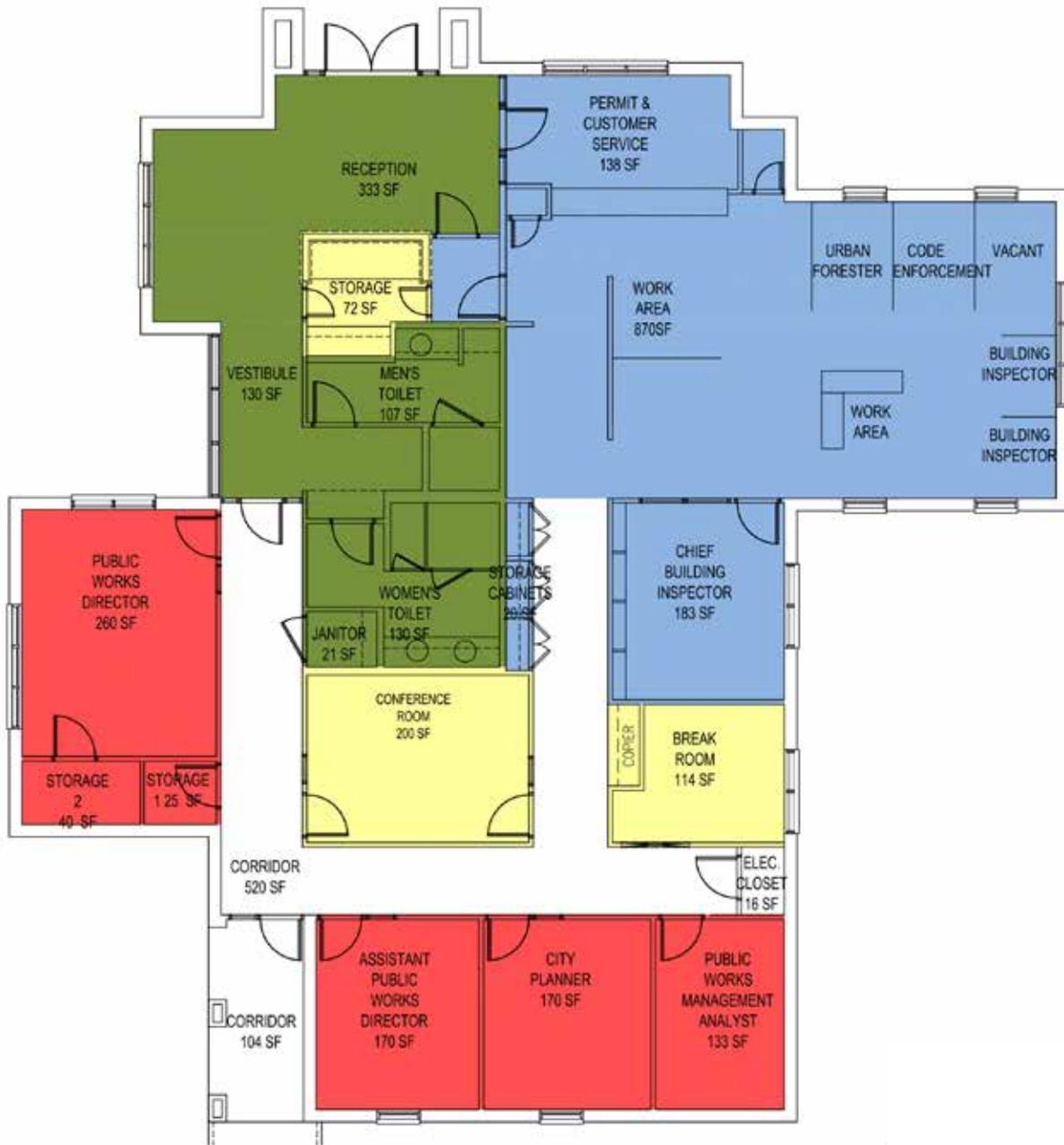
**Occupants** ..... Public Works Administration, Development Services and Planning

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

**Building Condition**.. Good

**Building Conclusions:** The existing Public Works 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





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

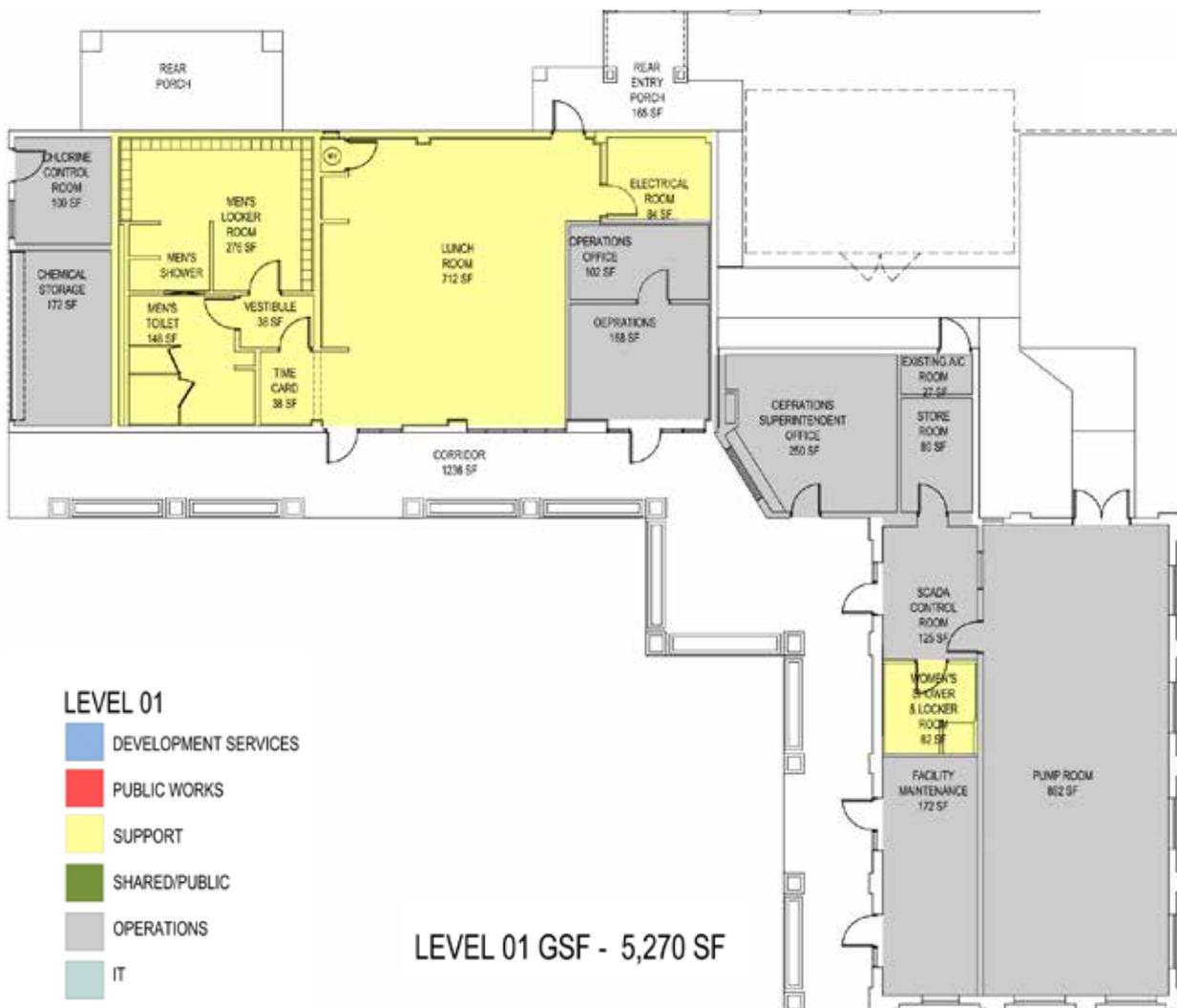
**Stories**..... 1-story building

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

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

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

**Building Condition**.. Fair



## Public Works Operations Outbuilding

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

**Date Constructed**.... 1957

**Stories**..... 1-story building

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

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

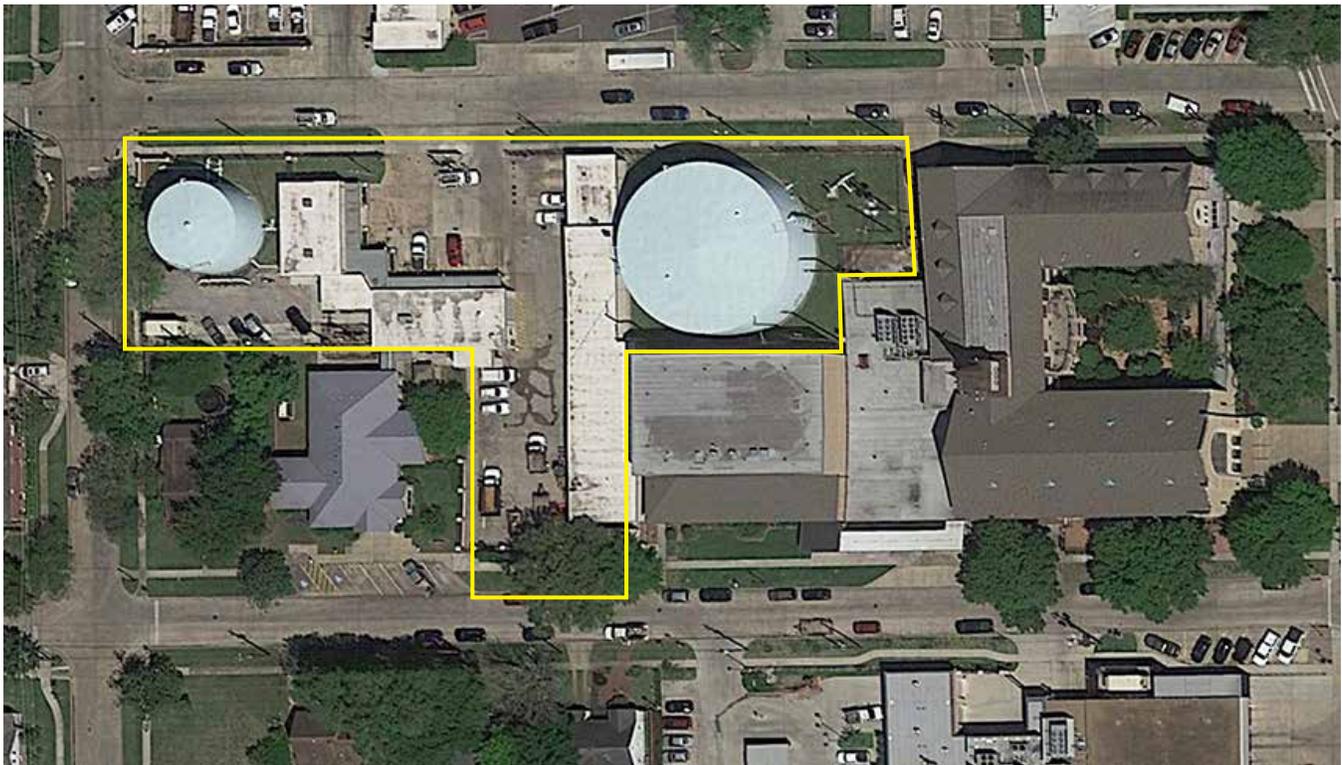
**Occupants**..... Information Technology and Warehouse

**Building Condition**.. Fair



LEVEL 01 GSF - 4988 SF

- LEVEL 01**
- DEVELOPMENT SERVICES
  - PUBLIC WORKS
  - SUPPORT
  - SHARED/PUBLIC
  - OPERATIONS
  - IT



## Public Works Maintenance Facility

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

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

**Stories**..... 1-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 and Solid Waste & Recycling Offices

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

**Building Condition**.. Fair

**Building Conclusions:** 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. That outbuilding contains approximately 670 SF. The pump equipment and controllers for the City's water plant located in the Public Works Operations Building. The fueling station for the fleet vehicles is also located on this site. Approximately 3,747 SF of material storage is located on the Milton site along with fleet vehicle parking. The existing Public Works Maintenance Facility building has 8,160 SF of space that includes the ground floor and mezzanine areas, and it 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

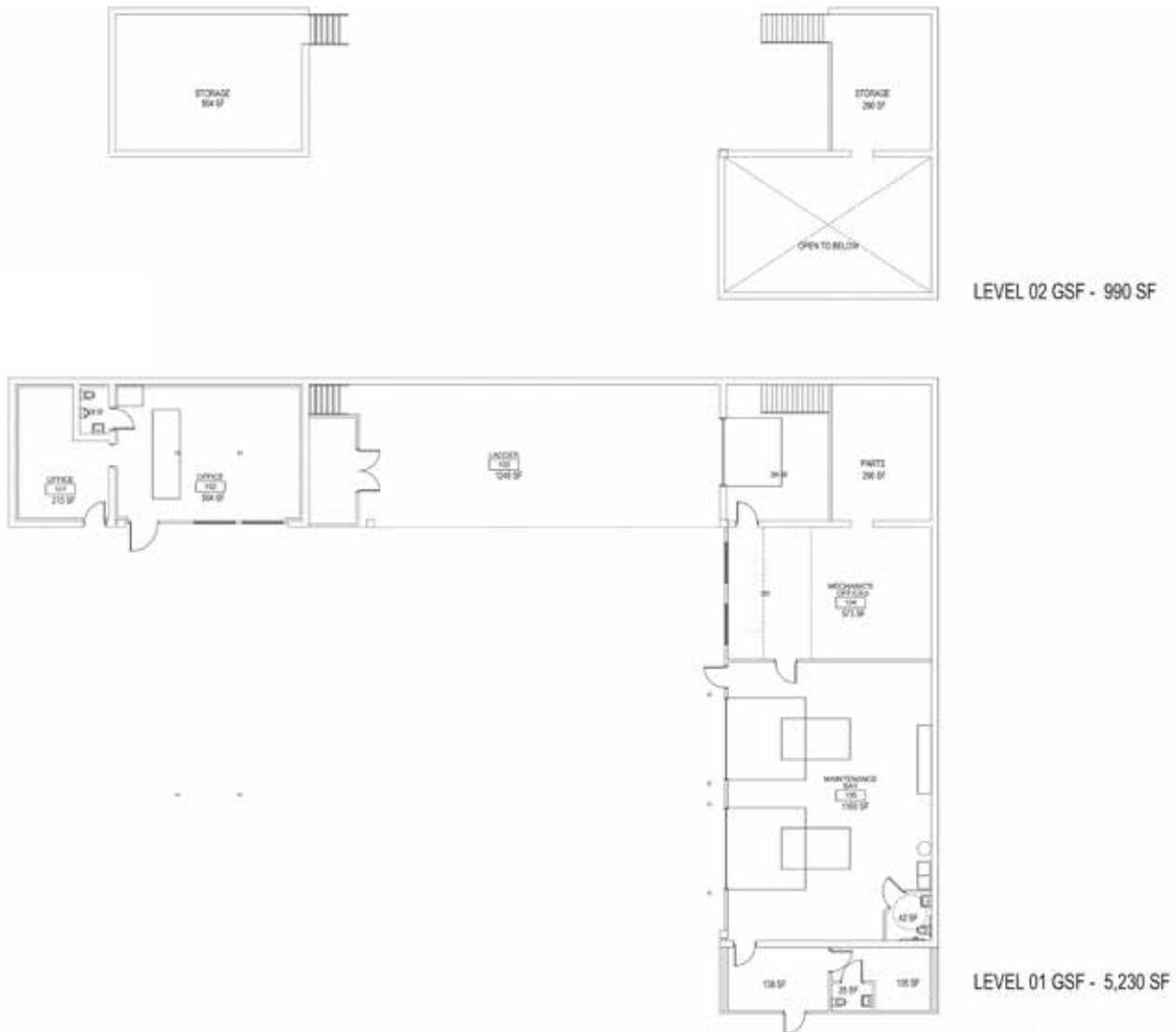


buildings overall are in fair condition and have received cosmetic upgrades over the last five years, but if technology or service levels change, the facilities may need significant investment in the building systems. Changes to accommodate any increases in service levels that require additional workspace and/or storage would face significant design limitations in their current configuration. The buildings back up to residential property to the north.

The 2016 Facilities Master Plan Task Force reviewed the current location and condition of the Public Works Operations Building and Public Works Maintenance Facility located at 3825 and 3826 Milton Street. The Task Force recognized that while some operational inefficiencies

exist with the current facilities, the overall condition of the buildings is acceptable and they 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, the City should consider all options available for current or future location of the structures.

**Task Force Recommendation:** The City should retain the Public Works Operations Building and Public Works Maintenance Facility at their current location on Milton Street.



## Library

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

**Date Constructed** .... 1963

**Stories** ..... 1-story building with a mezzanine

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

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

**Occupants** ..... Library

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

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

**Building Conclusions:** Building Conclusions: The existing building has 5,564 SF located on the ground floor and mezzanine areas that are used for storage and children’s programming. The Library is operated by the Harris County Public Library System. The building has never had a major renovation, and in 2017 the City completed improvements to remedy the known deficiencies with egress, life/safety and ADA access, as well as minor cosmetic issues. The following deficiencies were remedied in 2017 when

the City completed the life/safety improvement project:

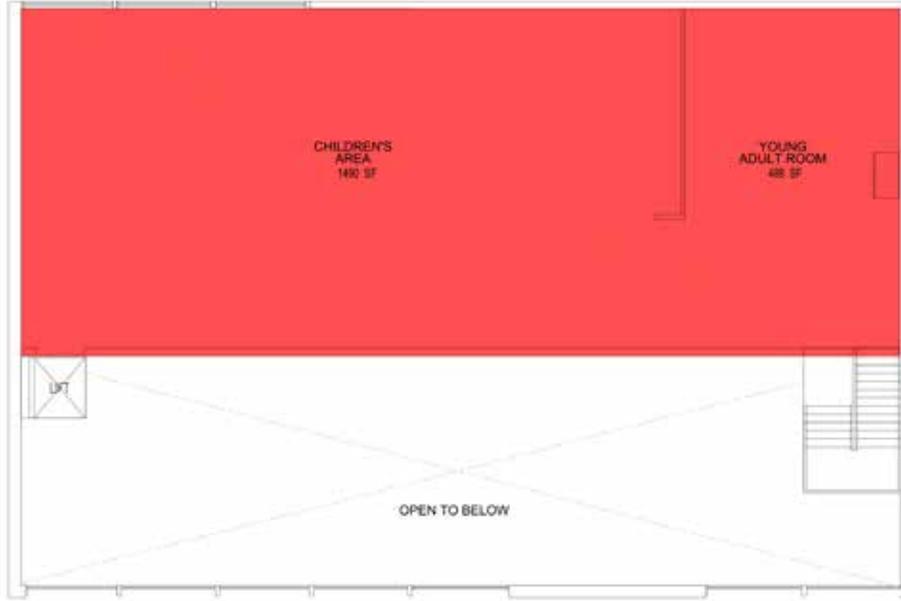
- Railings and handrails
- Fire alarm system
- Fire sprinkler system
- Second exit from first floor
- Accessibility of spaces
- ADA compliant restrooms
- Carpet
- Paint
- Energy-efficient lighting

The building’s program spaces are all undersized. Any future renovation would be triggered by programming enhancements. A deed restriction may limit the use of this site.

**Task Force Recommendations:** The City should complete the Library improvements as budgeted in the 2016 Budget in the near term (this has been done), which would allow the City enough time to properly solicit public feedback concerning the future use of the Library.

The City Council should canvass the community to assess the resident’s needs and wants for the Library.





## Community Building / Senior Center

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

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

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

**Stories**..... 1-story building

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

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

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

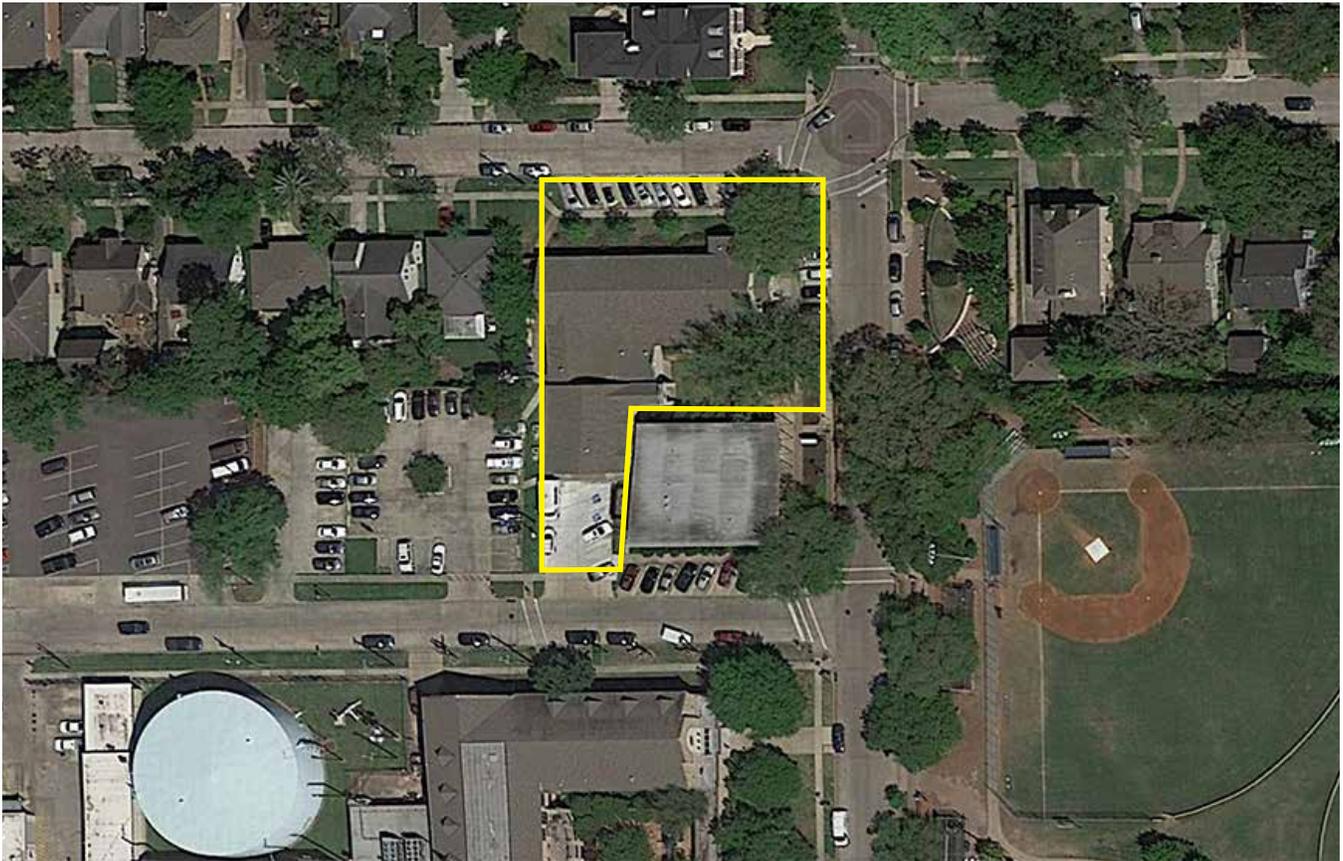
**Occupancy Status** .... Fully utilized

**Building Condition**.. Fair

**Building Conclusions:** The building has 5,971 SF of multi-use space that is used by various departments, programs and events. 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 from the parking lot, providing designated space for volunteers working in the facility and addressing storage needs. The 2012 renovation extended the life of the building for at least 10 more years.

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

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





**LEVEL 01**

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

## Recreation Center

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

**Date Constructed** .... 2009

**Stories** ..... 2-story building

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

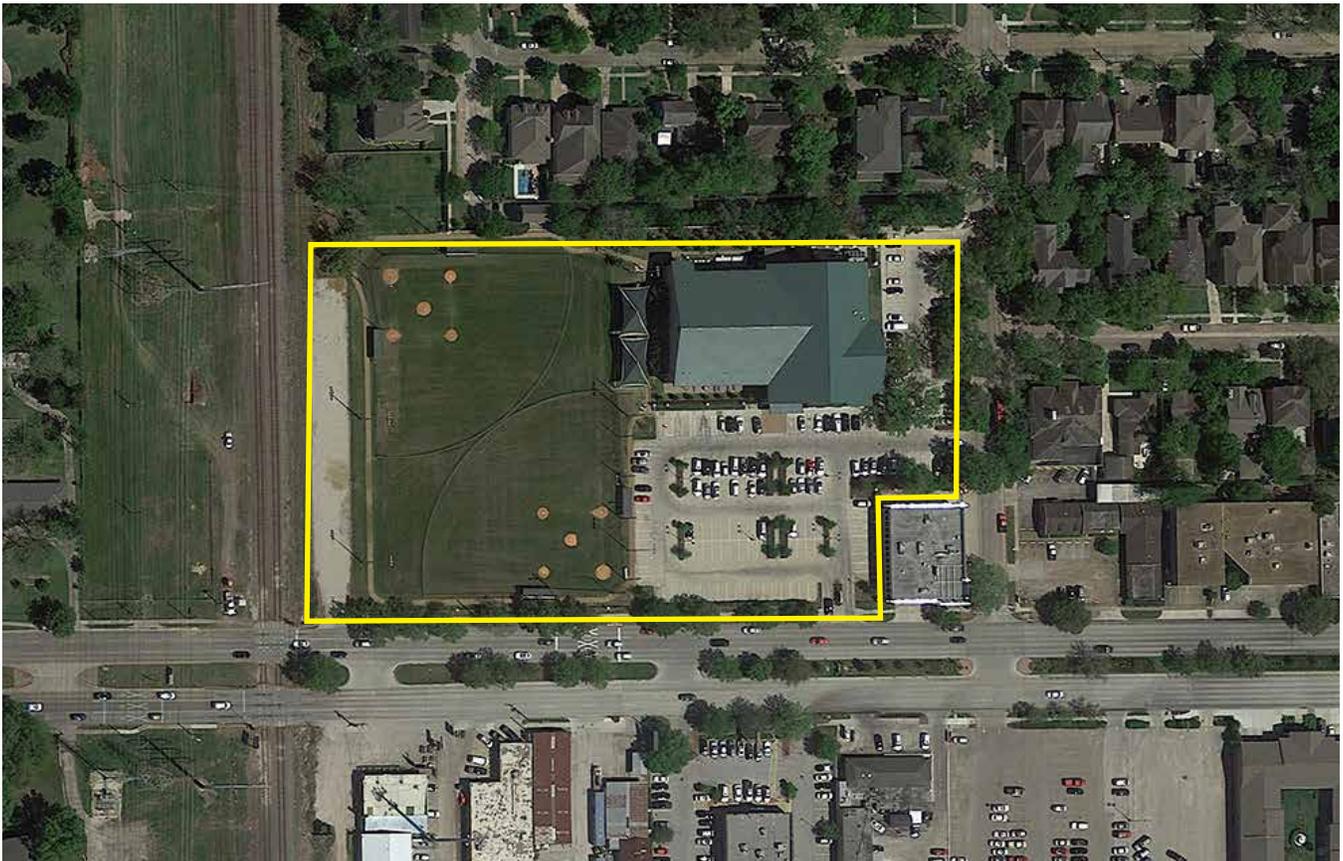
**Parking** ..... 152 spaces

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

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

**Building Condition**.. Excellent

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

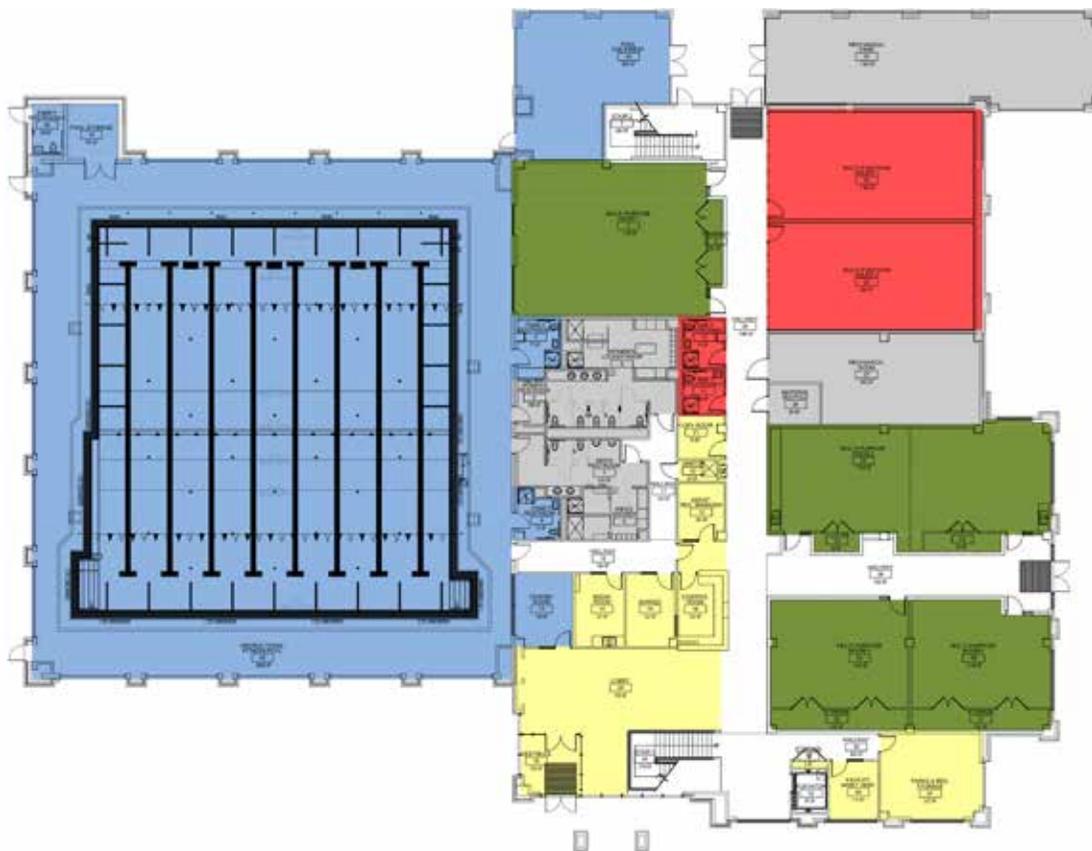




**LEVEL 02**

- POOL AREA
- WORK OUT AREA
- PARKS & 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

**Stories** ..... 1-story building

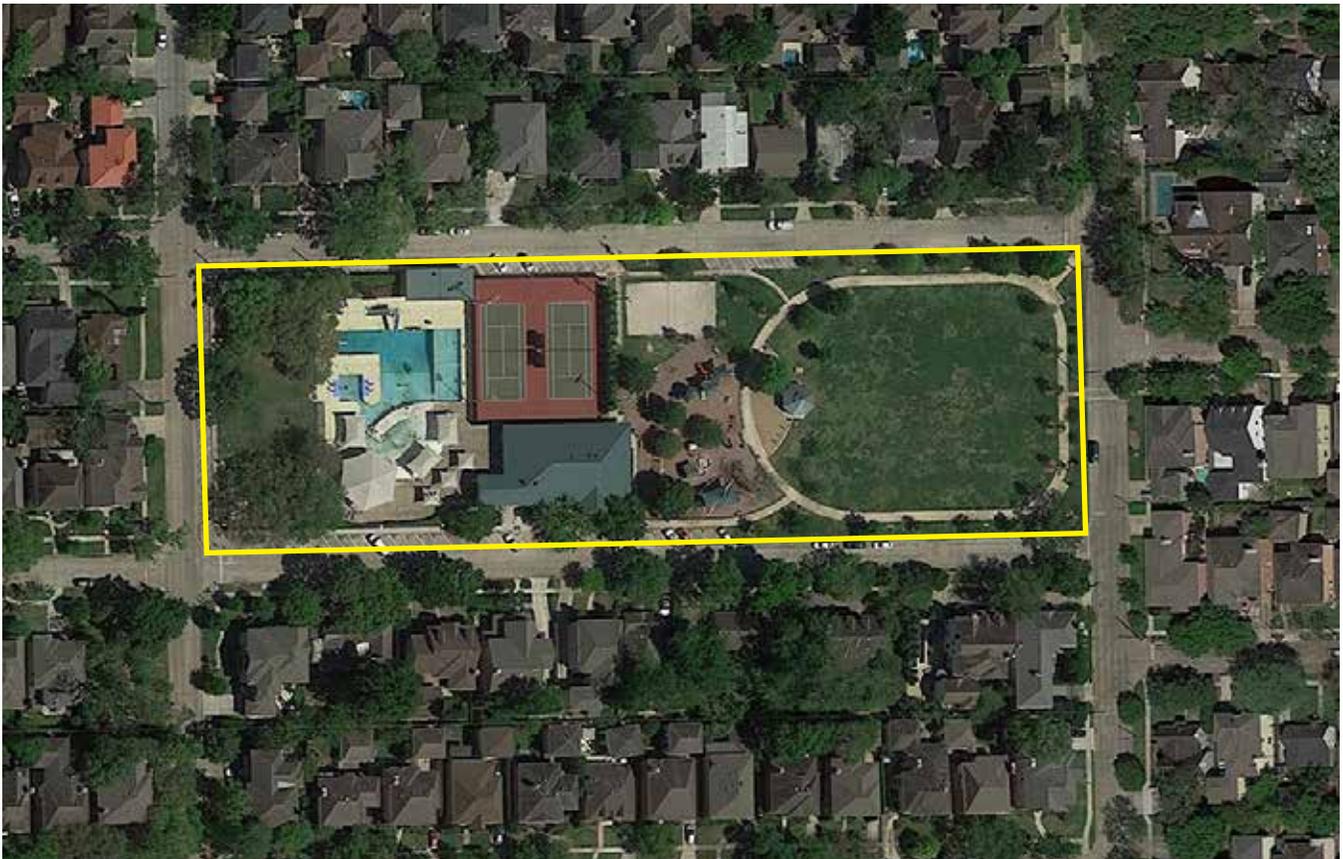
**Square Footage** ..... 4,875 GSF

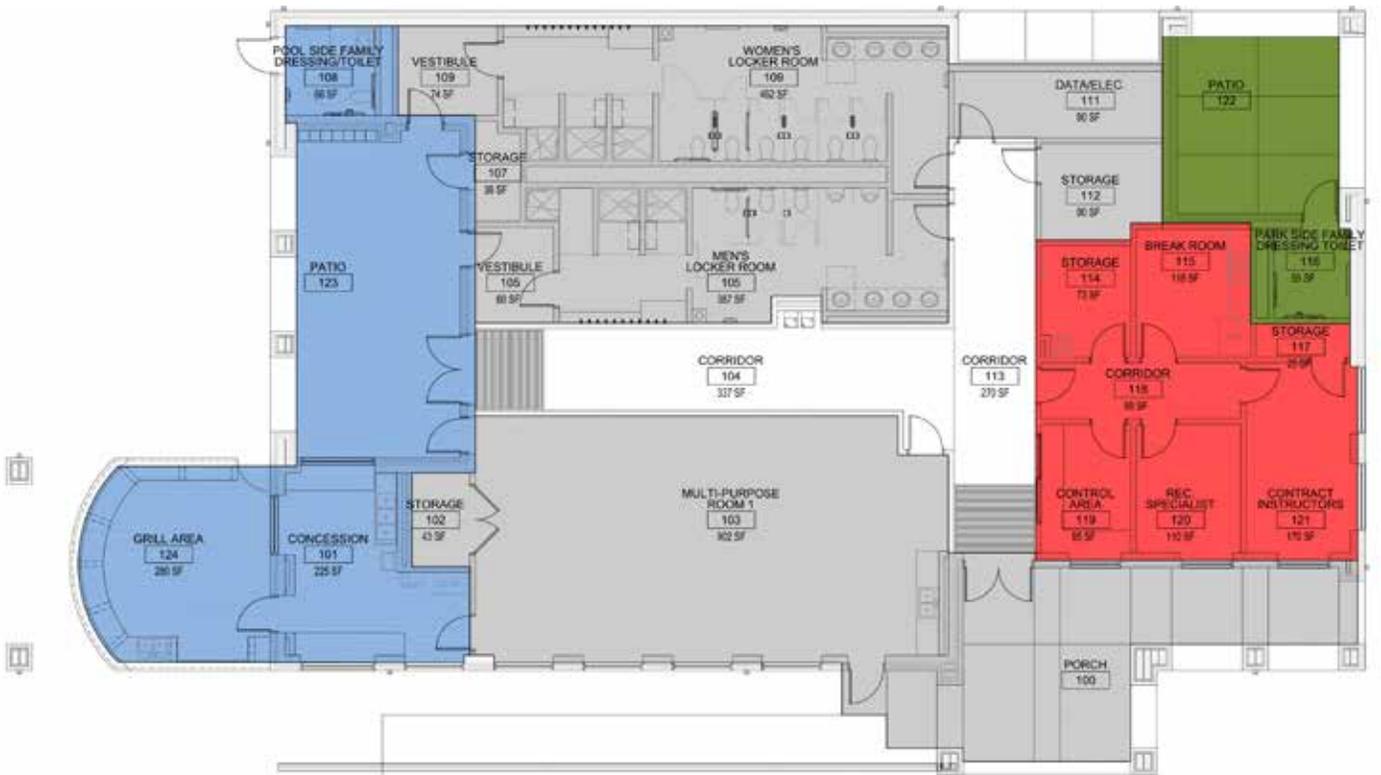
**Occupants** ..... Aquatics Staff and Multi-Purpose Room

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

**Building Condition**.. Excellent

**Building Conclusions:** The building is approximately 4,875 SF located on one level. The pool facility is part of the overall park complex, which includes playing 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, as well as the 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

**Stories**..... 1-story building and mezzanine

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

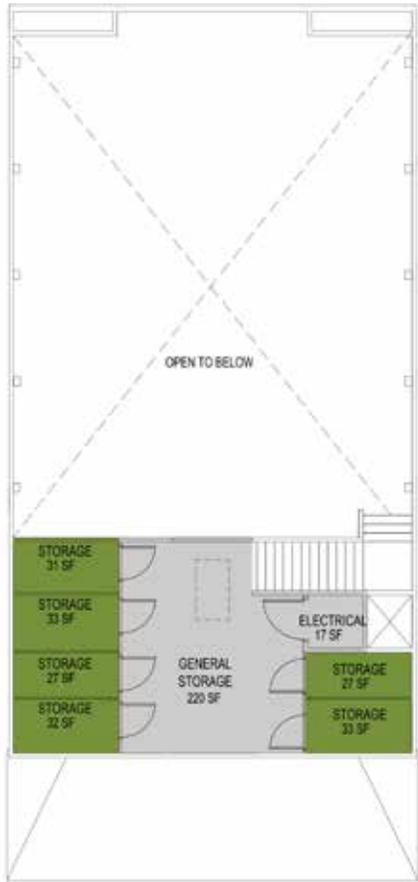
**Occupants**..... Various users for programs and rentals

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

**Building Condition**.. Fair

**Building Conclusions:** This building is used for various community meetings. It is a one-story wood construction with a small mezzanine. The building is vacant except when used for community meetings, Parks and Recreation Department programs and activities, or rentals and as a primary meeting site for area Scout groups and Tri-Sports. West University Elementary School 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

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

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

## SUMMARY OF EXISTING FACILITY CONDITIONS

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The City's buildings vary in age from 62 years to four years (with construction and renovations from the 1950s to 2017). The condition of the City's buildings also varies. The majority of the City's buildings are in good condition, as shown in the following:

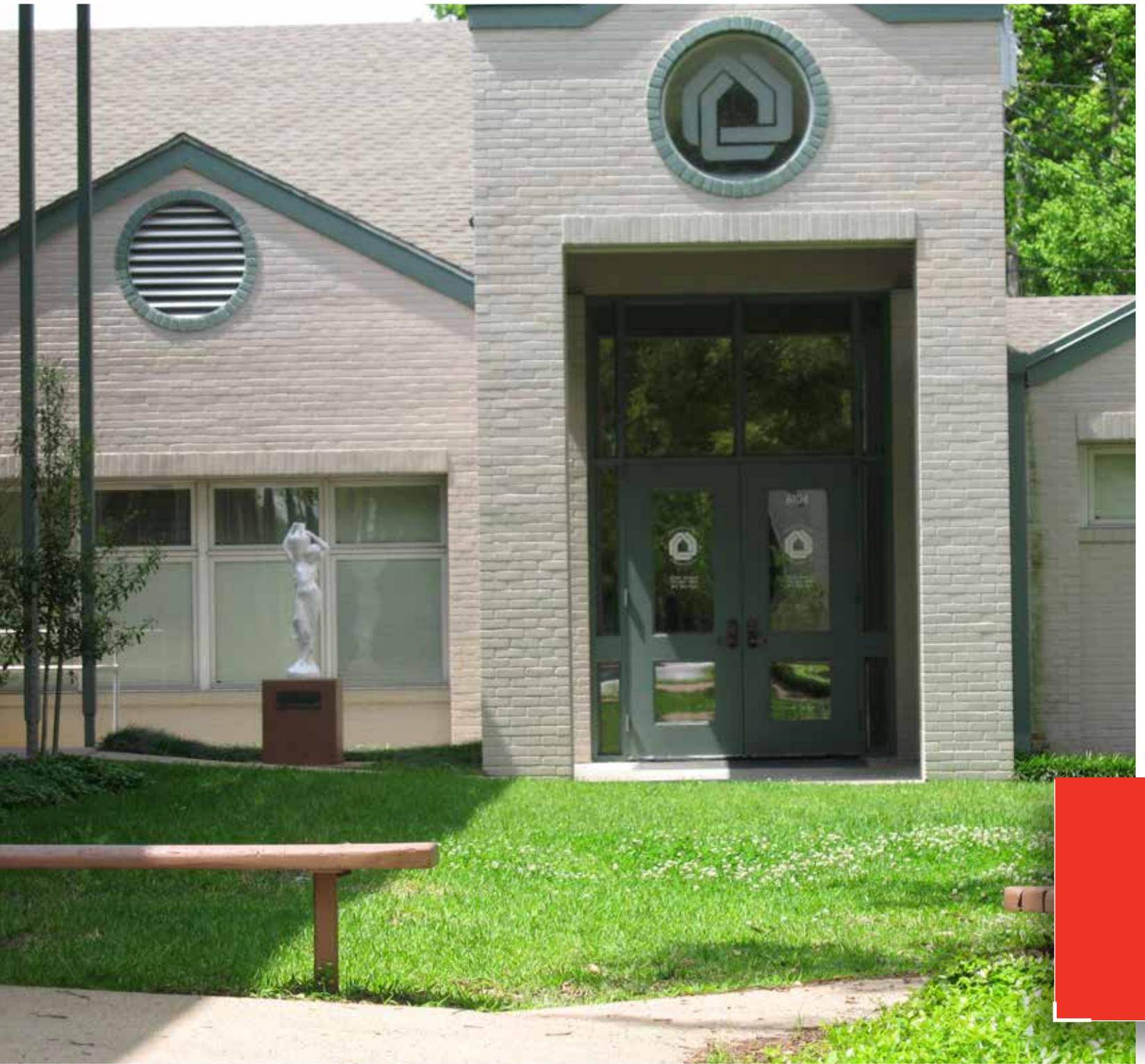
- City Hall is in very good condition.
- The Public Works Administration Building is in good condition.
- The Public Works Operations Building and Public Works Maintenance Facility are in fair condition.
- The Library is in fair condition and had its code and life/safety deficiencies addressed in 2016.
- The Community Building / Senior Center 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

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

Buildings that have been recently built or renovated were done so based on the staff projections.



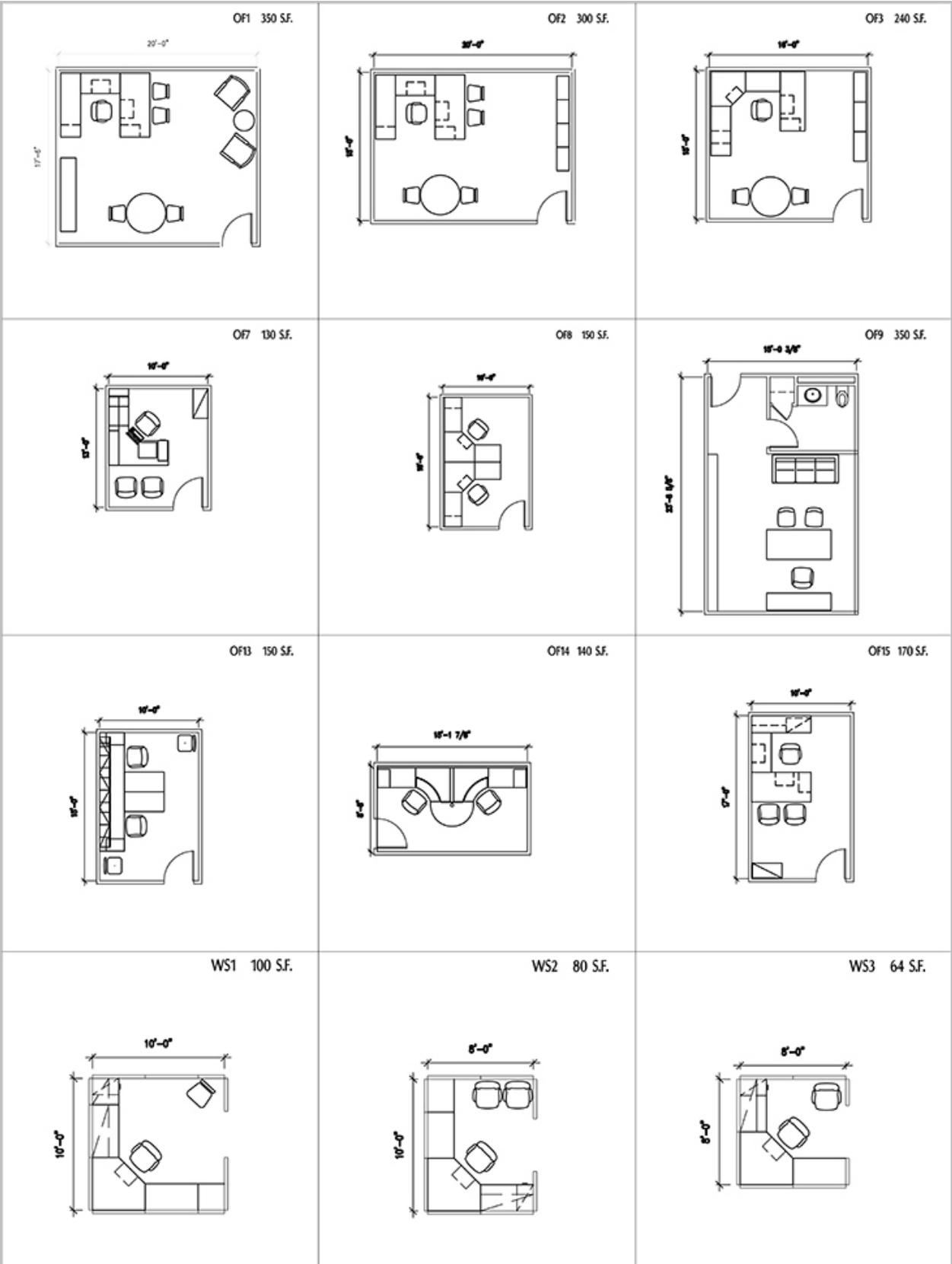
Space Standards

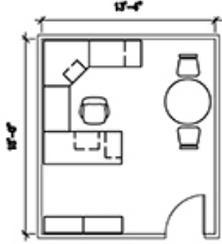
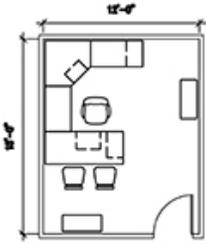
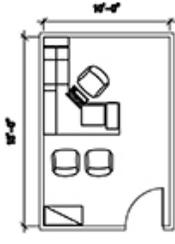
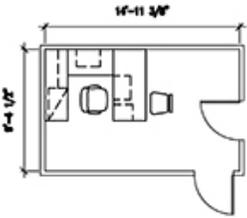
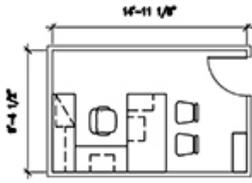
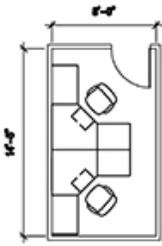
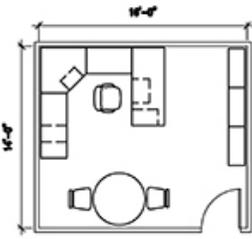
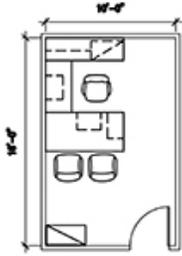
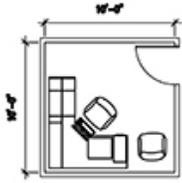
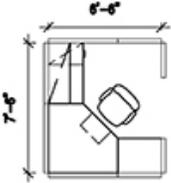
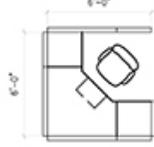


## SPACE STANDARDS

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, the new

Recreation Center and the Colonial Park Pool House. The space standards were reviewed as part of this Facilities Master Plan update to ensure that adequate workspace is still being provided and the sizes of the spaces are consistent with those in other similar sized cities. The space standards are included in this report.



<p>OF4 200 S.F.</p> 	<p>OF5 180 S.F.</p> 	<p>OF6 150 S.F.</p> 
<p>OF10 140 S.F.</p> 	<p>OF11 140 S.F.</p> 	<p>OF12 120 S.F.</p> 
<p>OF16 225 S.F.</p> 	<p>OF17 160 S.F.</p> 	<p>OF18 100 S.F.</p> 
<p>WS4 50 S.F.</p> 	<p>WS5 36 S.F.</p> 	<p>WS6 20 S.F.</p> 







# STAFF AND SPACE PROJECTIONS

This Facilities Master Plan update focuses on needs-based requirements. Needs-based requirements are defined as facility requirements that are needed by specific program growth or other City Council directive. The update identifies the current staff and space allocation. The staff and space requirements are then 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, with each existing staff member identified by their approved employee titles. Each department head was then asked to project staff changes needed for the next 10 years. The current and future staff projections are outlined in the chart below.

Department	Personnel			% Increase
	2017	2022	2027	
Police	41	52	56	36.59%
Fire	23	23	23	0.00%
IT	4	4	4	0.00%
City Administration	5	5	5	0.00%
Human Resources	2	2	2	0.00%
Finance	8	8	8	0.00%
Shared Space	0	0	0	0.00%
Recreation Center	90	90	90	0.00%
Colonial Park	49	49	49	0.00%
Public Works Administration	11.00	12	12	0.00%
General Services/Facilities Maintenance	21	22.5	22.5	7.14%
Operations and Waste Water Treatment Plant	13	16	17	30.77%
Library	8	8	8	0.00%
Scout House	0	0	0	0.00%
Community Building	17	17	17	0.00%
<b>Total Staff</b>	<b>292</b>	<b>309</b>	<b>314</b>	<b>7.36%</b>
<b>Total Square Footage DSF</b>				

## SUMMARY OF CURRENT AND FUTURE DEPARTMENT SPACE REQUIREMENTS

The City's space standards were used to determine space requirements for all departments over the next 10 years. The existing square footage that each department occupied at the time of the survey was also documented. The total amount of

space required for each department is based on the number of required staff members and the appropriate space standard. The current and future space projects are outlined in the chart below.

Department	Existing Space DSF	Space Requirements DSF			% Increase
		2017	2022	2027	
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	2,614	2,652	2,652	2,652	1.45%
Human Resources	465	450	450	450	-3.23%
Finance	614	676	676	676	10.10%
Shared Space	13,397	13,417	13,417	13,436	0.29%
Recreation Center	36,053	35,926	35,926	35,926	-0.35%
Colonial Park	5,170	5,170	5,170	5,170	0.00%
Public Works Administration	3,852	3,705	3,835	3,835	-0.44%
General Services/Facilities Maintenance	7,049	11,613	11,613	11,613	64.75%
Operations and Waste Water Treatment Plant	7,877	7,335	7,381	7,381	-6.29%
Library	6,759	14,258	14,258	14,258	110.96%
Scout House	2,380	2,386	2,386	2,386	0.22%
Community Building	8,611	8,607	8,607	8,607	-0.04%
<b>Total Staff</b>					
<b>Total Square Footage DSF</b>	<b>108,549</b>	<b>119,945</b>	<b>120,122</b>	<b>120,205</b>	<b>10.74%</b>

DEPARTMENT: City Hall

CONTACT (Name, Number, Email):

Position/Staff				EXISTING SF		SPACE STND		SPACE REQUIRED		
	2017	2022	2027	TYPE	SF	TYPE	SF	2017	2022	2027
<b>Police</b>										
Sergeants	5	5	5		226	OF16	225	225	225	225
Direct Link Coordinator	1	1	1		50	WS4	50	50	50	50
Telecommunicators	9	9	9		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	19	28	30		0		0	0	0	0
<b>Subtotal</b>	<b>41</b>	<b>52</b>	<b>56</b>		<b>1839</b>			<b>1780</b>	<b>1780</b>	<b>1844</b>
<b>Fire</b>										
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
<b>Subtotal</b>	<b>23</b>	<b>23</b>	<b>23</b>		<b>650</b>			<b>691</b>	<b>691</b>	<b>691</b>
<b>City Administration</b>										
City Manager	1	1	1		262	OF2	300	300	300	300
City Secretary	1	1	1		140	OF11	140	140	140	140
Administrative Assistant	1	1	1		50	WS4	50	50	50	50
Interns	2	2	2		0	0	0	0	0	0
<b>Subtotal</b>	<b>5</b>	<b>5</b>	<b>5</b>		<b>452</b>			<b>490</b>	<b>490</b>	<b>490</b>
<b>Human Resources</b>										
Human Resources Director	1	1	1		195	OF5	180	180	180	180
HR Generalist	1	1	1		50	WS4	50	50	50	50
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>2</b>		<b>245</b>			<b>230</b>	<b>230</b>	<b>230</b>
<b>Finance</b>										
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
<b>Subtotal</b>	<b>8</b>	<b>8</b>	<b>8</b>		<b>614</b>			<b>676</b>	<b>676</b>	<b>676</b>
<b>Total</b>	<b>79</b>	<b>90</b>	<b>94</b>		<b>3800</b>			<b>3867</b>	<b>3867</b>	<b>3931</b>

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

<b>Administration</b>									
Conference/Workshop				503	503	503	503	503	503
Conference				225	225	225	225	225	225
Copy				94	94	94	94	94	94
Council Chambers				1340	1340	1340	1340	1340	1340
<b>Subtotal</b>				<b>2162</b>		<b>2162</b>	<b>2162</b>	<b>2162</b>	<b>2162</b>
<b>Shared</b>									
Breakroom				240	240	240	240	240	240
Women's Restroom				161	161	161	161	161	161
Men's Restroom				154	154	154	154	154	154
Mechanical				231	231	231	231	231	231
Mechanical				250	250	250	250	250	250
Electrical				208	208	208	208	208	208
Lobby Vestibule				70	70	70	70	70	70
Lobby				2480	2480	2480	2480	2480	2480
Janitor				50	50	50	50	50	50
Staff Toilet				60	60	60	60	60	60
Storage				137	137	137	137	137	137
Elevator				55	55	55	55	55	55
Water Heater				70	70	70	70	70	70
Men's Shower/Lockers				514	514	514	514	514	514
Women's Shower/Lockers				435	435	435	435	435	435
Mechanical (2nd floor)				240	240	240	240	240	240
Mechanical Room				459	459	459	459	459	459
Communications/Electrical Room				450	450	450	450	450	450
<b>Subtotal</b>				<b>6264</b>		<b>6264</b>	<b>6264</b>	<b>6264</b>	<b>6264</b>
<b>Subtotal - Departmental SF</b>				<b>23775</b>		<b>23842</b>	<b>23842</b>	<b>23906</b>	
<b>Departmental Circulation (30%)</b>				<b>7133</b>		<b>7153</b>	<b>7153</b>	<b>7172</b>	
<b>Existing Departmental SF</b>				<b>30908</b>					
<b>Projected Total Departmental SF</b>						<b>30995</b>	<b>30995</b>	<b>31078</b>	

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

Position/Staff				EXISTING SF		SPACE STND		SPACE REQUIRED		
	2017	2022	2027	TYPE	SF	TYPE	SF	2017	2022	2027
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
Parks Maintenance Crew Leader	1	1	1		50		0	0	0	0
Parks Maintenance Technician	2	2	2		50		0	0	0	0
Parks Maintenance Intern	1	1	1		0		0	0	0	0
<b>Subtotal</b>	<b>90</b>	<b>90</b>	<b>90</b>		<b>588</b>			<b>490</b>	<b>490</b>	<b>490</b>
<b>Support Space</b>										
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
<b>Subtotal - Departmental SF</b>					<b>27733</b>			<b>27635</b>	<b>27635</b>	<b>27635</b>
<b>Departmental Circulation (30%)</b>					<b>8320</b>			<b>8291</b>	<b>8291</b>	<b>8291</b>
<b>Existing Departmental SF</b>					<b>36053</b>					

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

Position/Staff				EXISTING SF		SPACE STND		SPACE REQUIRED		
	2017	2022	2027	TYPE	SF	TYPE	SF	2017	2022	2027
Aquatic Intern	1	1	1		10		0	0	0	0
Life Guards	40	40	40		0		0	0	0	0
Contract Instructors (Recreation & Aquatics)	6	6	6		170	OF5	180	180	180	180
Rec. Attendants	2	2	2							
<b>Subtotal</b>	<b>49</b>	<b>49</b>	<b>49</b>		<b>180</b>			<b>180</b>	<b>180</b>	<b>180</b>
<b>Support Space</b>										
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
<b>Subtotal - Departmental SF</b>					<b>3977</b>			<b>3977</b>	<b>3977</b>	<b>3977</b>
<b>Departmental Circulation (30%)</b>					<b>1193</b>			<b>1193</b>	<b>1193</b>	<b>1193</b>
<b>Existing Departmental SF</b>					<b>5170</b>					
<b>Projected Total Departmental SF</b>								<b>5170</b>	<b>5170</b>	<b>5170</b>

POSITION / SPACE	PERSONNEL			EXISTING SF		SPACE STND		SPACE REQUIRED		
	2017	2022	2027	TYPE	SF	TYPE	SF	2017	2022	2027
<b>Public Works</b>										
Public Works Director	1	1	1		260	OF3	240	240	240	240
Urban Forester	1	1	1		64	WS3	64	64	64	64
Administrative Assistant	0	1	1		168	WS1	100	0	100	100
City Planner	1	1	1		172	OF15	170	170	170	170
PT Administrative/Planning Assistant	0	0	0		133	WS3	64	0	0	0
General Services Supertendant	1	1	1		156	OF6	150	156	156	156
<b>Subtotal</b>	<b>4</b>	<b>5</b>	<b>5</b>		<b>953</b>			<b>630</b>	<b>730</b>	<b>730</b>
<b>Development Services</b>										
Building Inspector	2	2	2		139	WS3	64	128	128	128
City Building Official	1	1	1		184	OF5	180	180	180	180
Administrative Services Coordinator	1	1	1		80		80	80	80	80
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
<b>Subtotal</b>	<b>7</b>	<b>7</b>	<b>7</b>		<b>583</b>			<b>566</b>	<b>566</b>	<b>566</b>
<b>IT</b>										
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
<b>Subtotal</b>	<b>4</b>	<b>4</b>	<b>4</b>		<b>286</b>			<b>342</b>	<b>342</b>	<b>342</b>
<b>Total</b>	<b>15</b>	<b>16</b>	<b>16</b>		<b>1822</b>			<b>1538</b>	<b>1638</b>	<b>1638</b>
<b>Support Space</b>										
<b>Development Services</b>										
Storage					34		50	50	50	50
Public Inspection Work Area					138		140	140	140	140
Consultation Alcove					64		64	64	64	64
<b>Subtotal</b>					<b>236</b>			<b>254</b>	<b>254</b>	<b>254</b>
<b>IT</b>										
IT Contract Labor					64		64	64	64	64
IT Storage					116		120	120	120	120
IT Workspace					144		144	144	144	144
<b>Subtotal</b>					<b>324</b>			<b>328</b>	<b>328</b>	<b>328</b>
<b>Shared Space</b>										
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
<b>Subtotal</b>					<b>1,050</b>			<b>1,245</b>	<b>1,245</b>	<b>1,245</b>
<b>Subtotal - Departmental SF</b>					<b>3,432</b>			<b>3,365</b>	<b>3,465</b>	<b>3,465</b>
<b>Departmental Circulation (30%)</b>					<b>1030</b>			<b>1010</b>	<b>1040</b>	<b>1040</b>
<b>Existing Departmental SF</b>					<b>4462</b>					
<b>Projected Total Departmental SF</b>								<b>4375</b>	<b>4505</b>	<b>4505</b>

DEPARTMENT: Public Works General Services  
 CONTACT (Name, Number, Email): Dave Beach (713) 662-5840  
[dbeach@westutx.gov](mailto:dbeach@westutx.gov)

POSITION / SPACE	PERSONNEL			EXISTING SF		SPACE STND		SPACE REQUIRED		
	2017	2022	2027	TYPE	SF	TYPE	SF	2017	2022	2027
<b>Facilities Maintenance</b>										
Facilities Manager	1	1	1		150	OF6	150	150	150	150
Facilities Tech	1	1	1		80	WS5	36	36	36	36
Facilities Tech (P/T)	0	0.5	0.5				0	0	0	0
<b>Subtotal</b>	<b>2</b>	<b>2.5</b>	<b>2.5</b>		<b>230</b>			<b>186</b>	<b>186</b>	<b>186</b>
<b>Traffic Control</b>										
Lead Traffic Tech	1	1	1		80	WS1	100	100	100	100
Traffic Tech	1	1	1		60	WS5	36	36	36	36
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>2</b>		<b>140</b>			<b>136</b>	<b>136</b>	<b>136</b>
<b>Fleet</b>										
Lead Mechanic	1	1	1		80	WS1	100	100	100	100
Mechanic	1	1	1		40	WS5	36	36	36	36
Mechanic Intern	0	1	1		0		0	0	0	0
<b>Subtotal</b>	<b>2</b>	<b>3</b>	<b>3</b>		<b>120</b>			<b>136</b>	<b>136</b>	<b>136</b>
<b>Solid Waste &amp; Recycling</b>										
Crew Chief	1	1	1		80	WS1	100	100	100	100
Crew Leader	1	1	1		50	WS4	50	50	50	50
Drivers	5	5	5		0	WS6	20	25	25	25
Contract Labors	8	8	8		0		0	0	0	0
<b>Subtotal</b>	<b>15</b>	<b>15</b>	<b>15</b>		<b>0</b>			<b>175</b>	<b>175</b>	<b>175</b>
<b>Total</b>	<b>21</b>	<b>22.5</b>	<b>22.5</b>		<b>490</b>			<b>633</b>	<b>633</b>	<b>633</b>
<b>Support Space</b>										
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
<b>Subtotal - Departmental SF</b>					<b>5422</b>			<b>8933</b>	<b>8933</b>	<b>8933</b>
<b>Departmental Circulation (30%)</b>					<b>1627</b>			<b>2680</b>	<b>2680</b>	<b>2680</b>
<b>Existing Departmental SF</b>					<b>7049</b>					
<b>Projected Total Departmental SF</b>								<b>11613</b>	<b>11613</b>	<b>11613</b>

DEPARTMENT: Public Works Wastewater Treatment & Operations  
 CONTACT (Name, Number, Email): Dave Beach (713) 662-5840  
[dbeach@westutx.gov](mailto:dbeach@westutx.gov)

POSITION / SPACE	PERSONNEL			EXISTING SF		SPACE STND		SPACE REQUIRED		
	2017	2022	2027	TYPE	SF	TYPE	SF	2017	2022	2027
<b>Wastewater Treatment</b>										
Plant Supervisor	1	1	1		80	OF18	100	100	100	100
Senior Plant Operator		1	1		50	WS6	20	20	20	20
Plant Operators	3	3	3		50	WS6	20	60	60	60
<b>Subtotal</b>	<b>4</b>	<b>5</b>	<b>5</b>		<b>180</b>			<b>180</b>	<b>180</b>	<b>180</b>
<b>Operations</b>										
Operations Superintendent	1	1	1		250	OF15	170	170	170	170
Field Service Supervisor	1	1	1		80	WS1	100	100	100	100
Crew Leaders	2	3	3		80	WS5	36	72	108	108
Maintenance Workers/Equipment Operators	5	6	7		30	WS	25	25	25	25
<b>Subtotal</b>	<b>9</b>	<b>11</b>	<b>12</b>		<b>440</b>			<b>367</b>	<b>403</b>	<b>403</b>
<b>Total</b>	<b>13</b>	<b>16</b>	<b>17</b>		<b>620</b>			<b>547</b>	<b>583</b>	<b>583</b>
<b>Support Space</b>										
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
<b>Subtotal - Departmental SF</b>					<b>6059</b>			<b>5642</b>	<b>5678</b>	<b>5678</b>
<b>Departmental Circulation (30%)</b>					<b>1818</b>			<b>1693</b>	<b>1703</b>	<b>1703</b>
<b>Existing Departmental SF</b>					<b>7877</b>					
<b>Projected Total Departmental SF</b>								<b>7335</b>	<b>7381</b>	<b>7381</b>

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

Position/Staff				EXISTING SF		SPACE STND		SPACE REQUIRED		
	2017	2022	2027	TYPE	SF	TYPE	SF	2014	2019	2024
Branch Manager	1	1	1		96	OF18	100	100	100	100
Youth Services Librarian	1	1	1		0	WS3	64	64	64	64
Adult Services Librarian	1	1	1		0	WS3	64	64	64	64
Library Technician	4	4	4				0	0	0	0
Library Assistant	1	1	1				0	0	0	0
	0	0	0		0		0	0	0	0
<b>Subtotal</b>	<b>8</b>	<b>8</b>	<b>8</b>		<b>96</b>			<b>228</b>	<b>228</b>	<b>228</b>
<b>Support Space</b>										
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
<b>Subtotal - Departmental SF</b>					<b>5199</b>			<b>10968</b>	<b>10968</b>	<b>10968</b>
<b>Departmental Circulation (30%)</b>					<b>1560</b>			<b>3290</b>	<b>3290</b>	<b>3290</b>
<b>Existing Departmental SF</b>					<b>6759</b>					
<b>Projected Total Departmental SF</b>								<b>14258</b>	<b>14258</b>	<b>14258</b>

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
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>Support Space</b>										
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
<b>Subtotal - Departmental SF</b>					<b>1831</b>			<b>1835</b>	<b>1835</b>	<b>1835</b>
<b>Departmental Circulation (30%)</b>					<b>549</b>			<b>551</b>	<b>551</b>	<b>551</b>
<b>Existing Departmental SF</b>					<b>2380</b>					
<b>Projected Total Departmental SF</b>								<b>2386</b>	<b>2386</b>	<b>2386</b>

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

POSITION / SPACE	PERSONNEL			EXISTING SF		SPACE STND		SPACE REQUIRED		
	2017	2022	2027	TYPE	SF	TYPE	SF	2017	2022	2027
<b>Personnel Space</b>										
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
Contract Instructors ( Seniors)	10	10	10		0		0	0	0	0
Senior Services Drivers	3	3	3		0		0	0	0	0
<b>Subtotals</b>	<b>17</b>	<b>17</b>	<b>17</b>		<b>535</b>			<b>540</b>	<b>540</b>	<b>540</b>
<b>Support Space</b>										
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
<b>Subtotal - Departmental SF</b>					<b>6623.8</b>			<b>6621</b>	<b>6621</b>	<b>6621</b>
<b>Departmental Circulation (30%)</b>					<b>1987</b>			<b>1986</b>	<b>1986</b>	<b>1986</b>
<b>Existing Departmental SF</b>					<b>8611</b>					
<b>Projected Total Departmental SF</b>								<b>8607</b>	<b>8607</b>	<b>8607</b>







# EXISTING FACILITY CAPACITY

## 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, a given department's current allocated space is already located in the department's ultimate facility and its staff is currently occupying the space identified as the ultimate department size.

## DEPARTMENTAL CONCLUSIONS

### Staffing Projections

■ Police	41 to 56
■ Fire	23 to 23
■ Information Technology	4 to 4
■ City Administration	5 to 5
■ Human Resources	2 to 2
■ Finance (does not include annual intern)	8 to 8
■ Parks and Recreation (12 full time & 155 part time & seasonal)	156 to 156
■ Public Works Administration	11 to 12
■ Public Works General Services	21 to 23
■ Public Works Operations	13 to 17
■ Library (staffed by Harris County personnel)	8 to 8

## EXISTING BUILDING ANALYSIS

### City Hall

City Hall is the ultimate home for departments at the heart of all City services including Administration, Finance, Police, Fire, Municipal Courts and the Emergency Operations Center (EOC). The building is expected to be able to accommodate the space requirements of these departments for the next 10 years. The building can be expanded to the west to allow for a future addition to include Public Works Administration, Development Services and Planning. The Information Technology (IT) department recently moved out of City Hall to an out-

building located off of Milton Street. The IT department would relocate back to City Hall in the future when the building is expanded. The building is also 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 (the building flooded during Tropical Storm Allison). The 2011 addition was constructed to be one foot above the 500-year flood plain elevation.

### Public Works Administration

The Public Works Administration Building 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. Its detachment from other buildings also causes City staff to travel between buildings to conduct their normal operations. The goal is to provide a one-stop customer service site in the future by relocating the three departments to a proposed building expansion of City Hall. The existing building is a wood frame building that is constructed to residential building standards. This building therefore should not be considered one that could be safely occupied during or following a high wind event. The building is capable of accommodating any expected staff growth over the next 10 years.

### Public Works Maintenance Facility, Public Works Operations Building & IT Outbuilding

The City has reached the limit of these facilities in their current configuration for staffing and storage purposes 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, even though the City has addressed the deficiencies or shortcomings to date. The City has limited storage capability at this site for the materials and equipment needed for a variety of Public Works operations; today Public Works parks its larger vehicles and equipment at the Wastewater Treatment Plant and at the site of the 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. The building will satisfy the current service levels for the next 10 years, but will continue with ongoing maintenance due to the quality of the original construction and the Senior Center addition.

## Library

The Library is staffed and the materials are supplied by Harris County. It is the only public library in West University Place. Its location near the West University Elementary School is ideal for its use by the community's children 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 2017, the City completed improvements to the building's life/safety and ADA deficiencies to meet current 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.

## Scout House

The Scout House is used by various community groups as a meeting facility for their functions. The building is adequate to accommodate the known uses for this facility.

## VACANT PROPERTY

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

The property located at 5004 Dincans Street was the previous home of the West University Recycling Center that was closed in 2014; it currently serves as the overnight parking lot for the City's Solid Waste Division and a storage area for the City's yard waste. The site is available for future City use, which may impact its current

uses, i.e., parking and storage 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. The City also owns the adjacent property to the north along Westpark. The City currently leases that property to the Goode Company for its restaurant parking. The Facilities Master Plan 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, located in west Houston, is a closed landfill that is undeveloped. The site is mostly in the flood plain and so not ideal for building construction. The site has known environmental issues that could further limit its development.

## 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 Control Facility is also located at this site. At the time of this report, the City is in the process of rebuilding the kennel there. 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 would limit the vertical construction of any improvements on this site.





# OPTIONS AND RECOMMENDATIONS

## EXISTING AND NEW FACILITY OPTIONS AND RECOMMENDATIONS

**Future Replacement of Community Building/Senior Center and Library:** Future Replacement of Community Building/Senior Center and Library: The existing Community Building/Senior Center and Library are located in the City Center. The Community Building was constructed in 1941, the Senior Center was added in 1972, and the entire building received a cosmetic renovation in 2012. The Library was constructed in 1961, and the City completed minor cosmetic and life/safety improvements in 2017. These improvements are intended to address immediate life/safety issues to allow the City time to determine the long term strategy for library. These two existing buildings are serving the community well but have limited life expectancy remaining. The buildings should be able to accommodate use for the next 10 years, although the Library is seriously undersized by standards applicable to modern libraries. Given their limited life expectancy, the City should be planning for significant improvement or replacement costs relative

to each of these buildings in the future. The existing buildings cannot be easily expanded in place and parking is limited. At the time that replacement becomes necessary, the City should study whether renovation, expansion or replacement is the best alternative.

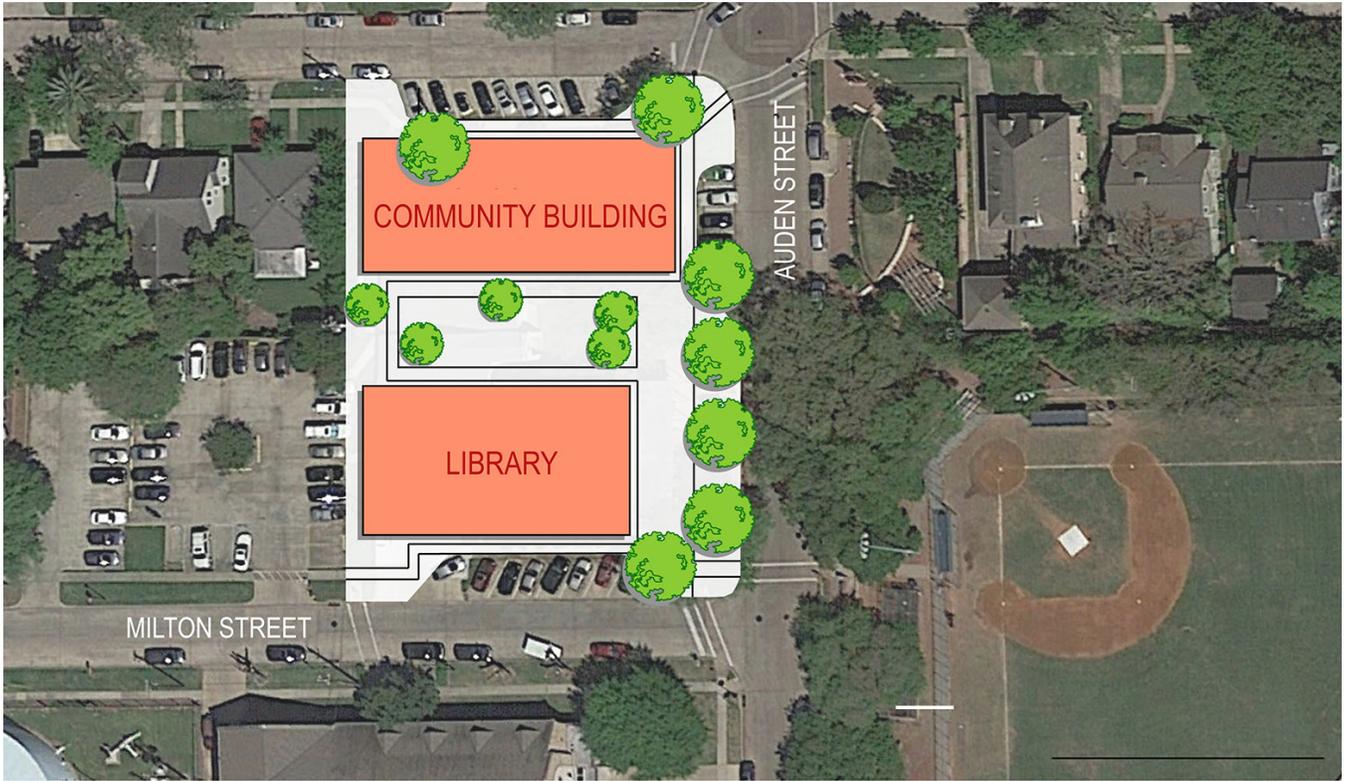
*Trigger: Decision to replace existing buildings based on use requirements or life expectancy.*

*Next Steps: TThe Facilities Master Plan Task Force recommends the City Council should also canvass the community to assess the residents' needs and wants for the Library and Community Building / Senior Center.*

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



Combined Building  
Option No. 1



Separate Buildings  
Option No. 2



Timeline



## TIMELINE

- 1) Animal Control Facility: Design has been completed on the replacement facility at the Braeswood site. The City will be submitting permits at the beginning of 2017 with construction to begin in 2017.
- 2) Property Acquisition: The Facilities Master Plan Task Force recommended that the City Council adopt a policy for property acquisition that would allow the City to consider property that is listed for sale in a timely and efficient manner. The City should address these policy decisions ahead of the expected need for new facilities.





2015 Master Plan  
Update Recommendations



## 2015 MASTER PLAN UPDATE RECOMMENDATIONS\*

\*These recommendations were developed during the 2015 Facilities Master Plan update and so were not considered by the 2016 Facilities Master Plan Task Force.

- 1) Design and construct a new Animal Control Facility to be located at its existing Braeswood location (design was completed in 2016 and construction will begin in 2017)
- 2) Design and construct life/safety and ADA improvements to the existing Library; this was also a recommendation of the 2016 Facilities Master Plan Task Force (construction will be in early 2017)
- 3) Conduct a Building Condition Assessment for all City buildings every five years.
- 4) Conduct a Facilities Master Plan update every 10 years.



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\*These recommendations were developed during the 2015 Facilities Master Plan update and so were not considered by the 2016 Facilities Master Plan Task Force.

- 1) Design and construct a new Animal Control Facility to be located at its existing Braeswood location (design was completed in 2016 and construction will begin in 2017)
- 2) Design and construct life/safety and ADA improvements to the existing Library; this was also a recommendation of the 2016 Facilities Master Plan Task Force (construction will be in early 2017)
- 3) Conduct a Building Condition Assessment for all City buildings every five years.
- 4) Conduct a Facilities Master Plan update every 10 years.



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

<b>AGENDA OF:</b>	January 23, 2017	<b>AGENDA ITEM:</b>	3
<b>DATE SUBMITTED:</b>	January 3, 2017	<b>DEPARTMENT:</b>	Fire Department
<b>PREPARED BY:</b>	Aaron Taylor, Fire Chief / EMC	<b>PRESENTER:</b>	Aaron Taylor, Fire Chief / EMC
<b>SUBJECT:</b>	Harris County Electronic Personal Accountability System "EPAS" Interlocal Agreement		
<b>ATTACHMENTS:</b>	Harris County Electronic Personal Accountability System "EPAS" Interlocal Agreement		
<b>EXPENDITURE REQUIRED:</b>	N/A		
<b>AMOUNT BUDGETED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>	N/A		
<b>ACCOUNT NO.:</b>	N/A		

**EXECUTIVE SUMMARY**

In 2007, the Harris County Fire Marshal's Office (HCFMO) applied for and was awarded a regional grant from Houston Urban Area Security Initiative (UASI) to provide electronic personal accountability equipment to all response agencies within Harris County. At the time of equipment issuance, no formal agreements were executed between Harris County and the municipalities which received the equipment.

As of December 6, 2016, at the direction of the Harris County Attorney's Office, HCFMO has drafted an agreement between Harris County and Municipalities in Harris County. The purpose for this change is to ensure the agreement for use is between two political subdivisions of the State of Texas rather than with a non-profit entity. This agreement formally states the ownership rights of Harris County and the responsibility of the municipalities respective to the operation and maintenance of the grant funded equipment.

The Harris County legal team as well as the City Attorney have reviewed this document and have approved it as to legal form and appropriateness.

**RECOMMENDATION**

Staff recommends authorizing the execution of the Harris County "EPAS" Interlocal Agreement so that this equipment can continue to be operated and maintained by the West University Place Fire Department.

**AGREEMENT**

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

This Interlocal Agreement (“Agreement”), entered into pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, is made by and between **Harris County, Texas** (“Harris County”), acting through its governing body, the Harris County Commissioners Court, and West University Place Fire Department, (“User”), a political subdivision of the State of Texas, acting by and through its governing body.

**RECITALS:**

Harris County has received certain Urban Area Security Initiative (“UASI”) and Chemical Buffer Zone Protection Plan (“Chem-BZPP”) sub-recipient funds as part of the federal Homeland Security Grant Program (Award Number 2007–GE-T7-0024, 2008-GE-T8-0034, 2010-SS-T0-0008, 2011-EMW-2011-SS-00019 or Award Number 2006-BZ-T6-0055 or any future award number associated with this equipment) (“the Grant Award”). The Grant Award is to be used to provide entities that are responsible for responding to 911 calls with enhanced capabilities for detecting, deterring, disrupting, and preventing acts of terrorism as described in Federal Program Guidelines published by the United States Office for Domestic Preparedness (“ODP”), specifically: planning, equipment, training and exercise needs as specified in the Grant Award.

Harris County desires to provide certain agencies who respond to 911 calls with certain Electronic Personal Accountability System (“EPAS”) equipment for preparing and responding to potential threats of manmade and natural disasters within the Greater Houston UASI region including Harris County, Ft. Bend County, Galveston County, and Montgomery County. All EPAS equipment will be purchased using grant and/or current fiscal funds.

The Commissioners Court of Harris County finds that the provision of such equipment supports a public purpose of Harris County and of the recipient agencies to preserve property and to protect the public health of the residents within the Greater Houston UASI region.

User has previously furnished 911 emergency response services within the Greater Houston UASI region, and User is willing to use the EPAS equipment provided by Harris County to furnish 911 emergency response services within the Greater Houston UASI region for preparing and responding to the potential threats of manmade and natural disaster in accordance with the terms and requirements of the Harris County. When requested by Harris County, User shall return all equipment in its possession to Harris County within thirty (30) days of ceasing to provide 911 emergency response services. Notwithstanding the foregoing, Harris County agrees, accepts and acknowledges that User provides emergency, rescue and 911 response (“Emergency Response”) either as the direct provider in the User’s prescribed territory or through a contracted third-party service provider. In the event that the User provides Emergency Response through a contracted third-party service provider, User shall seek any EPAS equipment from the said service provider within thirty (30) days on any such request from Harris County. However, it shall not be a breach of this Agreement in the event that a contracted third-party service provider fails to return such equipment within the deadline established by this Agreement.

User represents that it or its third-party service provider holds all necessary licenses and certifications to perform such services and is qualified by education and experience to provide such services.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

**TERMS:**

**I. SCOPE OF SERVICES**

Harris County grants User permission to use and operate Harris County-owned Electronic Personal Accountability System (the "Equipment"), as set forth in Exhibit "A" to this Agreement. With respect to the care, custody, and use of the Equipment, which may be furnished hereunder, Harris County and the User agree as follows:

- (a) The Equipment shall at all times be and remain the property of Harris County. User shall not permit or suffer any lien or encumbrance upon the Equipment or take any other action inconsistent with Harris County's title thereto. Each item of the Equipment must have a tag that identifies the Equipment as the property of Harris County.
- (b) The Equipment may be used only for 911 emergency response services as specified in the Grant Award (2007-GE-T7-0024, 2008-GE-T8-0034, 2010-SS-T0-0008, 2011-EMW-2011-SS-00019 or 2006-BZ-T6-0055), attached hereto and incorporated herein, Information Bulletins issued from time to time by the United States Department of Homeland Security, and subsequent grant awards under the Homeland Security Grant Program.
- (c) Each item of the Equipment must be inventoried by User and made available upon ten (10) days written demand to User to representatives of the Governor's Department of Emergency Management, and the Harris County Fire Marshal. User agrees to assist the Office of the Harris County Fire Marshal in performing a physical inventory at least annually including providing the Fire Marshal with all records related to the Equipment.
- (d) User shall install the Equipment at User's expense in accordance with requirements of the Harris County Central Technology Services as such requirements may be revised from time to time.
- (e) User shall provide suitable storage for the Equipment when not in use and shall secure and protect the equipment against damage, loss or theft to the extent reasonably necessary to protect such equipment.
- (f) User shall keep and maintain the Equipment in good working order and repair at all times and return the same to Harris County in as good condition as when received, ordinary wear and tear under prudent usage excepted.

(g) In the event that any of the Equipment may be lost or stolen or may be damaged or destroyed by collision, fire, windstorm, or any other act of God or casualty occurrence, similar or dissimilar, User shall promptly cause said Equipment to be repaired to good and appropriate working order or replaced with same or newer technology. Both parties agree that when equipment is replaced, the replacement unit becomes property of Harris County and is controlled by this agreement and the Grant Award. The new serial number will automatically become part of the original agreement. For purposes of this Agreement, the Equipment shall be deemed lost or stolen if User cannot produce the Equipment within one hundred and twenty (120) hours written (electronic or other written medium) notice from the County.

(h) User shall not alter or modify or permit the physical alteration or modification of the Equipment in any respect without the express written permission of the Fire Marshal. In all uses of the Equipment, User shall operate the Equipment in a safe manner as governed by conditions including weather and traffic.

(i) To the extent that the obligation does not create or extend its liability beyond its statutory or constitutional powers to incur liability, User expressly agrees to hold County harmless from and against any claims or suits arising in any manner out of its custody and use of the Equipment.

(k) User shall neither charge a fee for the use of nor derive any profit from the Equipment furnished hereunder, if any, providing that nothing in this clause shall be construed to prohibit User from soliciting or receiving voluntary contributions for the furtherance of its emergency response purposes.

(l) User shall promptly advise the Fire Marshal of any accident, mechanical failure, or other occurrence that may render any of the Equipment temporarily or permanently unfit for service. The Fire Marshal and/or any of his deputies shall have the right to inspect the Equipment at any reasonable time upon ten (10) days written demand to User t. User shall at all times keep the Fire Marshal advised as to the place of storage of the Equipment

(m) User shall furnish and make available the Equipment with available personnel to operate the same for law enforcement or emergency response services upon the request of the Fire Marshal and/or any of his deputies.

(n) User shall comply with all relevant Texas and Harris County laws, rules, and regulations. User shall comply with all UASI grant requirements.

## **II. NIMS AND MUTUAL AID AGREEMENTS**

User understands and agrees that Harris County will not provide any of the Equipment to User until and unless User provides Harris County with proof acceptable to the Fire Marshal that User has adopted the National Incident Management System (“NIMS”) and has entered into Mutual Aid Agreements with neighboring 911 emergency response agencies giving User authorization to respond anywhere in the Greater Houston UASI region including Harris County, Ft. Bend County, Galveston County, and Montgomery County.

### **III. POSSESSION AFTER TERMINATION**

Upon the written termination of this Agreement (by either party), User shall return each item of the Equipment in good working order, ordinary wear and tear under prudent usage excepted, to the Fire Marshal along with records showing maintenance or repairs to the Equipment. In the event that User remains in possession of the Equipment furnished pursuant to this Agreement beyond the termination of this Agreement, such possession shall not be deemed to create a renewal or extension of this Agreement, but shall only constitute a license to continue to use the Equipment upon the terms set forth herein until such time as the Equipment is returned to or repossessed by Harris County.

### **IV. TERM**

The term of this Agreement shall be one (1) year beginning upon execution by a duly authorized representative of each Party. This Agreement shall automatically renew for successive one (1) year terms until terminated by the Parties. Either Party may terminate this Agreement upon thirty (30) days written notice to the other Party or at any time by mutual written agreement of the Parties. Harris County Commissioners Court and the governing Board of the User must take action to officially terminate this agreement.

### **V. NOTICE**

Any notice required or permitted to be given to User by Harris County may be given by certified United States mail, return-receipt requested, postage-prepaid, addressed to:

West University Place Fire Department  
3800 University Boulevard  
West University, Texas 77005

Any notice permitted or required to be given to Harris County by User may be given by certified United States mail, return receipt-requested, postage prepaid, addressed to:

**Harris County**  
**1001 Preston, 9<sup>th</sup> Floor**  
**Houston, Texas 77002**  
**Attention: Harris County Judge**

With a copy to:  
**Harris County Fire Marshal**  
**2318 Atascocita Road**  
**Humble, Texas 77396**

Either Party may change its address by giving notice to the other Party in writing. Any notice mailed by certified United States mail, return-receipt requested, shall be deemed given upon deposit in the United States mail.

## **VI. LIMIT OF APPROPRIATION**

Prior to execution of this Agreement, Harris County has advised User and User clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, the Harris County has certified no funds under this Agreement and User shall no cause of action for money against Harris County under this Agreement.

## **VII. INDEPENDENT PARTIES**

It is agreed that in the performance of all obligations undertaken by this Agreement, User shall be solely responsible to supervise, manage, control, and direct the performance of Emergency Response. Harris County shall have no right under this Agreement to direct or supervise User or its agents or employees in the performance of such services or as to the manner, means, or methods in which the services are performed. User shall not have the authority to bind, represent or commit the Harris County. Nothing in this Agreement or an Order shall be deemed or construed to create a joint venture, partnership, or agency relationship between the parties for any purpose.

## **VIII. ENTIRE AGREEMENT**

This instrument constitutes the entire agreement between the Parties hereto relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning the Agreement shall be of no force or effect except a subsequent modification in writing signed by the Parties. User shall not assign the duties and obligations of this Agreement without the express written consent of Harris County.

## **IX. GOVERNING LAW AND VENUE**

This Agreement is governed in all respects by the laws and Constitution of the State of Texas. The exclusive venue for any action under or related to the Agreement is in a state or federal court of competent jurisdiction in Houston, Harris County, Texas. The forum for any action under or related to the Agreement is exclusively in a state or federal court of competent jurisdiction in Texas.

## **X. PUBLIC INFORMATION**

User expressly acknowledges that Harris County is subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code, and notwithstanding any provision in this Agreement to the contrary, Harris County will make any information related to this agreement or otherwise available to third parties in accordance with the Public Information Act.

## **XI. WAIVER OF BREACH**

Waiver of a breach of any provision of this Agreement is not a waiver of any subsequent breach.

## **XII. NO PERSONAL LIABILITY**

Nothing in this Agreement may be construed as creating any personal liability on the part of any commissioner, officer, director, employee or agent of Harris County, User or any governmental

body that may be a party to this Agreement. Furthermore, the parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any commissioner, officer, director, employee or agent of Harris County or User.

**XIII. EXECUTION, MULTIPLE COUNTERPARTS**

IN WITNESS WHEREOF, this instrument has been executed on behalf of Harris County by a duly authorized representative of Harris County and on behalf of the West University Place Fire Department, by a duly authorized representative of the West University Place Fire Department.

APPROVED AS TO FORM:

VINCE RYAN  
Harris County Attorney

HARRIS COUNTY, TEXAS

By: \_\_\_\_\_  
AMY GROS  
Assistant Harris County Attorney

By: \_\_\_\_\_  
ED EMMETT  
Harris County Judge  
Date Signed: \_\_\_\_\_

Attest for User

\_\_\_\_\_  
West University Place Fire Department

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

**WEST UNIVERSITY PLACE FIRE DEPARTMENT****EXHIBIT A: GRACE ACCOUNTABILITY****EXHIBIT NUMBER:****11/15/2016**

<b>DEPARTMENT ISSUED</b>	<b>ITEM</b>	<b>MODEL</b>	<b>ASSET ID</b>	<b>SERIAL NUMBER</b>	<b>NOTES</b>
WEST UNIVERSITY PLACE FIRE DEPARTMENT	WATCH DOG UNIT		P155976-001-001	A00906144	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	MICRO-REPEATER		P155976-002-001	9060285	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-001	9060232H	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-002	9060233H	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-003	9060243H	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-004	9060244H	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-005	9060245H	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-006	9060246H	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-007	9060247H	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-008	9060248H	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-009	9060249H	
WEST UNIVERSITY PLACE FIRE DEPARTMENT	T-PASS-4 DEVICE		P155976-003-010	9060250H	

# FUTURE AGENDA ITEMS

Shaded items are on immediate agenda

01/23/17	Harris County EPAS Agreement	Matters related to authorizing the execution of an Interlocal Agreement with Harris County in order for the West U Fire Department's continued operation and maintenance of the Electronic Personal Accountability System. <i>Recommended Action: Authorize the city manager to execute the agreement. <b>Mr. Aaron Taylor, Fire Chief</b></i>
01/23/17	Facilities Master Plan Update	Matters related to the Facilities Master Plan update. <i>Recommended Action: Discuss and take any desired action. <b>Mr. Dave Beach, Public Works Director and Mr. Owen Rutz, Chair of the Facilities Master Plan Task Force</b></i>
01/23/17	Calling the General Election	Matters related to the 2017 election, including designating election precincts and the polling place. <i>Approve ordinance on the first of two readings. <b>Ms. Thelma A. Gilliam, City Secretary</b></i>
01/23/17	Employee Health Insurance	Matters related to consulting services for employee health insurance benefits. <i>Discuss and take any desired action. <b>Mayor Susan Sample</b></i>
02/13/17	Joint Public Hearing (Building Site Designations)	Matters related to a joint public hearing for possible amendments to the Zoning Ordinance regarding building site designations; the definition of school use; curb cuts; and through lots. <i>Recommended Action: Hold Public Hearing. <b>Ms. Debbie Scarcella, City Planner and Mr. Richard Wilson, ZPC Chair</b></i>
02/13/17	Joint Public Hearing (Parking Spaces)	Matters related a joint public hearing for an amendment to the zoning ordinance regarding the minimum number of parking spaces required in town center commercial district. <i>Recommended Action: Hold Public Hearing. <b>Ms. Debbie Scarcella, City Planner and Mr. Richard Wilson, ZPC Chair</b></i>
02/13/17	Quiet Hours (Ordinance 1779)	Matters related to Ordinance 1779 regarding quiet hours. <i>Recommended Action: Discuss and take any desired action. <b>Councilmember Reilly</b></i>
03/13/17	Concession Agreement at Colonial Park	Matters related to an agreement for concessions at Colonial Park. <i>Recommended Action: Discuss and take any desired action. <b>Ms. Susan White, Assistant Parks and Recreation Director</b></i>
03/13/17	Liberty Park	Matters related to an update on the development of Liberty Park. <i>Recommended Action: Receive update. <b>Ms. Susan White, Parks and Recreation Director</b></i>
TBD	Investment Policy	Matters related to changing signature information for the City's Investment Policy. <i>Recommended Action: Approving changes in signatories for the City's Investment Policy. <b>Mr. Wally Waits, Treasurer</b></i>
TBD	Friends 2017 Projects	Matters related to funding of the Friends of West University Place Parks 2017 projects. <b>Ms. Susan White, Assistant Parks and Recreation Director</b>

TBD	Scout House Lease	Matters related to approval a lease between Houston Independent School District (HISD) and the City of West University Place (City) for the City's use of the Scout House. <i>Recommended Action: Authorize the City Manager to execute the lease agreement between the City and HISD for use of the Scout House. Ms. Susan White, Assistant Parks and Recreation Director</i>
TBD	Jennie Elizabeth Hughes Park (Approval of Final design)	Matters related to approval of the final design and authorization to proceed with construction of the Jennie Elizabeth Hughes Park. <i>Recommended Action: Approve the final design and authorize proceeding with construction of the Jennie Elizabeth Hughes Park. Ms. Susan White, Assistant Parks and Recreation Director</i>
TBD	Pending Litigation Matters	Matters related to an update by the City Attorney regarding the status of City litigation. <b>Mayor Susan Sample at the request of Councilmember Reilly</b>
TBD	Pier and Beams	Matters related to the City's Code of Ordinances as it relates to Pier and Beams. <i>Recommended Action: Discuss and take any desired action. Mayor Susan Sample</i>
TBD	Park Acquisition and Development	Matters related to a report from the Parks Board and staff regarding a presentation relating to current and previous parks surveys. <b>City Council</b>
TBD	Park Acquisition and Development	Matters related to the status of the work with the Evelyn's Park Conservancy and the planning efforts with CenterPoint. <b>Ms. Susan White, Assistant Parks and Recreation Director</b>
TBD	WU Rec Center Campus Parking Lot	Matters related to the proposed expansion of the parking lot on the ELPH Pipeline Property / West Side of the campus. <i>Recommended Action: Discuss and take any desired action. Ms. Susan White, Assistant Parks and Recreation Director</i>
TBD	Safe Pedestrian Crossing	Matters regarding the investigation and installation of a safe pedestrian crossing at the railroad tracks on the north side of Bellaire Boulevard. <i>Recommended Action: Discuss and take any desired action. Ms. Susan White, Assistant Parks and Recreation Director</i>
TBD	Evelyn's Park Development	Matters related to the development of Evelyn's park in Bellaire, including possibility of shared parking arrangements with the City of Bellaire for Evelyn's park. <i>Discuss and take any desired action. Ms. Susan White, Assistant Parks and Recreation Director</i>
TBD	Texas Ethics Commission Opinion	Matters related to a Texas Ethics Commission opinion relating to the content of articles written in <i>City Currents</i> . <i>Recommended Action: Discuss and take any desired action. Councilmember Brennan Reilly</i>
TBD	Parking Survey	Matters related to a parking survey. <i>Recommended Action: Discuss and take and desired action. Mr. Dave Beach, Public Works Director</i>
TBD	Town Center Zoning	Matters related to Town Center Zoning. <i>Recommended Action: Discuss and take any desired. City Council</i>
TBD	Poor Farm Ditch	Matters related to Poor Farm Ditch. <i>Recommended Action: Discuss and take any desired action. Mayor Susan Sample</i>

<b>TBD</b>	Buffalo Speedway	Matters related to Buffalo Speedway Replacement Project. <b><i>Mr. Chris Peifer, City Manager</i></b>
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**AGENDA MEMO**  
**BUSINESS OF THE CITY COUNCIL**  
**CITY OF WEST UNIVERSITY PLACE, TEXAS**

<b>AGENDA OF:</b>	January 23, 2017	<b>AGENDA ITEM:</b>	6B
<b>DATE SUBMITTED:</b>	January 12, 2017	<b>DEPARTMENT:</b>	Administration
<b>PREPARED BY:</b>	Thelma Gilliam, City Secretary	<b>PRESENTER:</b>	Thelma Gilliam, City Secretary Alan Petrov, City Attorney
<b>SUBJECT:</b>	<b>2017 General Election</b>		
<b>ATTACHMENTS:</b>	<b>Ordinance Calling for the Election</b>		
<b>EXPENDITURE REQUIRED:</b>			\$10,000 - \$13,000
<b>AMOUNT BUDGETED:</b>			\$13,000
<b>ACCOUNT NO.:</b>			101-1010-75001
<b>ADDITIONAL APPROPRIATION REQUIRED:</b>			N/A
<b>ACCOUNT NO.:</b>			N/A

**EXECUTIVE SUMMARY**

The City will conduct a general election on May 6, 2017 for the purpose of electing a mayor and four councilmembers. In addition to this ordinance calling the election, it also designates precincts and the polling location, as well as authorizes the appointment of election officials.

In 2012, City Council approved the consolidation of the City's polling locations for Harris County precincts 15, 87, 133, 183 and 906 into one polling location for City elections. Therefore, the ordinance approves City Hall as the City's one polling location for this election.

This ordinance also authorizes, for this election only, the appointment of Marie Monroe as the Presiding Judge on Election Day and Mary Catherine Cousins as her alternate. Ramsay Elder is being appointed as the Presiding Judge for the Central Counting Station.

Staff will be bringing another agreement before Council soon that will provide for Harris County to provide and deliver voting system equipment for this election.

**RECOMMENDATION**

Staff recommends that City Council adopt the ordinance calling the General Election for May 6, 2017 on the first of two readings.

**City of West University Place  
Harris County, Texas**

Ordinance No. XXXX

AN ORDINANCE CALLING AN ELECTION WITHIN THE CITY OF WEST UNIVERSITY PLACE, TEXAS FOR THE SIXTH (6<sup>th</sup>) DAY OF MAY, 2017, FOR THE PURPOSE OF ELECTING A MAYOR AND FOUR (4) COUNCIL MEMBERS; DESIGNATING PRECINCTS AND POLLING PLACE; APPOINTING ELECTION OFFICIALS; CONTAINING FINDINGS AND PROVISIONS RELATING TO SAID ELECTION.

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

SECTION 1. A general election is hereby ordered and shall be held in the City of West University Place, Texas ("City") on May 6, 2017 ("Election Day"), for the purpose of electing a Mayor and four (4) Council Members of the City.

SECTION 2. (a) The eSlate Direct Recording Electronic Voting System (the "DRE") shall be used for early voting by personal appearance and for regular voting on Election Day.

(b) Paper ballots shall be used for voting by mail and such ballots shall be manually counted.

All ballots shall be prepared in accordance with the applicable provisions of the TEXAS ELECTION CODE and the Voting Rights Act of 1965 and any amendments thereto so that the voters may cast their ballots for the candidates of their choice.

(c) The City Council hereby appoints Ramsay Elder to be Presiding Judge for the Central Counting Station, which shall be located at the West University Place Municipal Building, 3800 University Boulevard, West University Place, Texas 77005 (Council Chambers). Thelma Gilliam shall serve as the Manager and Tabulation Supervisor of the Central Counting Station.

SECTION 3. (a) The City shall have one (1) polling place for citizens residing in all five (5) Harris County voting precincts within West University Place (#15, #87, #133, #183, #906) to vote and the persons hereby appointed to serve, for this election only, as Presiding Judge and Alternate Presiding Judge for the polling place, are as follows:

**Polling Place:**

West University Place Council Chambers  
3800 University Boulevard

Marie Monroe, Presiding Judge  
Mary Catherine Cousins, Alternate Presiding Judge

(b) The Presiding Judge shall appoint not fewer than four (4) and not more than six (6) qualified clerks to serve and assist at the polling place under his/her jurisdiction in holding said election; provided that, the Presiding Judge herein appointed actually serves in holding said election, the Alternate Presiding Judge shall be one of the clerks.

(c) The Presiding Judge and Alternate Presiding Judge will be entitled to compensation at an hourly rate not to exceed \$12.00 and each election clerk will be entitled to compensation at an hourly rate not to exceed \$9.00.

(d) On Election Day, the polls shall be open from 7:00 A.M. to 7:00 P.M.

(e) The early voting clerk shall be the City Secretary of the City. Early voting by personal appearance shall be conducted at the City Hall Council Chambers, Municipal Building, 3800 University Blvd., West University Place, Texas 77005, on weekdays during the early voting period (April 24, 2017 through April 27, 2017) during the hours the City Secretary's main business office is regularly open for business (8:00 a.m. to 5:00 p.m.) on each day which is not a Saturday, Sunday, or official state or federal holiday, in accordance with the provisions of the TEXAS ELECTION CODE. Extended hours for early voting will held on April 28<sup>th</sup> and May 1<sup>st</sup> from 7:00 a.m. to 7:00 p.m. The early voting clerk's mailing address, to which ballot applications and ballots voted by mail may be sent, shall be: City Secretary, Municipal Building, 3800 University Blvd., West University Place, Texas 77005. Applications for ballots by mail must be received by the early voting clerk no later than the close of business on April 25, 2017. Marie Monroe shall serve as the presiding officer of the Early Voting Ballot Board for this election.

SECTION 4. All qualified electors of the City shall be permitted to vote at said election. Notwithstanding any provisions to the contrary in this ordinance, the election shall be held and conducted in accordance with the TEXAS ELECTION CODE and the VOTING RIGHTS ACT OF 1965, as amended, and, as may be required by law. All election materials and proceedings shall be printed in English and Spanish. In addition, standard voting information shall be provided in English and Spanish and the City Secretary shall make arrangements with the election officials for the use of a Spanish interpreter. It is found and determined that these measures will adequately serve any Spanish speakers eligible to vote in the election. In addition, per the preclearance of the United States Department of Justice and the Voting Rights Act of 1965, the City shall utilize a targeting system for Vietnamese and Chinese speakers, as necessary, so that such language minority group members who need minority language materials and assistance receive them.

SECTION 5. The form of the notice prescribed by the Texas Secretary of State's Office shall serve as proper notice of said election. Said notice, including a Spanish translation thereof, shall be given by publishing it and posting it in accordance with Section 4.003, of the TEXAS ELECTION CODE. In addition, per the Voting Rights Act of 1965, the City Secretary will make the Notice available in both Chinese and Vietnamese languages, as may be necessary pursuant to the targeting system.

SECTION 6. The Mayor, the Mayor Pro Tem, the City Manager, the City Secretary and the Assistant City Secretary, or any one of them, are authorized on behalf of the City Council to evidence adoption of this Ordinance and to do any and all other things legal and necessary in connection with the holding and consummation of such election and to give effect to the intent of this Ordinance. Appointments of election officials in this Ordinance are made for this election only.

SECTION 7. If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this ordinance to any other persons or circumstances, shall not be affected thereby.

SECTION 8. All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

SECTION 9. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

SECTION 10. The public importance of this measure and the requirements of the law create an emergency and an urgent public necessity requiring that this Ordinance be passed and take effect as an emergency measure, and a state of emergency is hereby declared and this Ordinance is accordingly passed as an emergency measure and shall take effect and be in force immediately from and after its passage.

PASSED AND APPROVED ON THE FIRST OF TWO READINGS, this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED AND APPROVED ON SECOND AND FINAL READING, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Signed:

(SEAL)

\_\_\_\_\_  
Susan V. Sample  
Mayor

ATTEST

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

ATTEST:

REVIEWED:

\_\_\_\_\_  
M. Chris Peifer  
City Manager

\_\_\_\_\_  
Alan P. Petrov  
City Attorney