



# City of West University Place

*A Neighborhood City*

## CITY COUNCIL

Susan Sample, Mayor  
John Barnes, Mayor Pro Tem  
John Bertini, Councilmember  
Clay Brett, Councilmember  
Kalie Rainsberger, Councilmember

## STAFF

David Beach, City Manager  
Loren Smith, Olson & Olson, City Attorney  
Tracylynn Garcia, City Secretary

## City Council Meeting Agenda

Notice is hereby given on **January 12, 2026**, the West University Place City Council will hold a

- **Special Meeting at 6:00 p.m.** and a
- **Regular Meeting beginning at 6:30 p.m.**

Both meetings will be held in the **Municipal Building, located at 3800 University Boulevard**, for the purpose of considering the agenda of items listed.

The public can attend in-person, by telephone, or via Zoom. **Be advised that the public attending via Zoom will have only the ability to listen to the meeting.**

To attend the meeting via telephonic means, please call [346-248-7799](tel:346-248-7799) or you can join at <https://us02web.zoom.us/j/82033444389>. The Meeting ID Number is [820 3344 4389](tel:82033444389).

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.

Violation of the rules of procedure does not invalidate an action unless a point of order is raised before the end of the next regular meeting.

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### SPECIAL MEETING (6:00 PM)

1. **Call Meeting to Order**
2. **Recess Special Meeting and Convene Executive Session**  
The City Council will recess to convene an executive session as authorized by Title 5, Chapter 551, Texas Government Code, for the following purposes: Sec. 551.071 Consultation with City Attorney and Sec. 551.072 Deliberation Regarding Real Property.
3. **Adjourn Executive Session and Reconvene Special Meeting**  
Matters related to any action resulting from Executive Session deliberations.
4. **Adjourn Special Meeting and Convene Regular Meeting**  
If necessary, the City Council will recess the special meeting and will reconvene at the end of the regular meeting.

## REGULAR MEETING (6:30 PM)

### 5. Call Meeting to Order

### 6. Pledge of Allegiance

### 7. Public Comments

This is an opportunity for citizens to speak to the Council relating to agenda and non-agenda items. Speakers are required to register in advance and must limit their presentations to three minutes each. If the topic the speaker wishes to address is on the agenda, the speaker may either speak at this time or defer his/her comments until such time the matter is discussed.

Persons making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. This rule does not prohibit criticism of the City or criticisms of actions or omissions of the City.

### 8. Employee of the Year Recognition

Matters related to recognizing Charlotte Rains (Herling) as the 2025 Employee of the Year. *Recommended Action: No action required.* **Mr. J. Urban, Human Resources Director.** [See Agenda Memo 8]

### 9. Wastewater Treatment Plant Improvements Change Order No. 2

Matters related to approving a change order for the Wastewater Treatment Plant project. *Recommended Action: Approve Change Order No. 2 in the amount of (132,118.78) with Persons Services Corporation and authorize the City Manager to execute the change order.* **Mr. M. Leech, Public Works Director** [See Agenda Memo 9]

### 10. West Side Drainage Improvement Project Update

Matters related to approving an agreement amendment with HDR Inc for additional modeling services to support the West Side Drainage Improvement Project. *Recommended action: Approve Agreement Amendment No. 1 with HDR Inc. In an amount not to exceed \$337,563.50 for additional storm water modeling efforts associated with the West Side Paving & Drainage improvements and to authorize the City Manager to execute the amendment.* **Mr. M. Leech, Public Works Director, and C. Harrison, City Engineer.** [See Agenda Memo 10]

### 11. Preserving and Enhancing Neighborhood Character

Matters related to a presentation of the City's current standards and regulations applicable to each matter of interest. *Recommended Action: Discuss and provide feedback and direction.* **Mr. C. Brett, Councilmember, Mrs. K. Rainsberger, Councilmember, and Mr. M. Leech, Public Works Director** [See Agenda Memo 11]

### 12. 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. If discussion is desired, the item in question will be removed from the Consent Agenda and be considered in its normal sequence on the agenda.

#### A. Approval of the Minutes

Matters related to approving the City Council Minutes for the meeting of December 8, 2025. *Recommended Action: Approve the minutes of the Regular City Council meeting of December 8, 2025.* **Ms. T. Garcia, City Secretary** [See Agenda Memo 12A]

**B. October 2025 Monthly Financial Report**

Matters related to receiving the City's monthly Financial Report for October 2025. *Recommended action: Receive the City's October 2025 Monthly Financial Report.* **Ms. M. Kalka, Finance Director** [See Agenda Memo 12B]

**C. Vacant Structure Ordinance**

Matters related to approving Ordinance 3100 related to vacant structures and properties on the second and final reading. *Recommended Action: Adopt Ordinance 3100 on the second and final reading.* **Mr. M. Leech, Public Works Director** [See Agenda Memo 12C]

**D. Water Well 10 Sanitary Control Easement Ordinance (Second Reading)**

Matters related to requesting City Council approval of a Texas Commission on Environmental Quality (TCEQ) required ordinance associated with the protection of proposed West University Place Water Well 10. *Recommended Action: Approve Ordinance 3102 on the second and final reading and authorize the city manager to execute the subject Texas Commission on Environmental Quality (TCEQ) required ordinance associated with the protection of West University Place Water Wells.* **Mr. M. Leech, Public Works Director** [See Agenda Memo 12D]

**E. Medical Director Appointment**

Matters related to approving an agreement to appoint a Medical Director pursuant to Texas Emergency Medical Service Rules 22 of the Texas Administrative Code Chapter 197.1-197.6, governing Ambulances Services. *Recommended Action: Approve the agreement appointing Lars Thestrup, MD to serve as Medical Director and authorize the City Manager to execute the agreement.* **Mr. J. Novak, Fire Chief** [See Agenda Memo 12E]

**13. Adjourn Regular Meeting**

**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 Tracylynn Garcia at 713.662.5813 at least 3 business days prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is accessible by wheelchair from the west entrance and specially marked parking spaces are available in the southwest parking area.**

I certify that this notice and agenda of items to be considered by the West University Place City Council on January 12, 2026, was posted on the Municipal Building bulletin board on January 6, by 6:15 p.m.

Attest:

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Austin Bishop, Assistant to the City Manager



# AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	01.12.2026	<b>Agenda Item</b>	8
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	J. Urban, HR Director
<b>Reviewed by City Attorney</b>	Not Applicable	<b>Department</b>	Administration
<b>Subject</b>	Employee of the Year Recognition		
<b>Attachments</b>	None		
<b>Financial Information</b>	Expenditure Required:	Not Applicable	
	Amount Budgeted:	Not Applicable	
	Account Number:	Not Applicable	
	Additional Appropriation Required:	Not Applicable	
	Additional Account Number:	Not Applicable	

## Executive Summary

Throughout the year, the City receives nominations to recognize employees for distinguished service that goes above and beyond their normal duties in contributing to the City's mission, vision and adhering to the following Core Values:

- Superior Service,
- Professionalism,
- Integrity,
- Results,
- Innovation, and
- Teamwork

The distinguished employees are nominated by their peers and then reviewed by the Employee Development Group (EDG), which consist of employees from all departments within the City. The EDG provides a list of nominees for the City Manager's consideration to be the Employee of the Year.

This year, Charlotte Rains (Herling), Parks & Recreation Administrative Coordinator, was nominated and selected as the 2025 Employee of the Year. Charlotte has gone above and beyond the expectations for the position and her contributions made a positive impact on her Department and the community as a whole from streamlining the Parks & Recreation Department's Senior Services "Hi-Neighbor" and Recreation's Leisure Activity Guide into a single document now called "Play West U" which provides a single communication that reaches all households and all ages and took the initiative to update 2025 Parks and Open Space Master Plan inhouse.

Both of these efforts included significant savings to the taxpayers, shortened turnaround times, and ensured professional looking publications. Additionally, Charlotte undertook the initiative to apply for and receive a grant to install smart irrigation meters on City property, which will conserve a valuable resource and lower annual operating costs. Lastly, Charlotte continued her professional development by earning her Certified Parks and Recreation Professional designation from the National Recreation and Parks Association.



**AGENDA MEMO**  
Business of the City Council  
City of West University Place, Texas

The above are a few of Charlotte's contributions and accomplishments over the year that have made a lasting and positive impact on her Department, the organization, and the community as a whole and is deserving of recognition as the 2025 Employee of the Year!

**Recommended Action**

No action required.



# AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	01.12.2026	<b>Agenda Item</b>	9
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	M. Leech, Director
<b>Reviewed by City Attorney</b>	Yes	<b>Department</b>	Public Works
<b>Subject</b>	Wastewater Treatment Plant Improvements Change Order No. 2		
<b>Attachments</b>	Change Order No. 2		
<b>Financial Information</b>	Expenditure Required:		(\$132,118.78) Savings
	Amount Budgeted:		Not Applicable
	Account Number:		3407000.85002 (WW2102)
	Additional Appropriation Required:		Not Applicable
	Additional Account Number:		Not Applicable

### Executive Summary

At the September 8, 2025, City Council meeting, change order No. 1 for the Wastewater Treatment Plant Improvements Project (WW2102) was approved in the amount of \$365,743.94. The purpose of that change order was to address the discovery of large concrete sections and debris buried during the demolition of the former wastewater treatment plant, which necessitated a change in the foundation design from a pier style footing to a spread footing. During the discussion, staff notified Council that a future deductive (credit) change order would be presented to City Council that would offset a portion of the cost of Change order No. 1.

Tonight, Staff is requesting City Council’s approval of that deductive Change Order in the amount of \$132,118.78 which will offset approximately 36% of the cost of Change Order No.1. Many of the items in Change Order No 2. were identified by the contractor, design engineers and construction team through a collaborative effort to examine the construction plans for potential savings opportunities and few items were the result of site conditions and changes to the foundation’s design from a pier style footing to a spread footing design. Below is a summary of items reflected in Change Order No. 2:

ITEM	DESCRIPTION	ADD / (DEDUCT) COST
1	Clarifier Drain Line Extension	\$54,777.40
2	Lift Station Discharge Header Extension	\$112,300.67
3	Handrail Modification	(\$240,729.49)
4	Building Signage Changes	(\$6,178.72)
5	Electrical Conduit Changes	(\$30,866.73)
6	Control Building Walkway Changes	(\$41,625.89)
7	Building Lighting Control and Fixture Changes	(\$12,497.60)
8	Delay Due to Review & Approval of Permit Drawings	\$32,701.58
<b>TOTAL AMOUNT OF CHANGE ORDER NO.2</b>		<b>(\$132,118.78)</b>

### Recommended Action

Staff recommends City Council approve Change Order No. 2 in the amount of **(\$132,118.78)** with Persons Services Corporation and authorize the City Manager to execute the change order.



**CONTRACT CHANGE ORDER**

Project: Wastewater Treatment Plant Improvements Phase 1

Date: 11/19/2025

Change Order No.: 2

Project No.: 2348-022-00

Contract No.: 1

Owner: City of West University Place

Contractor: Persons Services Corp

Notice to Proceed	4/1/2025	<b>REVISED CONTRACT AMOUNT</b>	
Duration	700	Original Contract Amount:	\$15,951,500.00
Completion Date	3/2/2027	Previous Contract Amount:	\$16,317,243.94
Time added by Change Order	56	Amount This Change Order:	(\$132,118.78)
Revised Completion Date	4/27/2027	Revised Contract Amount:	\$16,185,125.16

1. GENERAL STATEMENT OF CHANGE:

This order covers the contract modification as follows:  
See attachment.

2. TIME: This change order includes 12 weeks added for delays due to City of Houston permitting of revised

The work covered by this change order shall be performed under the same terms and conditions as included in the original construction contract.

Changes Approved:

Changes Recommended:

City of West University Place

IDS Engineering Group

Owner

Engineer

By: \_\_\_\_\_

By: \_\_\_\_\_

(Date)

(Date)

Persons Services Corp

Contractor

By: \_\_\_\_\_

(Date)

**CONTRACT CHANGE ORDER**

Project: Wastewater Treatment Plant Improvements Phase 1

Date: 11/19/2025

Change Order No.: 2

Project No.: 2348-022-00

Contract No.: 1

Owner: City of West University Place

Contractor: Persons Services Corp

**ADDITIONAL ITEMS**

## 3. CONTRACT DRAWING REVISIONS:

None

## 4. CONTRACT DOCUMENTS REVISIONS:

None.

## 5. CONTRACT PRICE REVISIONS:

**Add the following items:**

<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Description</u>	<u>Add Cost</u>
CO2A	1	L.S.	\$54,777.40	Clarifier Drain Line Extension	\$54,777.40
<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Description</u>	<u>Add Cost</u>
CO2B	1	L.S.	\$112,300.67	Lift Station Discharge Header Extension	\$112,300.67
<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Description</u>	<u>Add Cost</u>
CO2C	1	L.S.	(\$240,729.49)	Handrail Modification	(\$240,729.49)
<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Description</u>	<u>Add Cost</u>
CO2D	1	L.S.	(\$6,178.72)	Building Signage Changes	(\$6,178.72)
<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Description</u>	<u>Add Cost</u>
CO2E	1	L.S.	(\$30,866.73)	Electrical Conduit Changes	(\$30,866.73)

**CONTRACT CHANGE ORDER**

Project: Wastewater Treatment Plant Improvements Phase 1

Date: 11/19/2025

Change Order No.: 2

Project No.: 2348-022-00

Contract No.: 1

Owner: City of West University Place

Contractor: Persons Services Corp

<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Description</u>	<u>Add Cost</u>
CO2F	1	L.S.	(\$41,625.89)	Control Building Walkway Changes	(\$41,625.89)
<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Description</u>	<u>Add Cost</u>
CO2G	1	L.S.	(\$12,497.60)	Building Lighting Control and Fixture Changes	(\$12,497.60)
<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Description</u>	<u>Add Cost</u>
CO2H	1	L.S.	\$32,701.58	Delay Due to Review and Approval of Permit Drawings	\$32,701.58

**TOTAL AMOUNT OF CHANGE ORDER NO. 2****(\$132,118.78)**

# Item No. CO2A – Additional Clarifier Drain Piping and Manhole

## **Background & Discovery**

As documented by RFI 18 the existing drain line from the clarifiers was to have been partially removed and abandoned in place along with removal of the existing lift pumps and basin. However, after consultation with plant operations staff, it was determined that the 8-inch drain line remains critical for ongoing process drainage and must remain in service. As such, the line must be re-routed to tie into the new lift station.

## **Resolution & Redesign**

To implement this change the design team prepared a revised design to include one additional 4-foot diameter sanitary manhole is required along with approximately 40 linear feet of 8-inch SDR-26 PVC piping to complete the new connection. Additionally, due to the presence of existing underground utilities in the proposed alignment, one day of hydro excavation will be necessary to safely identify utility locations and avoid conflicts.

The design change is documented on Sheets C-301 and C-302.

## **Cost & Schedule Impacts**

Contractor will be extended one week onsite for the additional work. However, this extension will not delay the overall project schedule, as other project work will continue concurrently in unaffected areas. Therefore, no extension of the overall project completion date is being requested. This item includes the cost of the additional manhole, 8" piping, one day of hydro excavation, and all associated labor, materials, and equipment necessary to complete the work.



**234802200 - CoWU CM Inspection WWTP Ph 1 Improvement**

**PROJECT NAME:**

**Ref. RFI: #**

**Description:** Additional 4Ft Manhole and Piping

**Labor:**

Name and/or Position	Qty	Unit	Unit Price	Unit Total
4Ft Manhole PSC Work				\$ 21,955.20
4Ft Manhole Survey				\$ 640.00
				\$ -
				\$ -
				\$ -
<b>Total Labor Cost</b>				<b>\$ 22,595.20</b>

**Equipment:**

Item	Qty	Unit	Unit Price	EQUIP'T TOTAL
4Ft Manhole				\$ 14,736.25
				\$ -
				\$ -
<b>Total Equipment Cost</b>				<b>\$ 14,736.25</b>

**Trade Partners:**

Item	QTY	Unit	Unit Price	Trade Partner Total
4Ft Manhole Hydro Excavation				\$ 3,600.00
4Ft Manhole Coating				\$ 2,000.00
				\$ -
				\$ -
<b>Total Trade Partner Cost</b>				<b>\$ 5,600.00</b>

**Materials:**

Item	Qty	Unit	Unit Price	Unit Total
4Ft Manhole				\$ 3,767.10
				\$ -
				\$ -
				\$ -
<b>Total Material Cost</b>				<b>\$ 3,767.10</b>

SUMMARY	TOTAL
Total Equipment, Labor, Material, Misc.	\$ 46,698.55
Contractor Allowable Overhead & Profit - 15%	\$ 7,004.78
Bond 2%	\$ 1,074.07
<b>TOTAL</b>	<b>\$ 54,777.40</b>

Schedule Impact - None

## Additional 4Ft Manhole

Billable Rates			
Craft Description		ST Rate	OT Rate
Project Manager		\$75.44	
Superintendent		\$79.85	\$136.53
Foreman		\$77.41	\$105.05
Operator	2	\$51.30	\$68.80
Pipelayer	2	\$38.43	\$50.93
Laborer	2	\$34.56	\$45.56

Daily Total: \$4,391.04

1 Week: **\$21,955.20**

Survey Billable Rates			
Craft Description	Hours	Rate	
Survey	8	\$80.00	\$640.00

Total Survey for New Layout: **\$640.00**

Equipment Rates			
		Operating Rates	
		Daily	Weekly
1/2 Ton Pick-Up		\$280.00	\$800.00
3/4 Ton Pick-Up		\$325.00	\$925.00
10K Forklift		\$485.00	\$1,325.00
210 Excavator		\$1,240.56	\$3,541.25
Loader 938		\$1,320.00	\$4,340.00
Compactor - 24"		\$500.00	\$2,500.00
Manhole Box		\$125.00	\$875.00
Trench Box		\$61.43	\$430.00

Daily Total: \$4,336.99

1 Week: **\$14,736.25**

Trade Partner			
		Operating Rates	
		Hourly	Daily
Hydro Excavation		\$360.00	<b>\$3,600.00</b>
Coating		\$0.00	<b>\$2,000.00</b>

Material Rates					
Item	Description	Qty	Units	Unit Rate	Total
1	4Ft Manhole	1	EA	\$1,855.00	\$1,855.00
2	8in Pipe	40	LF	\$12.32	\$492.80
3	MH Cover	1	EA	\$287.55	\$287.55
4	MH Frame	1	EA	\$242.15	\$242.15
5	1.5 Sack CSS	20	CY	\$44.48	\$889.60

Material Total: **\$3,767.10**

CSS = 28.70/Ton\*1.55Tons/CY = \$44.48/CY

Change order Total W/out Profit & Bond **\$46,698.55**

# Billable Rates

Craft Description	ST	OT	Burden	Corp. OH	Div. OH	Profit	Fringes	Small Tools	Consum.	Training	Safety	ST Billable	OT Billable
Craft Description	Base Rate	Base Rate	12.70%	0%	0%	0%	16%	\$0.00	\$0.00	\$2.50	\$0.00		
Construciton Manager	\$97.50	\$146.25	\$12.38	\$0.00	\$0.00	\$0.00	\$15.60	\$0.00	\$0.00	\$2.50	\$0.00	\$127.98	\$176.73
Project Manager	\$62.50	\$93.75	\$7.94	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$2.50	\$0.00	\$82.94	\$114.19
Asst. Project Manager	\$55.00	\$82.50	\$6.99	\$0.00	\$0.00	\$0.00	\$8.80	\$0.00	\$0.00	\$2.50	\$0.00	\$73.29	\$100.79
Admin. Support	\$30.00	\$45.00	\$3.81	\$0.00	\$0.00	\$0.00	\$4.80	\$0.00	\$0.00	\$2.50	\$0.00	\$41.11	\$56.11
General Superintendent	\$75.00	\$112.50	\$9.53	\$0.00	\$0.00	\$0.00	\$12.00	\$0.00	\$0.00	\$2.50	\$0.00	\$99.03	\$136.53
Superintendent	\$60.10	\$90.15	\$7.63	\$0.00	\$0.00	\$0.00	\$9.62	\$0.00	\$0.00	\$2.50	\$0.00	\$79.85	\$109.90
Asst. Superintendent	\$52.50	\$78.75	\$6.67	\$0.00	\$0.00	\$0.00	\$8.40	\$0.00	\$0.00	\$2.50	\$0.00	\$70.07	\$96.32
Foreman	\$55.29	\$82.94	\$7.02	\$0.00	\$0.00	\$0.00	\$8.85	\$2.00	\$2.00	\$1.25	\$1.00	\$77.41	\$105.05
Leadman	\$42.50	\$63.75	\$5.40	\$0.00	\$0.00	\$0.00	\$6.80	\$2.00	\$2.00	\$1.25	\$1.00	\$60.95	\$82.20
Operator 1	\$35.00	\$52.50	\$4.45	\$0.00	\$0.00	\$0.00	\$5.60	\$2.00	\$2.00	\$1.25	\$1.00	\$51.30	\$68.80
Operator 2	\$25.00	\$37.50	\$3.18	\$0.00	\$0.00	\$0.00	\$4.00	\$2.00	\$2.00	\$1.25	\$1.00	\$38.43	\$50.93
Pipe Layer 1	\$25.00	\$37.50	\$3.18	\$0.00	\$0.00	\$0.00	\$4.00	\$2.00	\$2.00	\$1.25	\$1.00	\$38.43	\$50.93
Laborer 1	\$22.00	\$33.00	\$2.79	\$0.00	\$0.00	\$0.00	\$3.52	\$2.00	\$2.00	\$1.25	\$1.00	\$34.56	\$45.56

## REQUEST FOR INFORMATION

<b>Project:</b> City of West University Place WWTP Improvements Phase 1	<b>RFI #:</b> 18
<b>Project No.:</b> 067812106	<b>Date Sent:</b> 6/9/2025
<b>Sender:</b> Christopher Alumbaugh (Persons Services Corp.)	<b>Receiver:</b> Michael Moriarty, PE (Kimley-Horn)
<b>Copies To:</b> City of West University Place, IDS Engineering	

**Subject:** Manhole Clarifications

**Request:**

- (1) Please clarify the following flow line connections not listed on the P&P sheet C-302.
  - What is the FL 36" IN of prop. 5' manhole at STA 1+73.03? Only has FL 36" OUT (S): 36.04 on the P&P.
  - What is the FL 4" IN of prop. 5' manhole at STA 1+73.03 for the prop. 4" sludge pad drain line?
  - What is the FL IN of the prop. Decant piping from the existing aerobic digester?
- (2) Please clarify the following related to the new 4' manhole.
  - Location of prop. 4' manhole at STA 1+29.00 is in direct conflict with the underground structure and a pier for the cable tray.
  - Location of cable tray pier location shift.
- (3) Please clarify the following regarding the proposed backflap.
  - Location of the backflap gate is not clearly indicated other than it being located at prop. Junction box #B1.
  - Will it need to be placed inside of the junction box in order to operate properly?

**Sender's Proposed Answer/Solution:**

N/A

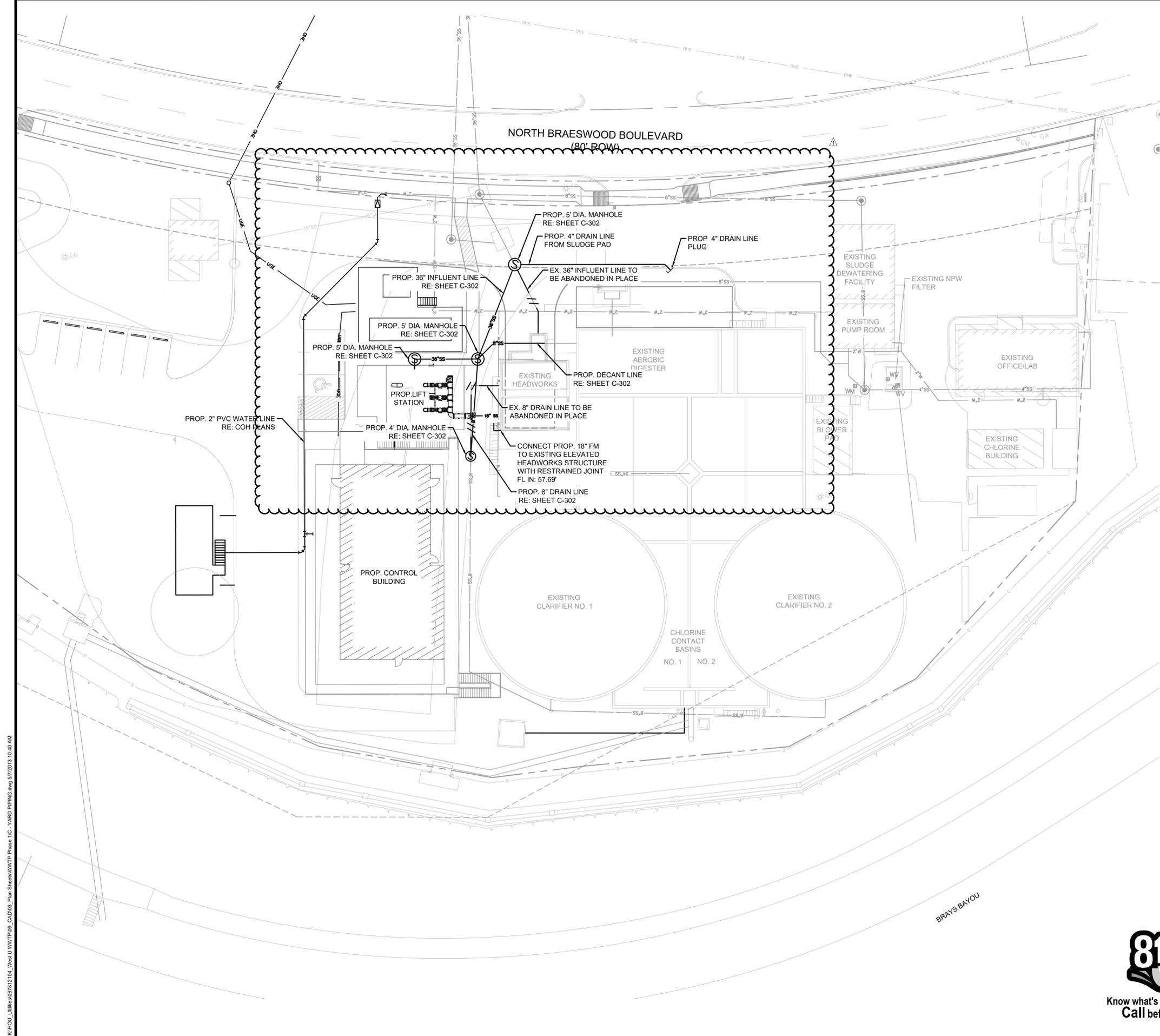
**THE PROPOSED ANSWER/SOLUTION  IS,  IS NOT, INCLUDED IN THE CONTRACT.**

**Receiver's Response:**

- (1) The requested elevations have been added and clouded on sheets C-301 and C-302, attached.
- (2) The location of the 4' manhole has been adjusted to resolve conflicts with cable tray pier support and underground structure. Updates are shown on sheets C-301 and C-302, attached.
- (3) The location of the backflap gate is to prevent water from the detention vault flowing back into the influent storm pipe. The backflap gate should be installed on the downstream (SE) end of the 72-ft run of 18" pipe at the conjunction with Junction Box #B1. The backflap gate should be installed within the pipe per manufacturer's recommendation.

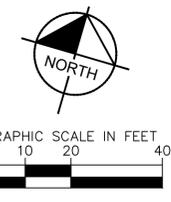
<b>Response By:</b> Michael Moriarty, PE	<b>Company:</b> Kimley-Horn	<b>Date:</b> 6/18/2025
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**DISTRIBUTION:** Persons Services Corp., City of West University Place, IDS Engineering



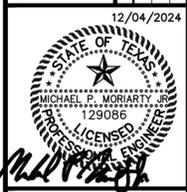
**LEGEND**

	PROPOSED PIPING
	EXISTING PIPING
	PIPING TO BE ABANDONED



**Kimley»Horn**  
11700 KATY FREEWAY, SUITE 802, HOUSTON, TEXAS 77079  
TBE NO. 928 PHONE: 281-987-9300

By	Date
KHA	6/18/2025
Revision	
RFI #18	



CITY OF WEST UNIVERSITY PLACE, TX  
**WASTEWATER TREATMENT PLANT IMPROVEMENTS (PHASE 1)**

**PROPOSED YARD PIPING**

DATE:	DECEMBER 2024
DESIGN:	MPW
DRAWN:	HLR
CHECKED:	KPK
KHA NO.:	067812104

SHEET  
**C-301**



Know what's below.  
Call before you dig.

**CAUTION!!**  
EXISTING UNDERGROUND UTILITIES IN THE AREA CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY REPAIRS TO EXISTING UTILITIES DUE TO DAMAGE INCURRED DURING CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES ON THE PLANS.

K:\HOU\_Libraries\087512104\_Vest U\WWTPlan\_CAD\03\_Plan Sheets\WWT\_P Phase 1C - YARD PIPING.dwg 5/7/2013 10:40 AM



<b>Date</b>	7/25/25	<b>Bid Date</b>	2/10/2025
<b>Quote No.</b>	CRM811645	<b>Plan Date</b>	
<b>Project</b>	WEST UNIVERSITY PLACE - WWTP IMPROVEMENTS; ID PW24-08 [REV2] HOUSTON, Texas Harris County	<b>Engineer</b>	KIMLEY-HORN & ASSOCIATES

We are pleased to quote the following on the above project. Prices are committed on this project only and are subject to change after 30 days from bid date.

<b>Sanitary</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Ext Price</b>
<b>Item MH-4</b>	<b>1 EA</b>	<b>\$1,585.00</b>	<b>\$1,585.00</b>
4' DIA SAN MH [0-8' DEPTH] [EXCLUDES RING & COVER, BY OTHERS] Estimated Heaviest Piece: 3.75 tons			
<b>Item: 2</b>	<b>2 EA</b>	<b>\$135.00</b>	<b>\$135.00</b>
EXTRA DEPTH ON 5' DIA SAN MH OVER 8' DEPTH Estimated Heaviest Piece: 0.68 tons			
<b>Sanitary Total</b>			<b>\$1,720.00</b>

**Notes**

EXCLUDES COATINGS, LINERS, INFLOW PROTECTORS, AND STEPS. EXCLUDES JOINT WRAP - UNLESS OTHERWISE NOTIFIED.

All custom product is non refundable and subject to invoice and a storage fee 60 days after manufacture. Custom product attempted to be returned is subject to additional disposal and freight fees.

All returned stock items are subject to a 35% restocking charge in addition to any incurred return freight. Minimum charge \$200

All quotes are based upon full truckload quantities; deliveries less than full truckload quantities are subject to additional freight charges.

All orders include initial requisite engineering and drafting support based upon details provided by the customer. Any changes to the project after initial submittals, are subject to additional engineering charges.

All quotes are based upon standard market production availability. Expedited orders will be subject to additional rush order charges.

The above-mentioned project is quoted as a package. If all product lines are not purchased, the above pricing and/or discounts for these products may no longer be valid and you will need to contact your Sales Representative for revised pricing.

**Quote Total \$1,720.00**

Subject to State, County & Local Taxes.  
F.O.B.: Jobsite.  
Above prices based on truckload quantities.  
Net 30

#### **TERMS AND CONDITIONS OF SALE**

Hydro Conduit, LLC d/b/a Rinker Materials or Forterra Pipe & Precast, LLC d/b/a Rinker Materials, for itself or on behalf of one or more of its subsidiaries doing business as Rinker Materials ("Rinker Materials"), offer to sell the materials described in this Quotation is expressly conditioned upon Buyer's assent to the Rinker Materials' Standard Terms and Conditions ("Rinker Materials STCs") viewable at [www.rinkerpipe.com](http://www.rinkerpipe.com). Rinker Materials expressly rejects any other terms and conditions. A valid tax exemption certificate must be issued to Rinker Materials or sales tax will be added.

#### **LIMITED WARRANTY AND REMEDIES**

Rinker Materials warrants that the materials sold hereunder shall conform to the specifications as described in the Order Acknowledgment (or this Quotation if there is no Order Acknowledgment) and shall be free from defects in manufacturing and workmanship provided Buyer provides written notice of any such non-conformance or defects to Rinker Materials within one (1) year from the date of delivery of the materials. The foregoing warranty is subject to standard manufacturing and color variations, efflorescence, tolerances and classifications. Rinker Materials is not responsible for installation or defective conditions caused by installation. Buyer's exclusive remedy for breach of this warranty shall be to require Rinker Materials, at Rinker Materials' option, to refund the purchase price for the defective or nonconforming materials sold hereunder or to repair or to replace any defective or nonconforming materials. Rinker Materials shall not be responsible for any removal or installation costs. THE FOREGOING WARRANTY IS IN LIEU OF AND EXCLUDES, AND RINKER MATERIALS HEREBY DISCLAIMS, AND BUYER HEREBY WAIVES, ALL OTHER WARRANTIES, WHETHER WRITTEN, VERBAL, EXPRESS OR IMPLIED, BY LAW OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY OR HABITABILITY. Rinker Materials makes no warranty whatsoever with respect to goods, products, accessories or parts furnished by Rinker Materials but not manufactured by Rinker Materials, which carry only the warranty, if any, in the applicable manufacturer's warranties (if any) to the extent permitted by the terms of such warranty between Rinker Materials and such manufacturer.



**Consolidated Pipe & Supply Co., Inc.**

01 Aldine Westfield  
 281-214-7060 Fax: 281-214-7043  
[www.consolidatedpipe.com](http://www.consolidatedpipe.com)

JULY 10, 2025

QUOTATION

R: PERSONS SERVICES CORP

PROJECT: WEST UNIVERSITY CHANGE ORDER 2

Item#	Qty	Unit	Description	Unit Price	Extension
			<b>PER SPEC: DOMESTIC PREFERRED BUT NOT REQUIRED. QUOTED ALL IN IMPORT, SUBJ TO APPROVAL.</b>		
			<b>CHANGE ORDER MATERIAL</b>		
	36	LF	18" CL 250 TR-FLEX JOINT DIP P401, 18FT <b>(PER SPEC)</b>	\$248.99	\$ 8,963.64
	2	EA	18" DI IMP C153 MJ 90 L/A P401	\$3,304.55	\$ 6,609.10
	4	EA	18" IMP DI WEDGE RESTRAINT W/ STD. ACCYS	\$465.55	\$ 1,862.20
	1	EA	18" FLGXPE DIP P401 11'-0" <b>(DUCTILE OFFERED)</b>	\$7,001.15	\$ 7,001.15
	1	EA	18" FLGXFLG DIP P401 2'-2" <b>(DUCTILE OFFERED)</b>	\$3,279.65	\$ 3,279.65
	1	EA	18" FLGXPE DIP P401 9'-0" <b>(DUCTILE OFFERED)</b>	\$5,973.00	\$ 5,973.00
	1	EA	18" DI IMP C110 FLG 90 L/A P401	\$4,682.55	\$ 4,682.55
	4	EA	18" 150# FF 1/8" RR SS STD. FLG <b>SS</b> ACCYS	\$323.00	\$ 1,292.00
	1	EA	24" X 12" GAL-VO-PLAST WALL SLEEVE W/WATER STOP	\$743.30	\$ 743.30
	21	EA	IL575-S316 STAINLESS STEEL INNERLYNX SEAL	\$59.60	\$ 1,251.60
	1	EA	8 SDR26 D 3034 PVC SEWER 45 ELBOW GSKT x SPIGOT	\$132.95	\$ 132.95
	300	LF	8 MIL LDPE POLYWRAP, 300FT	\$1.68	\$ 504.00
			<b>SUBTOTAL</b>		<b>\$ 42,295.14</b>
			<b>IF NEEDED (THIS PIPE WAS QUOTED ON ANOTHER CO)</b>		
	70	LF	8 SDR26 D3034 GREEN PVC PIPE GSKT 14'	\$12.32	\$ 862.40
	1	EA	V1420-1 Solid Cover City of Houston Sanitary	\$287.55	\$ 287.55
	1	EA	V1420 4 1/2" Frame with 6 Flange Holes	\$242.15	\$ 242.15
			<b>SUBTOTAL</b>		<b>\$ 1,392.10</b>
			<b>**ITEM PRICING PROVIDED IS ONLY SUITABLE IF ORDERING THE SCOPE OF THE QUOTATION IN ITS ENTIRETY UNLESS NOTED OTHERWISE. CHANGES TO THE DELIVERY AND PERFORMANCE OF ANY PRODUCTS OR SERVICES, INCLUDING QUANTITY, SPECIFICATIONS AND SCHEDULING MAY RESULT IN ADDITIONAL OR INCREASED CHARGES.</b>		
			<b>**QUOTE VALID 15 DAYS. PRICING WILL BE SUBJECT TO ADJUSTMENT AT TIME OF SHIPMENT DUE TO MARKET CONDITIONS.</b>		
			<b>**TAXES NOT INCLUDED**</b>		
			<b>Prepared by:STEPHEN CARDENAS</b>		
			<b>SALES</b>		
				<b>TOTAL</b>	<b>\$ 43,687.24</b>

[STEPHEN.CARDENAS@CPSPipe.com](mailto:STEPHEN.CARDENAS@CPSPipe.com)

warranties are

limited to that of the manufacturers only. All agreements are subject to correction of clerical errors and omissions and are

contingent upon strikes, accidents, delays of carriers and all other causes beyond our control. In all cases unit prices will apply.

This Quotation is subject to and will be governed by Consolidated Pipe & Supply Company, Inc.'s Domestic Terms and Conditions which can be found at <https://consolidatedpipe.com/wp-content/uploads/Consolidated-Pipe-Supply-Form-of-Terms-and-Conditions-of-Purchase-CPS-as-Buyer.pdf>. Only Consolidated Pipe & Supply Company, Inc.'s Terms and Conditions shall apply. Any other new, additional, or conflicting terms and conditions shall be inapplicable to this Quotation as well as to any related purchase order or other agreement, or any performance thereunder.



Houston|San Antonio|West Texas  
5114 Railroad St., Deer Park, Texas 77536  
C:832-849-9678|E: [alex.teich@pro-vac.com](mailto:alex.teich@pro-vac.com)

July 25, 2025

Christopher Alumbaugh  
Persons Services Corp.  
[calumbaugh@personsservices.com](mailto:calumbaugh@personsservices.com)  
346-624-0448

**Re: Pricing estimate – West University Water Treatment Facility Hydro**

Jacob,

Pro-Vac dba T-Rex Services appreciates the opportunity to serve you with this Day Rate estimate for **Nondestructive** Camera Inspection and Jetting services.

*Please Note: This is a good faith estimate based on the information available at the time of preparation. Site conditions vary. The time and resources required to complete this project may be more or less than those proposed herein.*

**Scope: Hydro excavate as directed; Day Rate**

**Procedure to safely excavate:**

- Arrive at jobsite and obtain necessary site-specific safety orientations, permits, and directions from client-designated personnel.
- Set up equipment at the proposed excavation site.
- Activate equipment to begin excavation. One man will cut the soil/probe using the excavation lance while the second man operates the vacuum boom to remove the soil.
- Debris will be vacuumed directly into T Rex Services Hydro Excavator unit and dumped on site or at a client designated location. Client will be responsible for all required testing, manifesting, transportation, wash-out, and disposal costs.

**Client to Provide:**

- Supervision of procedures until project completion
- Exact location of excavations
- Direct access (within 20' of the trucks)
- All matting (if necessary)
- Removal of asphalt/concrete (if necessary)

**Safety:**

- T-Rex Services insures that all personnel working at the site will conform to following:
- T-Rex will follow all applicable site safety policies and procedures.
- Crews will be properly trained by T-Rex Services and follow T-Rex Services best practices.
- Crews will wear the proper protective clothing necessary to safely perform services.

**Project Estimate: \$ 3,450.00**

\*Estimating 1 day on-site.

\*Estimate total includes 2 dumps and 1 roll of flex hose.

**Day Rate: \$ 2,750.00**

Pricing based on the following:

4 hour minimum. The hourly rate is \$250 portal to portal.

Hydro Excavator with 2-man crew \$250 per hour x 11 hours = \$ 2,750.00

**Additional T&M: \$ 700.00**

Disposal off-site \$200 per load x 2 dumps per day avg. = \$ 400.00

ADS Flex Hose \$300 per roll x 1 roll = \$ 300.00

All hours will be billed at “Day Rate” of \$2,750 per day. Rain outs and Cancellations that are not called into T-Rex office 1 hour prior to dispatch will be changed a four-hour daily minimum. Work that exceeds 10 hours on-site will be charged at the hourly rate of \$250/hr.

**Proposal Conditions:**

This price includes mobilization, equipment, labor, per diem, and supervision to complete the project, subject to the following:

- T-Rex to provide one Hydro Excavation truck and 2 man crew.
- Working through complete project without interruptions.
- 6 Day work-week/10-hour workdays.
- Work that requires any type of air respirators will result in additional charges for equipment and compensation for additional time.
- Additional work and standby not caused by T-Rex or bad weather will be billed on a T&M basis according to 2025 price schedule.
- Disposal rate assumes mud and water only. If soil contaminants are encountered that result in additional handling and disposal requirements; additional costs may apply according to the 2025 price schedule or on a cost plus 15% basis.
- If excessive groundwater is encountered, client will have the option of having T-Rex skip over the area, or direct T-Rex to continue excavation on a T&M basis according to 2025 price schedule.
- Pre-removal by Client of concrete, asphalt, lime, or any other types of road base or stabilized materials. If obstructions are encountered, client will have the option of having T-Rex skip over the obstructions, or direct T-Rex to continue excavation on a T&M basis according to 2025 price schedule.
- If for any reason, the scope of work is altered beyond what is agreed upon within this document, work will cease until such time as a Change Order may be generated and executed for agreement of additional services.
- Proposal pricing is valid for 30 days from the date of the proposal.
- Pricing is portal to portal – from the time we leave our shop until the time we return to our shop.
- Client agrees to defend, indemnify, and protect T-Rex from and against any and all claims liabilities arising out of or related to disposal of material generated by Client’s project, including attorney’s fees and other expenses incurred defending or responding to such claims or liability. THIS INDEMNITY INCLUDES ALL CLAIMS OR DAMAGES ALLEGED OR CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR FAULT OF TREX SERVICES.

If you have any questions about this pricing, our qualifications, or require additional safety compliance please feel free to contact us at any time. We appreciate the opportunity to be considered as a vendor for this project.

**Houston, TX**  
**2025 Schedule of Rates**  
(Valid through July 31, 2025)

**Vacuum Excavation**

<b><u>Standard Charges:</u></b>	<b><u>Rate</u></b>
<b>TV Camera Inspection</b>	<b>\$ 280/hr.</b>
<b>Jet Rooting Services</b>	<b>\$ 250/hr.</b>
<b>Hydro Excavation</b>	<b>\$ 250/hr.</b>
Per Diem (Greater than 90mi.)	\$ 150/man
Mobilization/Demobilization (Greater than 90mi.)	\$ 225/hr.
Disposal off-site	\$ 200/dump

\* Minimum charge 4 hours minimum  
\*Rates are inclusive of fuel & water

**Additional Labor Charges: (if requested)**

Project Manager	\$ 100/hr.
Supervisor	\$ 85/hr.
Technician	\$ 65/hr.

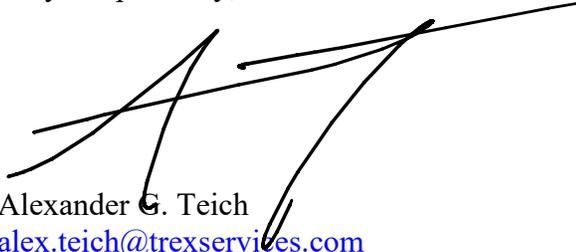
**Additional Safety Training: (if requested)**

2 Man Crew Safety Training	\$ 150/hr.
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**Equipment Charges:**

6" Flex Hose	\$ 3.00/ft.
Smooth wall	10/ft @ \$ 50/day
Vacuum Box Flanges	\$ 50/flange/day

Very Respectfully,

  
Alexander G. Teich  
[alex.teich@trexservices.com](mailto:alex.teich@trexservices.com)  
832-849-9678

Accepted by: \_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_ 2025

# 250574107

Job Site

CHRIS/SUGARLAND  
4101 ABIGAIL WAY  
SUGAR LAND TX 77479

Office: 251-660-0132 Job: 346-624-0448

PERSONS SERVICE CORP TX  
4474 HALLS MILL RD  
MOBILE AL 36693-5622

Customer # : 7002726  
Quote Date : 07/17/25  
Estimated Out : 07/22/25 12:00 PM  
Estimated In : 08/19/25 12:00 PM  
UR Job Loc : 4101 ABIGAIL WAY, SU  
UR Job # : 21  
Customer Job ID:  
P.O. # : IG0042  
Ordered By : CHRIS ALUMBAUGH  
Written By : ERNESTO PENA  
Salesperson : ERNESTO PENA

**This is not an invoice  
Please do not pay from this document**

RENTAL ITEMS:							
Qty	Equipment	Description	Minimum	Day	Week	4 Week	Estimated Amt.
4	942/8274	END MEMBER 12'					N/C
4	940/9868	LIFTING LUGS FOR BUILD A BOX (EACH)					N/C
1	330/7114	LIFTING BRIDLE 4 LEG X 8'		7.00	21.00	65.00	65.00
1	940/9795	EXTENSION LEGS FOR MODULAR ALUMINUM BOX		3.00	7.00	19.00	19.00
24	940/9816	MODULAR SHIELD PANEL 24" X 6'		14.00	32.00	86.00	2,064.00
1	9418528	TRENCH BOX 10' X 16' (4" SKE)		175.00	395.00	800.00	800.00
4	940/5506	SPREADER BAR (KIT) 8" X 4'					
16	940/5655	8" SPREADER BAR (LINEAR FEET)					
8	941/8101	SPREADER BAR PIN 10"					N/C
						Rental Subtotal:	2,948.00
SALES/MISCELLANEOUS ITEMS:							
Qty	Item		Price	Unit of Measure			Extended Amt.
1	DELIVERY CHARGE		50.000	EACH			50.00
						Sales/Misc Subtotal:	50.00
						Agreement Subtotal:	2,998.00
						Tax:	247.34
						Estimated Total:	3,245.34

COMMENTS/NOTES:

CONTACT: CHRIS ALUMBAUGH  
CELL#: 346-624-0448

This proposal may be withdrawn if not accepted within 30 days. The above referenced Rental Protection Plan, environmental, and tax charges are estimates and are subject to change.

NOTICE: This is not a rental agreement. The rental of equipment and any items listed above is subject to availability and subject to the terms and conditions of the Rental and Service Agreement, which are available at <https://www.unitedrentals.com/legal/rental-service-terms-US> and which are incorporated herein by reference. A COPY OF THE RENTAL AND SERVICE AGREEMENT TERMS ARE AVAILABLE IN PAPER FORM UPON REQUEST.

## Item No. CO2B – Additional Force Main Piping

### **Background & Discovery**

The drawings issued for construction did not include a complete piping plan or a defined tie-in location for the lift station forcemain discharge. RFI 17 requested additional information from Kimley-Horn and in response issued a revised Sheet M-201. The revised piping plan includes an additional 40 linear feet of 18-inch ductile iron pipe and fittings.

### **Resolution & Redesign**

To implement this change Kimley-Horn revised the design to include installation of 40 linear feet of 18-inch ductile iron pipe along with coring a 24-inch diameter opening in the existing concrete headworks wall. A portion of this new piping will be installed at an approximate depth of 7 feet, requiring trench excavation, bedding, and backfill. Due to the size and weight of the ductile iron pipe and fittings, a crane will be required on site for a duration of one week to safely complete the installation.

The design change is documented on Sheet M-201.

### **Cost & Schedule Impacts**

Contractor will be extended one week onsite for the additional work. However, this extension will not delay the overall project schedule, as other project work will continue concurrently in unaffected areas. Therefore, no extension of the overall project completion date is being requested. This item includes the cost associated with the supply and installation of 40 LF of 18" DIP (including underground installation at a depth of approximately 7 feet), structural coring of the headworks, one week of crane rental and operation, and all associated labor, materials, and equipment.

## REQUEST FOR INFORMATION

<b>Project:</b> City of West University Place WWTP Improvements Phase 1	<b>RFI #:</b> 17
<b>Project No.:</b> 067812106	<b>Date Sent:</b> 6/4/2025
<b>Sender:</b> Christopher Alumbaugh (Persons Services Corp.)	<b>Receiver:</b> Michael Moriarty, PE (Kimley-Horn)
<b>Copies To:</b> City of West University Place, IDS Engineering	

**Subject:** Force Main Connection to Existing Headworks

**Request:**

After a thorough review of the plans, we haven't found any drawings or details showing how the new force main is supposed to connect to the existing system.

- Sheet M101 shows the force main centerline at 5' below grade with a 90° spool, but there's no information on the routing from that point to the headworks.
- Sheet C-301 shows a connection to the existing headworks at flowline elevation 63.58', but again, there's no detail on how the piping get routed to the elevation.

Please provide the following:

- Plan/profile or layout of the force main tie-in
- Connection method (fusion, mechanical, etc.)
- Specific requirements for elevation, fittings, or tie-in location

**Sender's Proposed Answer/Solution:**

See attached sheets C-301 and S-702 for possible routing (to be determined by Mech. Engineer).

**THE PROPOSED ANSWER/SOLUTION  IS,  IS NOT, INCLUDED IN THE CONTRACT.**

**Receiver's Response:**

Please see attached sheet M-201 showing the proposed force main routing and connection location.

<b>Response By:</b> Michael Moriarty, PE	<b>Company:</b> Kimley-Horn	<b>Date:</b> 6/18/2025
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**DISTRIBUTION:** Persons Services Corp., City of West University Place, IDS Engineering



234802200 - CoWU CM Inspection WWTP Ph 1 Improvement

PROJECT NAME:

Ref. RFI: #

Description: Additional Forcemain Piping Updated 11.19.2025

Labor:				
Name and/or Position	Qty	Unit	Unit Price	Unit Total
PSC - Cost - See breakdown next sheet				\$ 21,955.20
Survey	4	HR	\$ 80.00	\$ 640.00
				\$ -
				\$ -
				\$ -
<b>Total Labor Cost</b>				<b>\$ 22,595.20</b>

Equipment:				
Item	Qty	Unit	Unit Price	EQUIP'T TOTAL
See breakdown next sheet				\$ 13,861.25
				\$ -
				\$ -
<b>Total Equipment Cost</b>				<b>\$ 13,861.25</b>

Trade Partners:				
Item	QTY	Unit	Unit Price	Trade Partner Total
Crane				\$ 10,235.00
Wall Core				\$ 3,250.00
				\$ -
				\$ -
<b>Total Trade Partner Cost</b>				<b>\$ 13,485.00</b>

Materials:				
Item	Qty	Unit	Unit Price	Unit Total
				\$ 45,796.55
				\$ -
				\$ -
				\$ -
<b>Total Material Cost</b>				<b>\$ 45,796.55</b>

SUMMARY	TOTAL
Total Equipment, Labor, Material, Misc.	\$ 95,738.00
Contractor Allowable Overhead & Profit - 15%	\$ 14,360.70
Bond 2%	\$ 2,201.97
<b>TOTAL</b>	<b>\$ 112,300.67</b>

Schedule Impact - None

## Additional Force Main

Billable Rates			
Craft Description		ST Rate	OT Rate
Project Manager		\$75.44	
Superintendent		\$79.85	\$136.53
Foreman		\$77.41	\$105.05
Operator	2	\$51.30	\$68.80
Pipelayer	2	\$38.43	\$50.93
Laborer	2	\$34.56	\$45.56

Daily Total: \$4,391.04

1 Week: **\$21,955.20**

Survey Billable Rates			
Craft Description	Hours	Rate	
Survey	8	\$80.00	\$640.00

Total Survey for New Layout: **\$640.00**

Equipment Rates			
		Operating Rates	
		Daily	Weekly
1/2 Ton Pick-Up		\$280.00	\$800.00
3/4 Ton Pick-Up		\$325.00	\$925.00
10K Forklift		\$485.00	\$1,325.00
210 Excavator		\$1,240.56	\$3,541.25
Loader 938		\$1,320.00	\$4,340.00
Compactor - 24"		\$500.00	\$2,500.00
Trench Box		\$61.43	\$430.00

Daily Total: \$4,211.99

1 Week: **\$13,861.25**

Trade Partner					
		Operating Rates			
		Hourly	OT Rate	Daily	Weekly
Crane & Operator		\$160.00	\$50.00	\$1,700.00	\$10,235.00
Wall Core		\$0.00	\$3,250.00	\$0.00	\$1.00

Daily Total: \$1,700.00

1 Week Rate: **\$10,235.00**

Wall Core: **\$3,250.00**

Material Rates					
Item	Description	Qty	Units	Unit Rate	Total
1	18inch DIP	1	EA	\$45,796.55	\$45,796.55
2	8in Pipe Wye	1	EA	\$132.95	\$132.95
3	8in SDR26	30	LF	\$12.32	\$369.60
4	Poly Wrap	1	EA	\$504.00	\$504.00
5	1.5 Sack CSS	20	CY	\$44.48	\$889.60

Material Total: **\$47,692.70**

CSS = 28.70/Ton\*1.55Tons/CY = \$44.48/CY

Change order Total W/out Profit & Bond

**\$97,634.15**



**Consolidated Pipe & Supply Co., Inc.**

18501 Aldine Westfield  
 Tel: 281-214-7060 Fax: 281-214-7043  
[www.consolidatedpipe.com](http://www.consolidatedpipe.com)

NOVEMBER 19, 2025

QUOTATION

CUSTOMER: PERSONS SERVICES CORP

PROJECT: WEST UNIVERSITY CHANGE ORDER 2

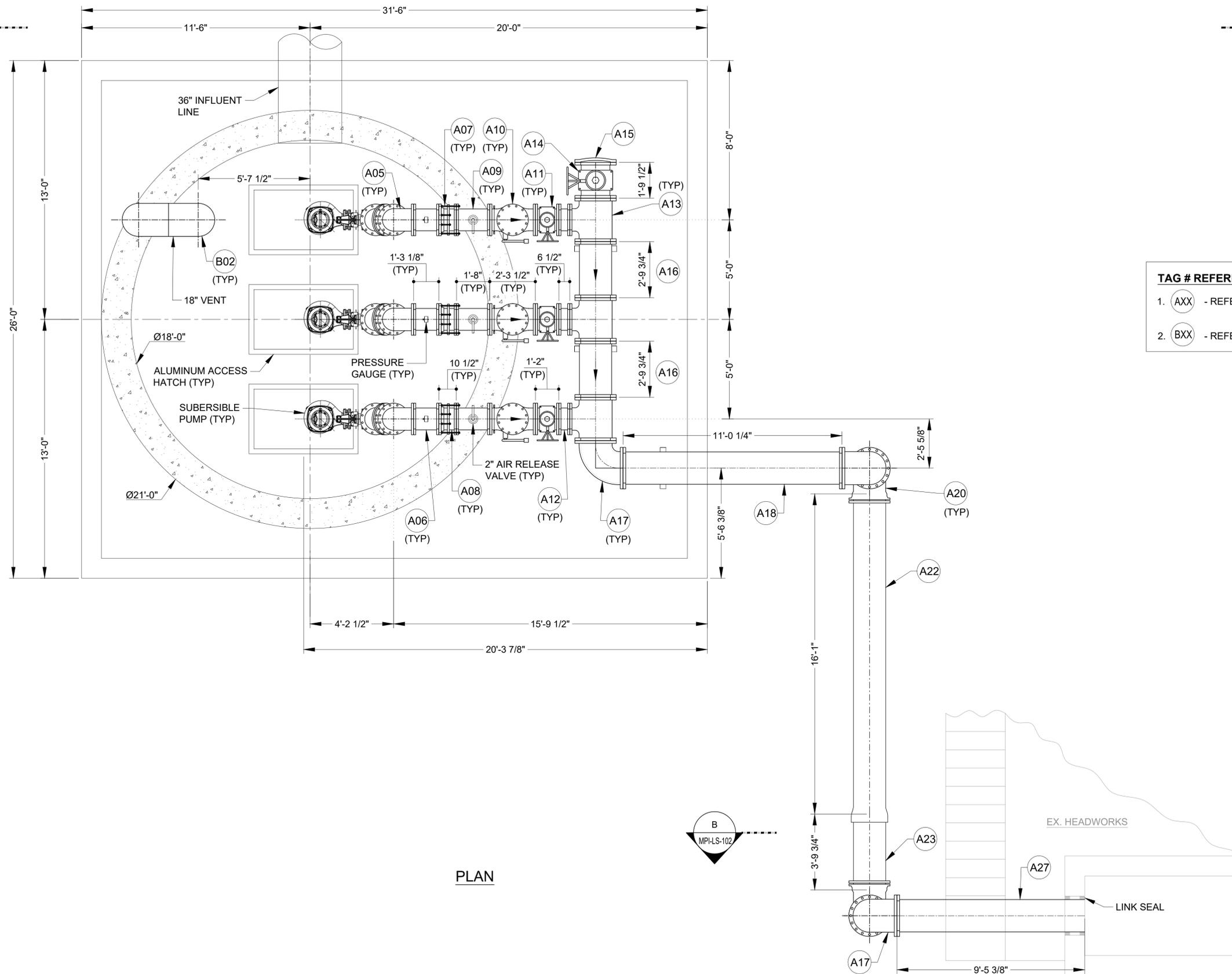
Item#	Qty	Unit	Description	Unit Price	Extension
			<b>PER SPEC: DOMESTIC PREFERRED BUT NOT REQUIRED. QUOTED ALL IN IMPORT, SUBJ TO APPROVAL.</b>		
			<b>CHANGE ORDER MATERIAL</b>		
A19	1	EA	18" FLGXPE DIP P401 14'7-1/2 (USE 14'-8-5/8" PREV SHIPPED)	N/C	
A18	1	EA	18" FLGXFLG DIP P401 11'-0-1/4"	\$7,786.50	\$ 7,786.50
A17	1	EA	18" DI IMP C110 FLG 90 L/A P401	\$4,682.55	\$ 4,682.55
A24	1	EA	18" FLGXFLG DIP P401 10'-9-5/8"	\$7,358.00	\$ 7,358.00
A25	1	EA	18" FLOW METER	BY OTHERS	
A26	1	EA	18" FLGXFLG DIP P401 1'-9-7/8"	\$3,150.00	\$ 3,150.00
A27	1	EA	18" FLGXPE DIP P401 9'-5-3/8"	\$5,617.50	\$ 5,617.50
A22	1	EA	18" PE X TYTON CL53 P401 16'-1"	\$8,653.00	\$ 8,653.00
A23	1	EA	18" FLGXFLG DIP P401 3'-9-3/4"	\$2,200.00	\$ 2,200.00
	1	EA	18" C153 P401 MJ 90 L/ ACC	\$2,895.00	\$ 2,895.00
	2	EA	18" RESTRAINT MJ DI W/ ACC	\$425.00	\$ 850.00
	6	EA	18" 150# FF 1/8" RR SS STD. FLG SS ACCYS	\$323.00	\$ 1,938.00
	18	EA	18" INTERLYNX IL425-S316 MM	\$37.00	\$ 666.00
			<b>SUBTOTAL</b>		<b>\$ 45,796.55</b>
			<b>MISCELLANEOUS</b>		
	70	LF	8 SDR26 D3034 GREEN PVC PIPE GSKT 14'	\$12.32	\$ 862.40
	1	EA	8 SDR26 D 3034 PVC SEWER 45 ELBOW GSKT x SPIGOT	\$132.95	\$ 132.95
	1	EA	V1420-1 Solid Cover City of Houston Sanitary	\$287.55	\$ 287.55
	1	EA	V1420 4 1/2" Frame with 6 Flange Holes	\$242.15	\$ 242.15
			<b>SUBTOTAL</b>		<b>\$ 1,525.05</b>
			<b>NOTES (PLEASE READ)</b>		
			TO FIT: 19.50" OD X 22" ID HOLE @ 18 LYNX PER BELT, ONLY 1 PENETRATION NEEDED		
			P401 Fab - 10-11 weeks		
			<b>**ITEM PRICING PROVIDED IS ONLY SUITABLE IF ORDERING THE SCOPE OF THE QUOTATION IN ITS ENTIRETY UNLESS NOTED OTHERWISE. CHANGES TO THE DELIVERY AND PERFORMANCE OF ANY PRODUCTS OR SERVICES, INCLUDING QUANTITY, SPECIFICATIONS AND SCHEDULING MAY RESULT IN ADDITIONAL OR INCREASED CHARGES.</b>		
			<b>**QUOTE VALID 15 DAYS. PRICING WILL BE SUBJECT TO ADJUSTMENT AT TIME OF SHIPMENT DUE TO MARKET CONDITIONS.</b>		
			<b>**TAXES NOT INCLUDED**</b>		
			<b>Prepared by:STEPHEN CARDENAS</b>		
			<b>SALES</b>		
			<a href="mailto:STEPHEN.CARDENAS@CPSPipe.com">STEPHEN.CARDENAS@CPSPipe.com</a>		
			<b>TOTAL</b>	<b>\$</b>	<b>47,321.60</b>

All quantities and materials listed are our interpretation of the specifications and are not guaranteed. Material warranties are limited to that of the manufacturers only. All agreements are subject to correction of clerical errors and omissions and are contingent upon strikes, accidents, delays of carriers and all other causes beyond our control. In all cases unit prices will apply.

This Quotation is subject to and will be governed by Consolidated Pipe & Supply Company, Inc.'s Domestic Terms and Conditions which can be found at <https://consolidatedpipe.com/wp-content/uploads/Consolidated-Pipe-Supply-Form-of-Terms-and-Conditions-of-Purchase-CPS-as-Buyer.pdf>. Only Consolidated Pipe & Supply Company, Inc.'s Terms and Conditions shall apply. Any other new, additional, or conflicting terms and conditions shall be inapplicable to this Quotation as well as to any related purchase order or other agreement, or any performance thereunder.



A  
MPI-LS-102



**TAG # REFERENCE:**  
 1. (AXX) - REFER BOM ON DWG.# MPI-LS-102  
 2. (BXX) - REFER BOM ON DWG.# MPI-LS-102

PLAN

B  
MPI-LS-102

OWNER:-

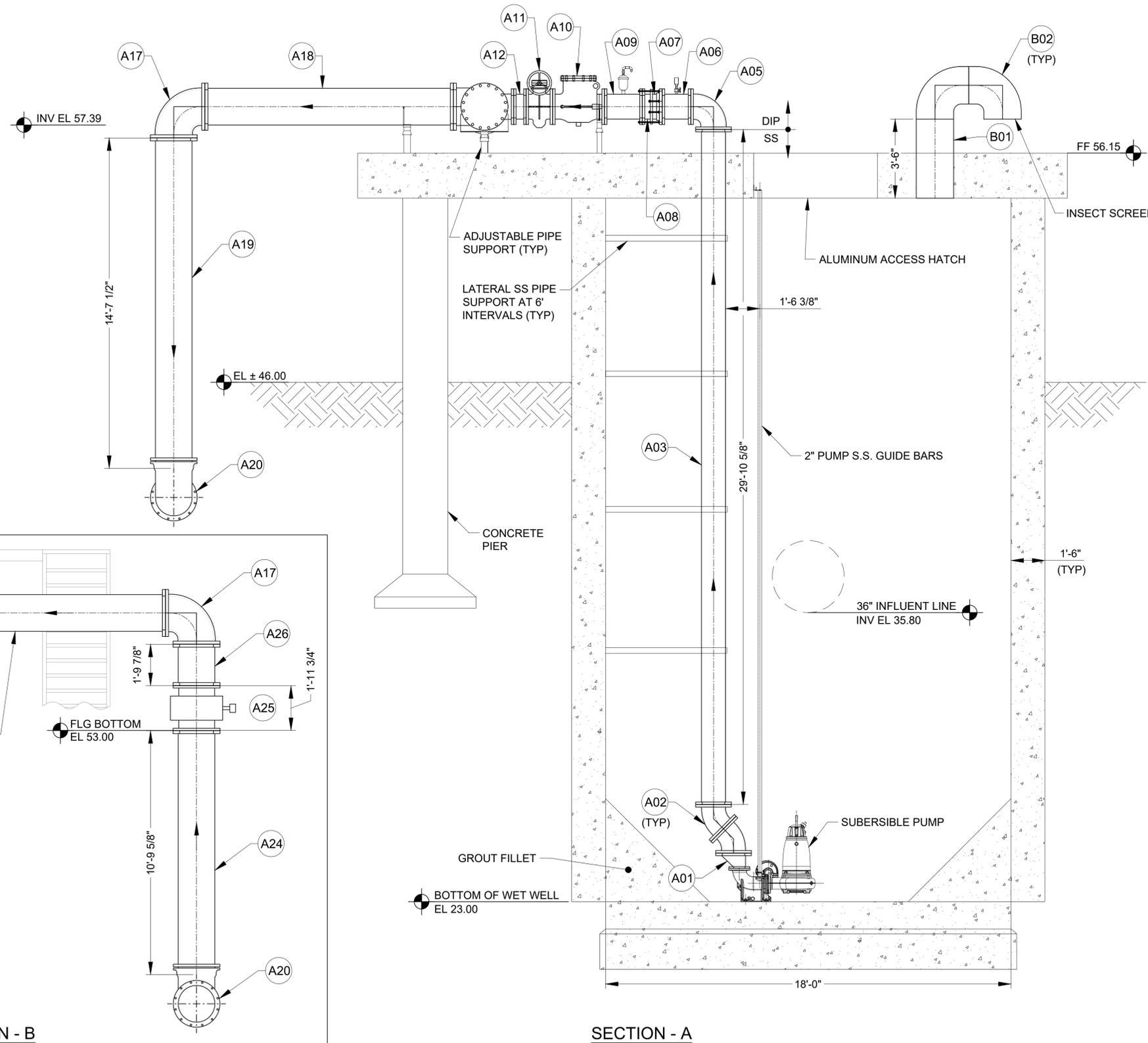
ENGINEER:-

**DISCLAIMER**  
 Any pipeline installation drawings provided by Seller relating to Buyer's work or operations are provided "AS IS WHERE IS" and have no warranty of any kind associated with them. Their purpose is to demonstrate a way that Buyer may perform Buyer's installation given the design concepts expressed in Buyer's prime contract documents. Seller will only warrant the materials, parts, or equipment that Seller furnishes under its contract with Buyer. Buyer is responsible for checking and coordinating the information contained in all such drawings and documents provided by Seller for compliance with the prime contract documents. Buyer is responsible for verifying all materials, field measurements and field installation requirements relating thereto. Buyer may only request up to three (3) revisions to such drawings; each request for revisions after the third request will be charged to Buyer at Seller's then current standard rate for providing such drawings. Seller's liability arising in any way from such drawings is limited to the total price paid for the drawing package.

REV	PARTICULARS	BY	APP'D	DATE
AD	DRAWING REVISED AS PER COMMENTS.	AD	DP	11/19/25
RA	DRAWING REVISED AS PER COMMENTS.	RA	DP	08/25/25
RA	DRAWING REVISED AS PER COMMENTS.	RA	DP	08/19/25
RA	DRAWING REVISED AS PER COMMENTS.	RA	DP	08/12/25



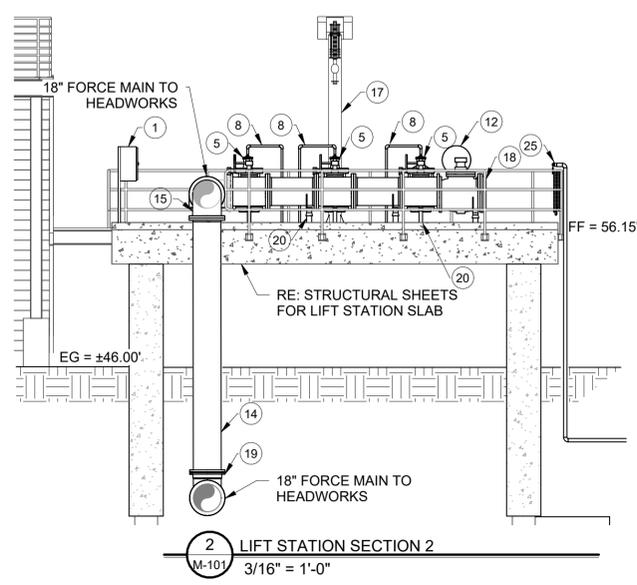
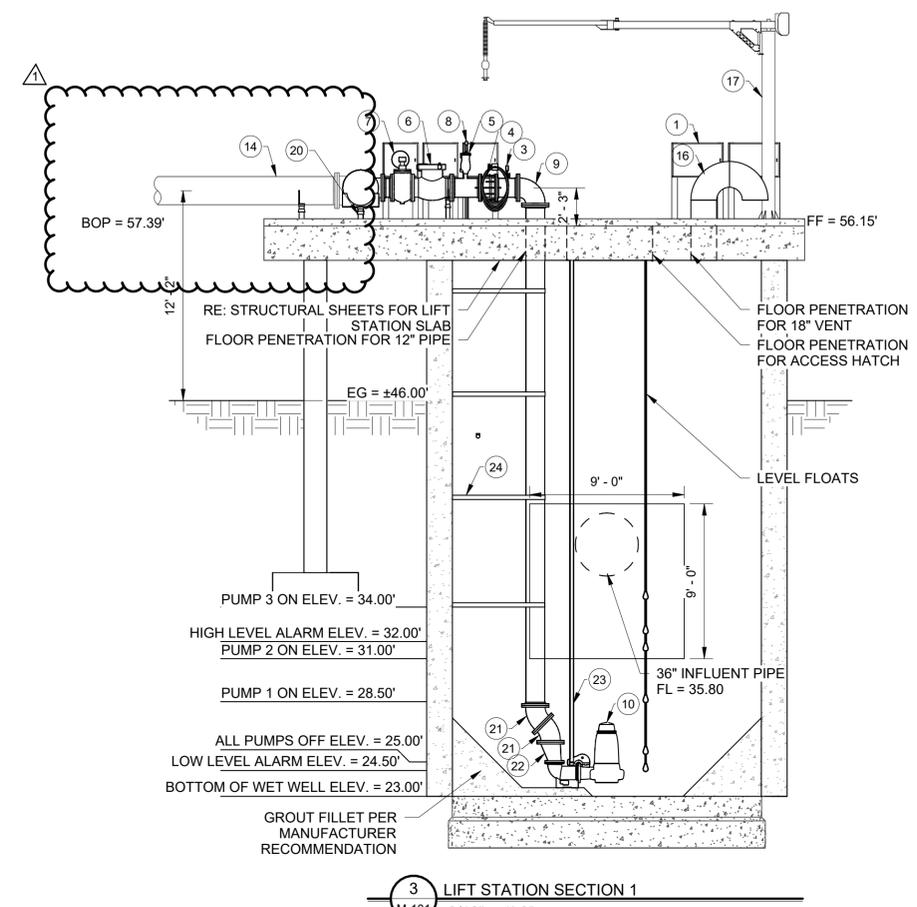
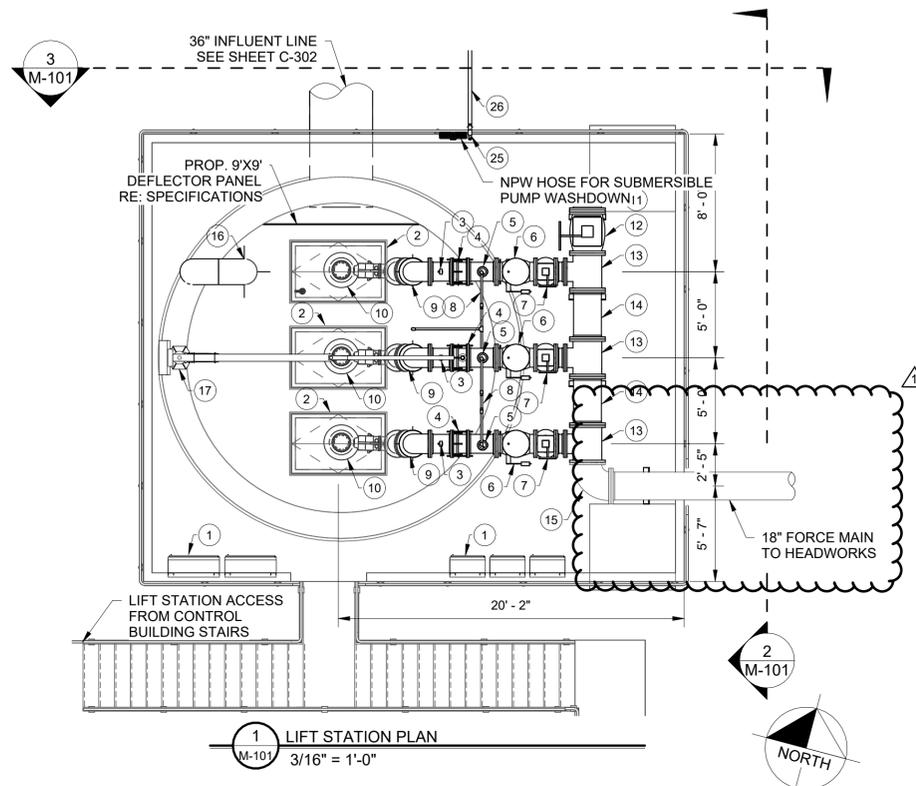
MPI - PLANT DIVISION TECHNICAL SERVICES DEPARTMENT BIRMINGHAM, ALABAMA			
PROJECT NAME/LOCATION :- WWTP IMPROVEMENTS PHASE 1 / HOUSTON, TX			
DRAWING TITLE :- LIFT STATION - PLAN			
SCALE : 3/8" = 1'-0"	CHECKED : AD	DATE : 07.17.2025	REVISION
PREPARED : RA	APPROVED : DP	DRAWING NUMBER: MPI-LS-101	E



BILL OF MATERIALS					
6", 12" & 18" FORCE MAIN DISCHARGE FROM LIFT STATION PUMPS CONNECTING TO EX. HEADWORKS (DWG #: MPI-LS-101 & 102)					
TAG #	QTY	SIZE	DESCRIPTION	ACTUAL LENGTH	NOTES
A01	3	12" X 6"	FLG ECCENTRIC SCH10 SS REDUCER		
A02	6	12"	FLG 45 DEGREE SCH10 SS BEND		
A03	3	12"	FLG X FLG SCH10 SS PIPE	29'-10 5/8"	
A05	3	12"	FLG 90 DEGREE BEND - C110 / P401 / PC		
A06	3	12"	FLG X FLG PIPE w/ 1/2" TAP FOR PRESSURE GAUGE, 0'-7 5/8" FROM FLG - CL53 / P401 / PC	1'-3 1/8"	
A07	3	12"	RESTRAINED FLANGE COUPLING ADAPTER (BY OTHERS)		
A08	3	12"	PE X FLG PIPE - CL53 / P401 / PC	0'-10 1/2"	
A09	3	12"	FLG X FLG PIPE w/ 2" TAP FOR AIR RELEASE VALVE ASSEMBLY, 0'-10" FROM FLG - CL53 / P401 / PC	1'-8"	
A10	3	12"	FLG SWING CHECK VALVE (BY OTHERS)	LL=27.50"	
A11	3	12"	FLG PLUG VALVE (BY OTHERS)	LL=14.00"	
A12	3	12"	FLG X FLG PIPE - CL53 / P401 / PC	0'-6 1/2"	
A13	3	18" X 12"	FLG TEE - C110 / P401 / PC		
A14	1	18"	FLG PLUG VALVE (BY OTHERS)	LL=21.50"	
A15	1	18"	BLIND FLANGE - 125# / SC / TN140		
A16	2	18"	FLG X FLG PIPE - CL53 / P401 / PC	2'-9 3/4"	
A17	3	18"	FLG 90 DEGREE BEND - C110 / P401 / PC		
A18	1	18"	FLG X FLG PIPE - CL53 / P401 / PC	11'-0 1/4"	
A19	1	18"	FLG X PE PIPE - CL53 / P401 / PC	14'-7 1/2"	
A20	2	18"	MJ 90 DEGREE BEND - C153 / P401 / AC		
A22	1	18"	PE X TYTON PIPE - PC250 / P401 / AC	16'-1"	
A23	1	18"	PE X PE PIPE - PC250 / P401 / AC	3'-9 3/4"	
A24	1	18"	PE X FLG PIPE - CL53 / P401 / PC	10'-9 5/8"	
A25	1	18"	FLG MAGNETIC FLOWMETER (BY OTHERS)	LL=23.75"	
A26	1	18"	FLG X FLG PIPE - CL53 / P401 / PC	1'-9 7/8"	
A27	1	18"	FLG X PE PIPE - CL53 / P401 / PC	9'-5 3/8"	
	4	18"	RESTRAINED GLANDS		
	3	6"	SS FLANGES FOR FITTINGS		
	21	12"	SS FLANGES FOR PIPES & FITTINGS		
	3	6"	FLANGE PACKS		
	30	12"	FLANGE PACKS		
	14	18"	FLANGE PACKS		
18" VENT FROM LIFT STATION (DWG #: MPI-LS-101 & 102)					
B01	1	18"	WELDED SCH10 GS PIPE	3'-6"	
B02	2	18"	WELDED 90 DEGREE SCH10 GS BEND		

STD ABBREVIATIONS & NOTES LEGEND			
01. COATING AND LINING.		04. PE = PLAIN END	
02. MJ = MECHANICAL JOINT		05. SS = STAINLESS STEEL	
03. FLG = FLANGE JOINT		06. GS = GALVANIZED STEEL	
07. LL = LAYING LENGTH		08. CL53 = THICKNESS CLASS 53	
09. PC250 = PRESSURE CLASS 250			

OWNER:-	ENGINEER:-	<p><b>DISCLAIMER</b>          Any pipeline installation drawings provided by Seller relating to Buyer's work or operations are provided "AS IS WHERE IS" and have no warranty of any kind associated with them. Their purpose is to demonstrate a way that Buyer may perform Buyer's installation given the design concepts expressed in Buyer's prime contract documents. Seller will only warrant the materials, parts, or equipment that Seller furnishes under its contract with Buyer. Buyer is responsible for checking and coordinating the information contained in all such drawings and documents provided by Seller for compliance with the prime contract documents. Buyer is responsible for verifying all materials, field measurements and field installation requirements relating thereto. Buyer may only request up to three (3) revisions to such drawings; each request for revisions after the third request will be charged to Buyer at Seller's then current standard rate for providing such drawings. Seller's liability arising in any way from such drawings is limited to the total price paid for the drawing package.</p>	<table border="1"> <tr><td>AD</td><td>DP</td><td>11/19/25</td></tr> <tr><td>RA</td><td>DP</td><td>08/25/25</td></tr> <tr><td>RA</td><td>DP</td><td>08/19/25</td></tr> <tr><td>RA</td><td>DP</td><td>08/12/25</td></tr> <tr><td>RA</td><td>DP</td><td>07/22/25</td></tr> <tr><td>REV</td><td>BY</td><td>APP'D</td><td>DATE</td></tr> </table>	AD	DP	11/19/25	RA	DP	08/25/25	RA	DP	08/19/25	RA	DP	08/12/25	RA	DP	07/22/25	REV	BY	APP'D	DATE		<p>MPI - PLANT DIVISION TECHNICAL SERVICES DEPARTMENT BIRMINGHAM, ALABAMA</p> <p>PROJECT NAME/LOCATION :-          WWTP IMPROVEMENTS PHASE 1 / HOUSTON, TX</p> <p>DRAWING TITLE :-          LIFT STATION - SECTION</p> <p>SCALE :          3/8" = 1'-0"</p> <p>CHECKED : AD          DATE : 07.18.2025</p> <p>APPROVED : DP          DRAWING NUMBER:          MPI-LS-102</p> <p>REVISION          E</p>
AD	DP	11/19/25																						
RA	DP	08/25/25																						
RA	DP	08/19/25																						
RA	DP	08/12/25																						
RA	DP	07/22/25																						
REV	BY	APP'D	DATE																					



- NOTES:**
- ACCESS HATCHES SHALL BE FLUSH MOUNTED, ALUMINUM (BILCO, USF, OR EQUAL) 300 PSF RATED, AND HAVE PADLOCK HASPS, DRAINS, AND HYDRAULIC OPENERS.
  - CONFIGURATIONS AND DIMENSIONS SHOWN ARE BASED ON THE EQUIPMENT SPECIFIED. THE CONTRACTOR SHALL VERIFY THE LAYOUT AND ALL DIMENSIONS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL SUBMIT, TO THE ENGINEER, SHOP DRAWING SHOWING THE FINAL LAYOUT AND DIMENSIONS PRIOR TO CONSTRUCTION.
  - REFERENCE SPECIFICATIONS FOR LIFT STATION EQUIPMENT.
  - ALL FLANGES SHALL BE CAPABLE OF A WORKING PRESSURE OF 250 PSI.
  - INSTALL ISOLATION KITS BETWEEN DISSIMILAR PIPING METAL PIPING.
  - PUMP MANUFACTURER SHALL PROVIDE SHOP DRAWING OF LAYOUT OF GUIDE RAIL SYSTEM. SUPPORT GUIDE RAILS PER MANUFACTURER RECOMMENDATIONS.
  - CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE AWAY FROM STRUCTURE.
  - CONTRACTOR SHALL REFERENCE STRUCTURAL PLANS AND SPECIFICATIONS FOR STRUCTURAL DESIGN.
  - INFORMATION ASSOCIATED WITH SUBSURFACE CONDITIONS ARE FOR REFERENCE ONLY. CONTRACTOR SHALL REFER TO CMJ TESTING REPORT FOR SUBSURFACE CONDITIONS.
  - ALL PIPE AND FITTINGS IN WET WELL SHALL BE STAINLESS STEEL.
  - CONTRACTOR SHALL SUBMIT DESIGN FOR GROUT CONE UNDER PUMP SUCTIONS, INCLUDING MEANS OF ATTACHMENT, TO ENGINEER, PRIOR TO ATTACHMENT.
  - CONTRACTOR SHALL HAVE A MINIMUM OF 36" OF SPACE BETWEEN EACH PUMP AND 18" OF SPACE BETWEEN THE WET WELL WALL AND PUMP.
  - HANDRAIL NOT SHOWN IN VIEW 3 FOR CLARITY.

EQUIPMENT LEGEND	
KEYNOTE	DESCRIPTION
1	ELECTRICAL RACK/CONTROL PANEL (RE: ELECTRICAL SHEETS)
2	ALUMINUM ACCESS HATCH (66"X42")
3	PRESSURE GAUGE (RE: DTL. 5/M-900)
4	12" RESTRAINED FLANGE COUPLING ADAPTOR SMITH BLAIR 912 WITH TIE RODS
5	2" AIR RELEASE VALVE WITH ISOLATION KIT
6	12" SWING CHECK VALVE
7	12" PLUG VALVE
8	1" SCHEDULE 40 PVC
9	12" 90 DEG. BEND (FLXFL)
10	SUBMERSIBLE PUMP (RE: SPECIFICATIONS)
11	18" BLIND FLANGE
12	18" PLUG VALVE
13	18" X 12" REDUCING TEE
14	18" SPOOL PIECE (FLXFL)
15	18" 90 DEG. BEND (FLXFL)
16	18" GALVANIZED STEEL GOOSENECK VENT PIPE W/ INSECT SCREEN
17	CALDWELL HEAVY DUTY FREESTANDING MOTORIZED JIB CRANE (MODEL 351-2000-16-10)
18	18" CAMLOCK QUICK CONNECT
19	18" 90 DEG. BEND (MXXMJ)
20	ADJUSTABLE PIPE SUPPORT (RE: DTL. 3/M-900)
21	12" 45 DEG. BEND (FLXFL)
22	12" X 8" ECCENTRIC REDUCER
23	STAINLESS STEEL PUMP GUIDE RAILS
24	LATERAL PIPE SUPPORT AT 6' INTERVALS (TYP.) 316 STAINLESS STEEL
25	1" HOSEBIB AND RACK (RE: DTL. 3/C-501)
26	2" PVC NPW LINE

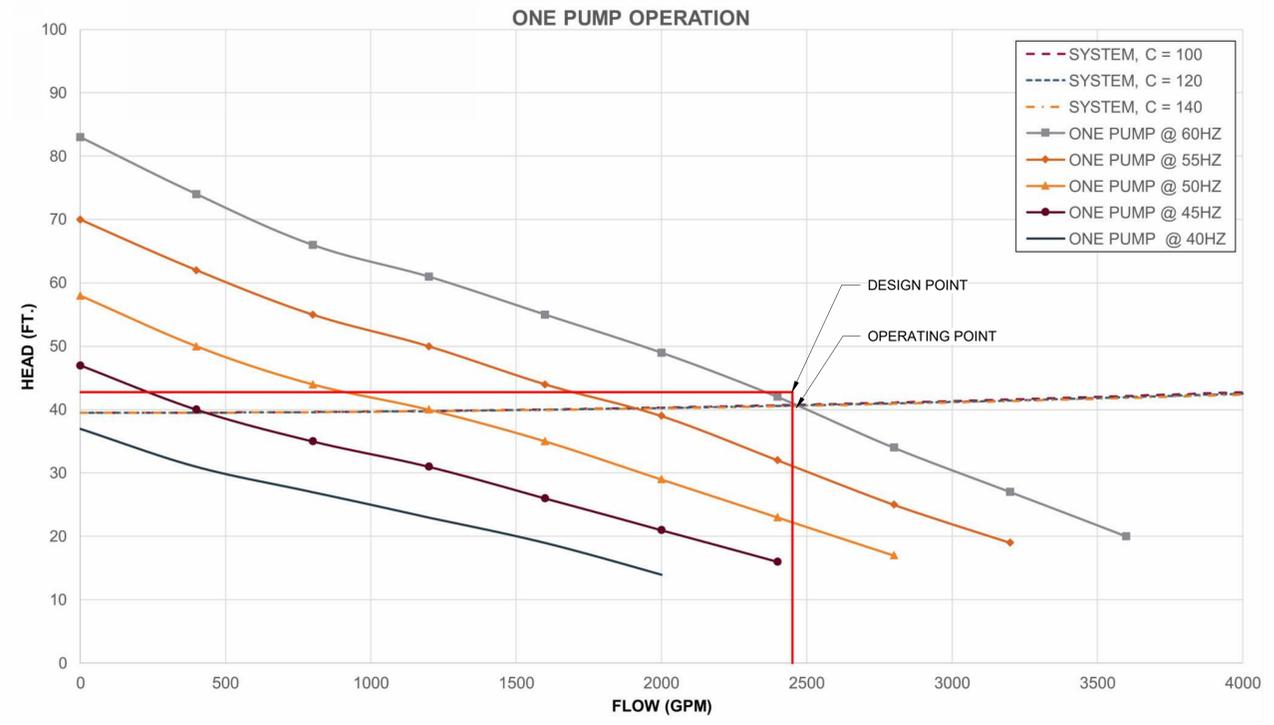
**PRELIMINARY**  
 FOR REVIEW ONLY NOT FOR CONSTRUCTION OR PERMIT PURPOSES.  
**Kimley»Horn**  
 Engineer MICHAEL P. MORIARTY JR.  
 P.E. No. 129086  
 Date 10/09/2025

CITY OF WEST UNIVERSITY PLACE, TX  
**WASTEWATER TREATMENT PLANT IMPROVEMENTS (PHASE 1)**

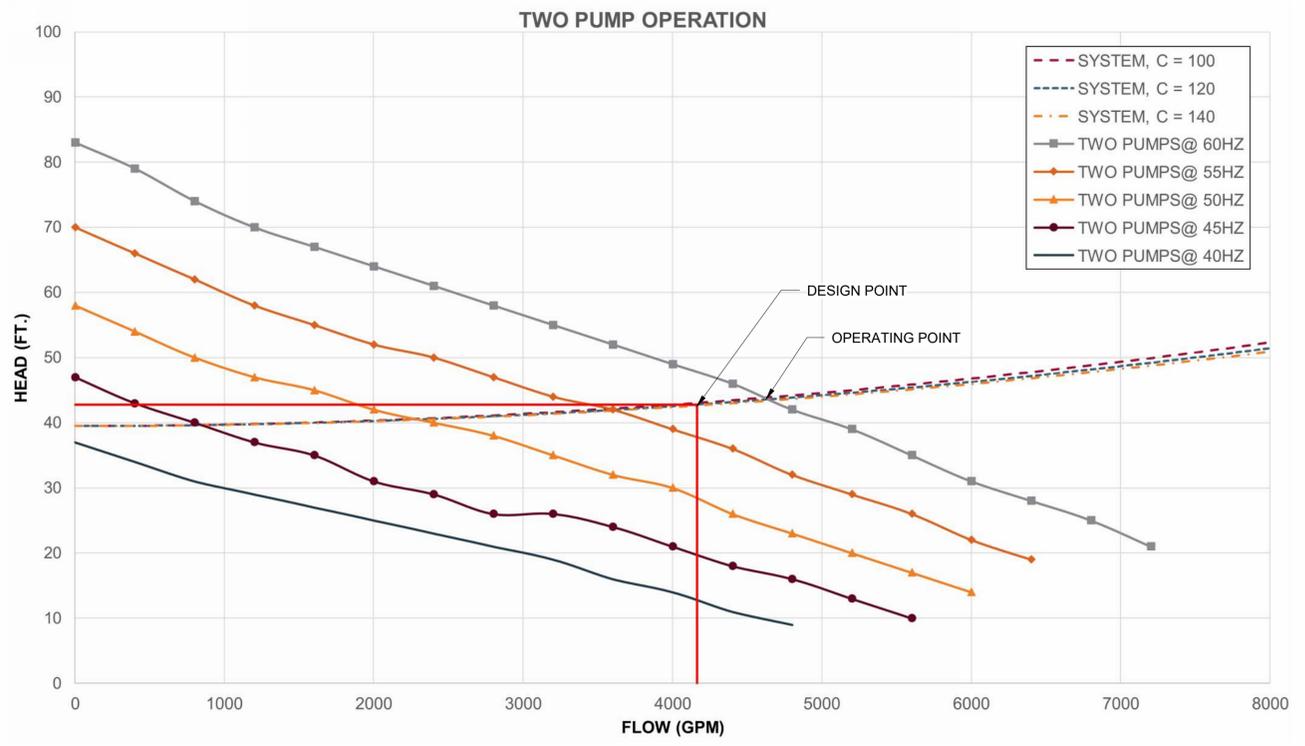
**LIFT STATION PUMP OPERATION AND 3D VIEW**

DATE: JUNE 2025  
 DESIGN: MPM  
 DRAWN: HLR  
 CHECKED: KPK  
 KHA NO.: 067612104

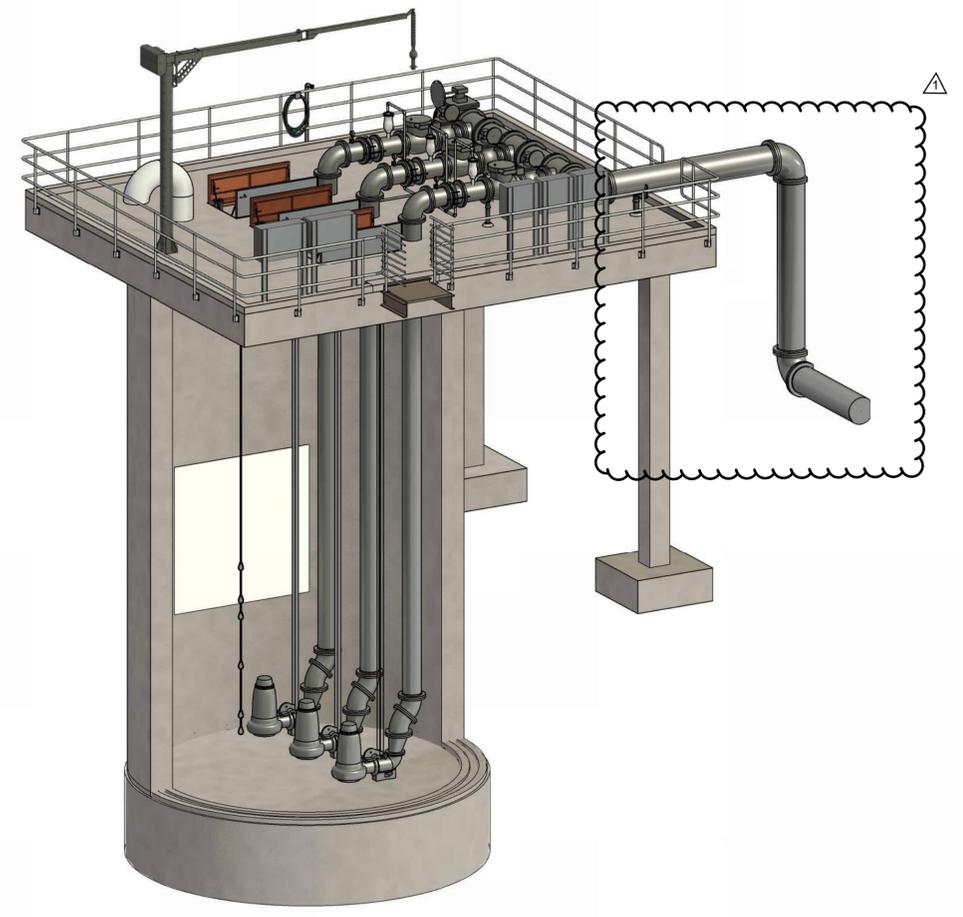
**SHEET**  
**M-102**



1 LIFT STATION PUMP CURVE (ONE PUMP)  
 M-102 N.T.S.



2 LIFT STATION PUMP CURVE (TWO PUMPS)  
 M-102 N.T.S.



3 LIFT STATION 3D VIEW  
 M-102

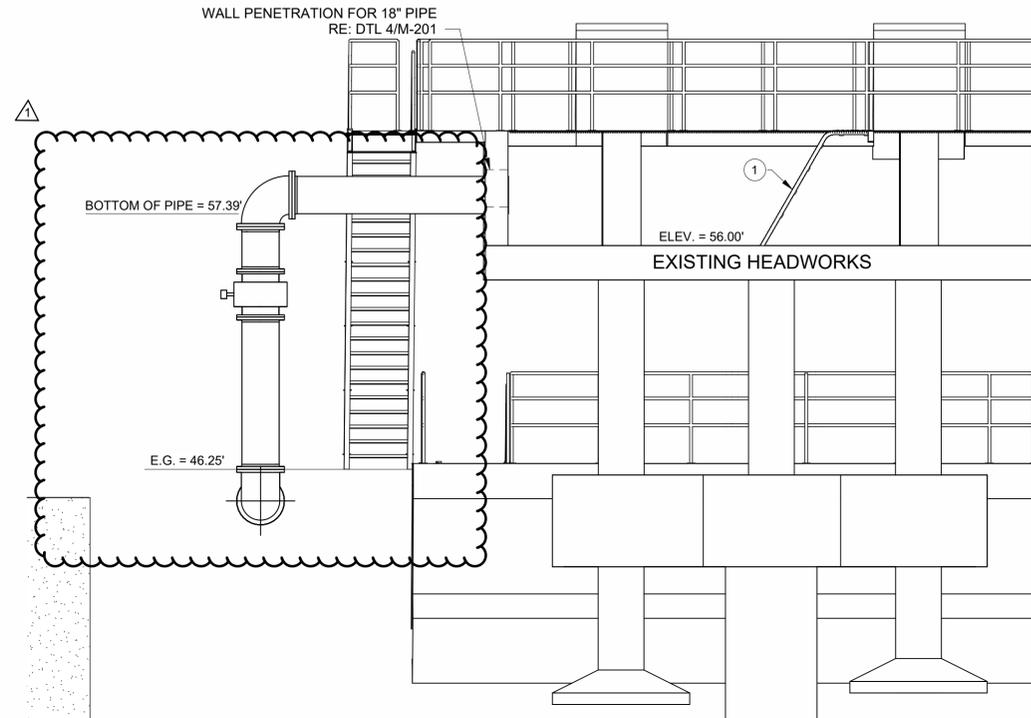
STATION OPERATION LEVELS		
ELEVATION (FT)	ACTION	PUMPS IN OPERATION
RISING CYCLE		
37.0'	PUMP 3 TURNS "ON"	ALL PUMPS "ON"
35.0'	HIGH LEVEL ALARM "ON"	PUMP 1 AND PUMP 2 "ON"
34.0'	PUMP 2 "ON"	PUMP 1 AND PUMP 2 "ON"
31.5'	PUMP 1 "ON"...	PUMP 1 "ON"
FALLING CYCLE		
35.0'	PUMP 3 "OFF" HIGH LEVEL ALARM "OFF"	PUMP 1 AND PUMP 2 "ON"
34.0'	PUMP 2 "OFF"	PUMP 1 "ON"
31.5'	PUMP 1 "OFF"	ALL PUMPS "OFF"
28.0'	LOW LEVEL ALARM "OFF"	ALL PUMPS "OFF"



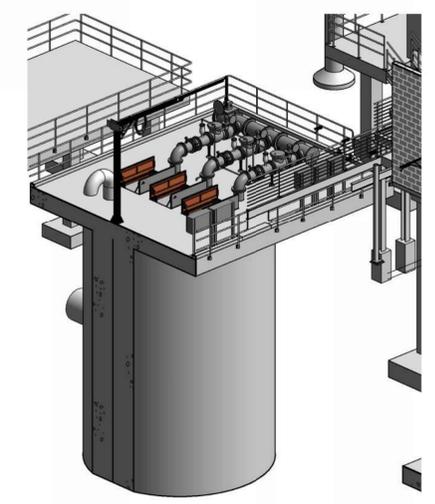
SEE PROPOSED LIFT STATION SHEET

EQUIPMENT LEGEND	
KEYNOTE	DESCRIPTION
1	MANUAL BAR SCREEN

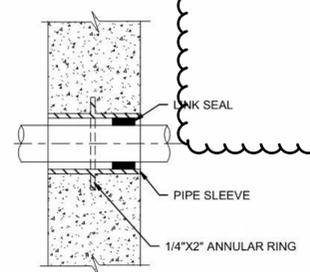
- NOTES:
1. CONTRACTOR TO REMOVE ALL EXISTING AIR PIPING PRIOR TO INSTALLTION OF NEW EQUIPMENT.
  2. THE AERATION BASINS SHALL BE CLEANED AND INSPECTED FOR STRUCTURAL INTEGRITY BY THE CONTRACTOR PRIOR TO INSTALLATION OF THE PROPOSED IMPROVEMENTS. CONTRACTOR SHALL PROVIDE PHOTO DOCUMENTATION OF AERATION BASINS AND REPORT ANY CONCERNS TO ENGINEER AND OWNER.
  3. ALL AIR PIPING & SUPPORTS INSIDE AERATION BASINS 1A, 1B, AND 1C ARE IDENTICAL TO AERATION BASINS 2A, 2B, AND 2C EXCEPT THEY ARE MIRRORED.
  4. ALL AIR PIPING & SUPPORTS INSIDE CHLORINE CONTACT BASIN 1 ARE IDENTICAL TO CHLORINE CONTACT BASIN 2 EXCEPT THEY ARE MIRRORED.
  5. ALL AIR PIPING FOR THE DIGESTER BASINS AND PRE-MIX BASIN SHALL BE WELDED 316 STAINLESS STEEL PIPE.
  6. ALL AIR PIPING FOR THE AERATION BASINS AND CHLORINE CONTACT BASINS SHALL BE SHALL BE WELDED STAINLESS STEEL PIPE UP TO THE DROP LEG.
  7. WALKWAYS NOT SHOWN FOR CLARITY.



2 EXISTING HEADWORKS CONNECTION SECTION  
M-201 1/4" = 1'-0"

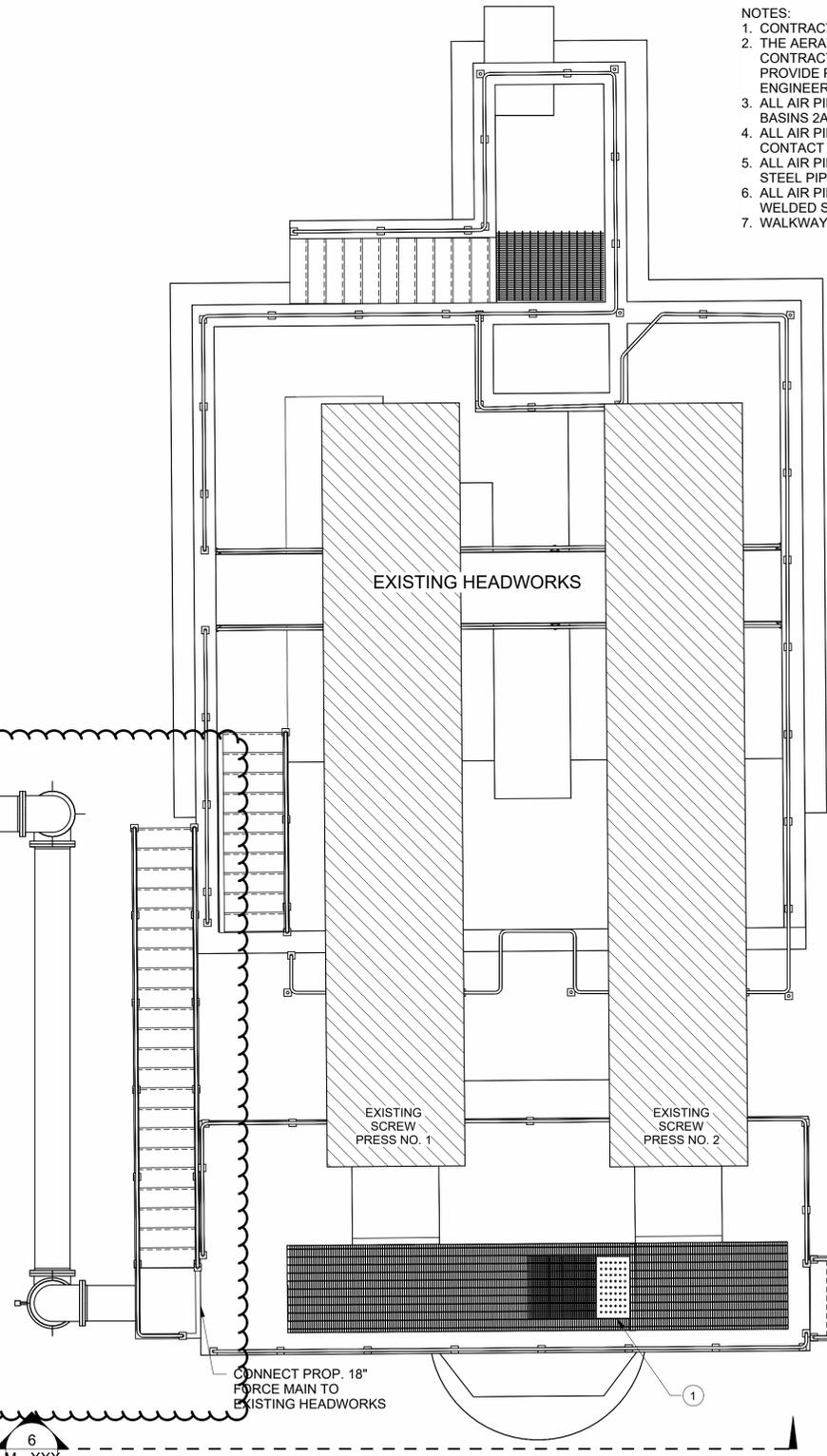


3 CONNECT TO EXISTING HEADWORKS ISOMETRIC VIEW  
M-201



4 WALL PENETRATION DETAIL  
M-201 1" = 1'-0"

- NOTES:
1. 6" SLEEVES AND SMALLER SHALL BE SCH 40 STEEL PIPE.
  2. SLEEVES LARGER THAN 6" SHALL BE 1/4" THICK STEEL PIPE.
  3. IN WALLS THICKER THAN 12", LINK SEAL SHALL BE INSTALLED AT BOTH ENDS OF WALL SLEEVE. SLEEVE DIAMETER SHALL BE PER LINK SEAL MANUFACTURER'S RECOMMENDATION.
  4. SLEEVE SHALL BE HOT-DIP GALVANIZED AFTER FABRICATION.



1 EXISTING HEADWORKS PLAN VIEW  
M-201 1/4" = 1'-0"

**Kimley»Horn**  
11700 Katy Freeway, Suite 800, Houston, TX 77079  
P: 281.997.9300  
F: 281.997.9301  
By: KHA  
Date: 11/12/2025  
Revisions:  
No. Value Engineering

**PRELIMINARY**  
FOR REVIEW ONLY NOT FOR CONSTRUCTION OR PERMIT PURPOSES.  
**Kimley»Horn**  
Engineer MICHAEL P. MORIARTY JR.  
P.E. No. 129086  
Date 10/09/2025

CITY OF WEST UNIVERSITY PLACE, TX  
WASTEWATER TREATMENT  
PLANT IMPROVEMENTS  
(PHASE 1)

EXISTING HEADWORKS  
CONNECTION VIEWS

DATE:	JUNE 2025
DESIGN:	HLR
DRAWN:	HLR
CHECKED:	MPM
KHA NO.:	067612104



14307 Old Humble Rd  
 Humble, TX 77396  
 866-516-3136

Quote #:	17348-1
Quote Date:	7/25/2025
Expires:	8/21/2025
PO #:	

This is only an estimate and is valid for 30 days from date issued.

Bill To	Customer Contact Information	Job Site
Persons Services 4474 Halls Mill Rd, Mobile, AL 36693 8327770745	Contact: Chris Alumbaugh Phone: 346-624-0448 Email: Calumbaugh@personsservices.com	City of West University Water Treatment
	<b>Bobcat Contact Information</b> Rep: Seth A McConnell Phone: 936-730-4040 Email: smcconnell@bobcatcrane.com	2801 Braeswood Blvd Houston, TX 77005

Scope of Work: 15t Carry Deck RT  
 Duration (1) Week 10hr Days

Description	X	Qty	Rate	Total
Provide (15) ton Carry DeckCrane(8hr Minimum)		50	\$160.00	\$8,000.00 <sup>(1)</sup>
		10 (OT)	\$50.00	\$500.00
Provide Trucking for Delivery		1	\$850.00	\$850.00 <sup>(1)</sup>
			<b>Sub Total</b>	<b>\$9,350.00</b>
			<sup>(1)</sup> Fuel Surcharge 10%	\$885.00
			<b>Estimated Total</b>	<b>\$10,235.00</b>

Distance From:	Height:	Distance In:	Weight (lbs.): 3000	Radius: 30
Lift Comments: Hang Pipe 18" pipe				
Customer to Provide: Ground Conditions: Jobsite Access:				

**Comments:**

**Additional Notes:** This is an estimate, not a contract for services. This estimate is for completing the job as described above. It is based off of information available, it does not include any additional labor or materials which may be required should unforeseen problems arise after work has started. Quote is based on jobsite being accessible, free and clear of obstructions and capable of maintaining heavy equipment. Bobcat is not responsible for any damages to asphalt, concrete, dirt or gravel driveways.

\*\*Overtime will be charged at \$50.00 an hour per man over 8 hours per day/shift, before 7:00am, or after 4:00pm, weekends & holidays.

\*\* Please note that all equipment is subject to applicable taxes and machine availability. Bobcat Crane reserves the right to substitute make and model of quoted crane based on availability. Crane minimum prices are from portal to portal.



14307 Old Humble Rd | Humble, TX  
866-516-3136

<b>Quote #:</b>	17348-1
<b>Quote Date:</b>	7/25/2025
<b>Expires:</b>	8/21/2025

\*\* Sales tax will be charged on any mat rentals.

\*\* Please note there is a 3.5% charge to pay by credit card.

\*\*Quote is valid for thirty (30) days from date issued.

Thank you for the opportunity to do business with you!

TERMS AND CONDITIONS STATED HEREIN ARE AGREED TO AS INDICATED:		
		7/25/2025
Approved By Printed Name	X _____	Date Signed

## TERMS AND CONDITIONS

In consideration of the services listed hereon, Bobcat Crane LLC and the customer named herein agree as follows:

1. NO OTHER AGREEMENT: Except as otherwise mutually agreed in writing, this document is the complete agreement between Bobcat Crane LLC and customer, and supersedes all other agreements or understandings, written or oral.
2. JOB ACCESS & ASSISTANCE: Unless requested by Bobcat Crane, the customer will provide SATISFACTORY access to and from the jobsite, and assistance (competent personnel) when needed, in moving equipment in, on, and out of jobsite.
3. QUALIFIED SIGNAL PERSON: Unless requested by Bobcat Crane, the customer will provide a Qualified Signal Person to direct Bobcat Crane LLC equipment operation using standard crane and derrick signals in accordance with OSHA.
4. RIGGING & QUALIFIED RIGGERS: Customer is responsible for rigging their load. Customer will provide sufficient rigging and use Qualified Riggers per OSHA. Bobcat Crane LLC employees may assist customer, but neither Bobcat Crane LLC nor its employees shall be held liable or assume any responsibility for the rigging or any damages incurred as a result of improper rigging. Customer assumes all responsibility and liability for the adequacy of design and strength of any lifting lugs, eyes or other devices embedded in or attached to the load.
5. INDEMNIFICATION: Customer agrees that the equipment and Bobcat Crane LLC employees are under the customer's exclusive jurisdiction, supervision and control and agrees to indemnify and save Bobcat Crane LLC, its employees and representatives harmless from all claims for injury or death to persons, including Bobcat Crane LLC employees and representatives and customer's own employees and representatives, and from all loss, damage or injury to property, including the equipment, arising in any manner out of customer's operation, including claims, loss, damage, or injury resulting from the acts, omissions, or negligence of or failure to act by customer or its employees, contractors or representatives. Customer's duty to indemnify hereunder shall include all costs or expenses arising out of all claims specified hereon, including all court and/or arbitration costs, filing fees, attorney's fees and cost of settlement.
6. PRICING & TIME CHARGED: Time charged represents travel time both ways plus job time. Minimum hour requirements apply.
7. PAYMENT TERMS: Full payment is due at time services are rendered. Signature of customer and/or authorized representative denotes acceptance of terms and conditions, responsibility for payment and approval of charges stated on this invoice. All invoices are due and payable in our office at 14307 Old Humble Road, Humble, TX 77396. Customer agrees to pay interest of 1 1/2% per month, which is 18% per annum on this invoice if it is not paid within stated terms, plus all accounting, mailing, collection, filing, court and attorney's fees incurred in the collection of such indebtedness.
8. CREDIT ACCOUNTS: Credit accounts can ONLY be set up and approved through Bobcat Crane LLC's office, prior to job start. No jobs will be charged unless customer has a current and satisfactory account already on file.
9. EXCUSE OF PERFORMANCE: Any prevention, delay or stoppage due to lockouts, labor disputes, acts of God, inability to obtain labor or materials or reasonable substitutes therefore, governmental action, domestic or foreign, riot, civil commotion, acts terrorist, war, or fire and other casualty and all other causes beyond the reasonable control of Bobcat Crane LLC shall excuse Bobcat Crane LLC's performance for a period equal to such prevention, delay or stoppage. Customer hereby waives all claims against Bobcat Crane LLC for any delay or loss of materials or income by reason of any shutdown, or failure of the equipment for any reason.
10. MAINTAIN PROPER INSURANCE COVERAGE: Customer agrees to maintain proper insurance coverage, including appropriate liability, cargo, garage keepers and workers' compensation (as required by state) insurance for the type(s) of services rendered and provide proof thereof on each anniversary of the effective date.
11. COMPLIANCE WITH CODES AND LAW: Customer shall comply with all applicable federal, state and local laws, rules and regulations, permits, certificates, and/or licenses as required including but not limited to, the requirements of the Federal Occupational Safety and Health Act, the Federal Fair Labor Standards Act 1938, Title VII of the Civil Rights Act of 1964, if applicable, DOT requirements where necessary, the state workers' compensation laws of any and all states in which the work is performed and any and all amendments to any said laws, rules and regulations.
12. GOVERNING LAW: The validity or construction of the agreement, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Texas. The obligations and undertakings of each of the parties to this agreement shall be performable at the principle place of business of Bobcat Crane LLC.
13. PARTIAL INVALIDITY: In case any one or more of the provisions contained in this invoice and contract agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such shall not affect any other provision thereof and this agreement shall be construed as if such provision had never been contained herein.



# HOLES INCORPORATED

9911 Franklin Road  
Houston, TX 77070  
Phone: (281) 469-7070

sales@holesinc.com  
www.holesinc.com  
SWBE, HUB

QUOTE #405285

## CUSTOMER INFORMATION

PERSONS SERVICES CORP  
6435 STORY DR.  
HUMBLE, TX 77396

Cust #  
PERSON

(832) 777-0745 Fax:

Ordered By:

Salesman: DYLAN THOMAS RIC...

## JOB INFORMATION

Job Date: 07/18/25 (Friday)

Arrival:

Estimated Hours: 0.00 \$ 3250

PO #: Required But Missing

Job Request #:

Order Entered: 07/18/25 09:28am By: DYLANR

Salesman: DYLANR

## JOB SITE INFORMATION

WEST UNIVERSITY PLACE WWTP  
2801 N BRAESWOOD BLVD

HOUSTON, TX

(346) 624-0448 (...)

Foreman: CHIRSTOPHER ALUMBAUGH

Jobsite: None

General Contractor:

Owner:

Needed At Site

QUANTITY	DESCRIPTION	UNIT	PRICE
1.00	***QUOTE BASED ON NORMAL BUSINESS HOURS MON.-FRI. 7AM-5PM*** ***PRICING IS SUBJECT TO CHANGE IF ADDITIONAL CORES ARE ADDED OR DIFFER FROM WHAT IS QUOTED*** ***PRICING IS SUBJECT TO CHANGE IF CONCRETE IS THICKER THAN WHAT IS QUOTED***	0.00	0.00
1.00	CORE DRILLING (1) 24"DIA X 12"THICK (12' HIGH IN WALL) ***HIRING CONTRACTOR WILL PROVIDE SCAFFOLDING FOR THE CORE***	3,250.00	3,250.00
1.00	CUSTOMER RESPONSIBILITIES / HIRING CONTRACTOR -LAY OUT OF WORK AREA -PERMITS AND INSPECTIONS -COVERING OF OPEN HOLE -PROVIDING PARKING NEAR WORK AREA -PROVIDING STAGING AREA FOR EQUIPMENT AND MATERIAL -PROVIDING SCAFFOLDING TO WORK AREA	0.00	0.00
1.00	-FINAL CLEAN UP TAX WILL BE APPLIED AT 8.25% UNLESS TAX EXEMPT FORM IS SUPPLIED	0.00	0.00



# HOLES INCORPORATED

9911 Franklin Road  
Houston, TX 77070  
Phone: (281) 469-7070

sales@holesinc.com  
www.holesinc.com  
SWBE, HUB

QUOTE #405285

QUANTITY	DESCRIPTION	UNIT	PRICE
Minimum Charge:	\$1250	Stand By Charge:	\$150 /hr
			TOTAL:
			\$3,250.00
*** Conditions and Exclusions Attached ***			

## EXCLUSIONS & CONDITIONS

The Holes Companies is in compliance with OSHA Regulatory Standard 1926.1153 on Respirable Crystalline Silica. For more information on how we comply on your jobsite please call our office and ask for our safety department.

Holes Certifications: certificates upon request

Holes Inc ISN # - 400-138187  
City of Houston SWBE  
Texas HUB

Louisiana Contractors License Holder  
Women Business Enterprise Alliance Certified  
Concrete Sawing & Drilling Association Certified

\*\*\*\*\* Quotes valid for 30 days\*\*\*\*\*

NOTE: If an Avetta Connection is required to perform work an additional \$1500.00 charge will be assessed to the Holes quote and or invoice. Please contact the Holes salesperson for details

Hiring Contractor responsibilities:

- 1) All layout, design or structural issues are the responsibility of the hiring contractor.
- 2) Traffic Control & lane closures
- 3) Covering any openings in slabs, suspended slabs, or walls
- 4) Containment and clean up of water / slurry unless otherwise quoted
- 5) Fall protection systems for leading edge work
- 6) Scaffolding and or lift for work over 8 feet high
- 7) Provide labor to catch cores / hole watch / fire watch
- 8) Disposal of concrete unless otherwise quoted
- 9) Safe access to work area for employees and parking for service trucks

Job Conditions: Quotes based on one move in; straight time work; 6" concrete with one mat of #4 rebar on 12 inch centers. Footings and beams are not included in pricing.

Quote Exclusions: Identification, location, and disconnect of underground utilities; protection of finish surfaces;

Demolition Exclusions: Excavation, grading, or compaction; removal of hazardous waste

Notes: Holes is not responsible for repair or cost to repair to damaged utilities not installed to county code and or within the slab we are cutting, breaking or removing.

Additional Charges May Apply:

- 1) Minimum call out charges may apply
- 2) Show up charges could apply if work is cancelled
- 3) Stand by and Training costs \$150.00 per operator per hour
- 4) Sales Tax
- 5) All prices subject to change due to site conditions

Credit:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1) Minimum call out charges may apply</li> <li>2) Show up charges could apply if work is cancelled</li> <li>3) Stand by and Training costs</li> <li>4) Sales Tax</li> <li>5) All prices subject to change due to site conditions</li> </ol> | <ol style="list-style-type: none"> <li>1) Subject to approval of Contractor's credit.</li> <li>2) Unless agreed to in advance retainage shall not be withheld from Subcontractor's invoice</li> <li>3) Payment shall be made to Subcontractor within 30 days of Contractor's receipt of subcontractor's invoice. If COD - payment shall be made upon completion of the project.</li> </ol> |
|--|--|

# Item No. CO2C – Changes to Handrails, Walkway Grating and Stairways

## Background & Discovery

The drawings issued for construction included a variety of details for handrailing that included aluminum and multi-rail galvanized materials. Additionally, the walkway grating specified included both aluminum and galvanized material and did not provide structural details for supporting the stairways.

## Resolution & Redesign

The construction team including Persons, Kimley-Horn and IDS met on July 7, 2025 to discuss and memorialize the desired changes. Kimley-Horn revised the design drawings to standardize on an aluminum handrail system with galvanized walkway grating, stairways, and structural supports.

The design change is documented on Sheets A-910 through A-952, S-601 through S-914.

## Cost & Schedule Impacts

Contractor will be able to complete the work within the current contract time. This item includes the reduced cost associated with materials, fabrication and installation of the handrails, walkways, and stairways.

CO2C	Handrail Modification	\$ (227,098.05)
	Additional Credit from Tellepsen	\$ (18,500.00)
	Additional Stair Supports	\$ 20,617.22
	Subtotal	\$ (224,980.83)
	5% Profit	\$ (11,249.04)
	2% Bond	\$ (4,499.62)
	Revised Credit Amount	\$ (240,729.49)



224163. City of West University - Wastewater Treatment Plan Improvem  
Change Order Request

Date: 08/07/2025

To: Persons Services Corp  
6435 Storey Drive  
Humble, TX 77396

From: Tellepsen Builders, L.P.

Joel Reno

**COR# 1 - Structural Steel & Misc Metals Deduct**

Details: Structural Steel & Misc Metals Deduct

Description	Scope of Work	Cost
<b>Subcontracts</b>		
Misc Iron (Gulf Coast Railings)		(375,000.00)
Structural Steel (MSD Building Corporation)		182,234.00
<b>Subcontracts Subtotal:</b>		<b>\$(192,766.00)</b>
<b>Cost of Work Subtotal</b>		<b>\$(192,766.00)</b>
<b>Add-Ons</b>		
Fee		(19,277.00)
<b>Add-On Subtotals</b>		<b>\$(19,277.00)</b>
<b>PCO TOTAL:</b>		<b>\$(212,043.00)</b>
Days Requested:		TBD

**Summary of Changes**

- 460' LF - 8-Row Alum Handrail to 3-Row - Platform & Stairs
- 132' LF - Alum Stair Assembly to Galv. Steel
- 1500 SQFT - Alum Grating to Galv. Steel Grating
- 320' LF - Galv W10 x 15 - Add Center - Under Perimeter Walkway Grating
- 2 - Galv. Support Columns Added under SE Stair Intermediate Landing

Persons Services Corp

Tellepsen Builders, L.P.

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Po Box 2029  
TOMBALL, TX 77377  
PHONE: 281-259-1153  
FAX: 281-259-3863  
WWW. GCRAILINGS.COM



**CP#2076.1**

PROJECT: CITY OF WEST UNIVERSITY WWTP CONTROL BLDG  
ATTN: ESTIMATING

DATE: 8/7/25

**REMOVED FROM SCOPE** **<\$358,500>**  
*MATERIAL* *<\$235,000>*  
*LABOR* *<\$87,650>*  
*MARK UP* *<\$35,850>*  
**STAIR AT LIFT STATION PLATFORM**  
1 - 30 RISER STAIR STRAIGHT STAIR  
**PLATFORM**  
1,500 SQFT ALUM GRATING DECKING  
~305' - PERIMETER CHANNEL / SUPPORTING ANGLE  
**STAIR AT LIFT STATION PLATFORM**  
1 - 30 RISER STAIR WRAP AROUND STAIR

**CHANGED SCOPE** **<\$16,500>**  
*MATERIAL* *<\$8,000>*  
*LABOR* *<\$6,850>*  
*MARK UP* *<\$1,650>*  
8 LINE ALUM PIPE GUARDRAIL TO 3 LINE ALUM GUARDRAIL + CURB PROTECTION  
INSERTS OR BRACKETS FOR CONNECTIONG TO STEEL SUBSTRUCTURE

**INCLUDED**  
FIELD MEASUREMENTS  
SHOP DRAWINGS  
CUSTOM FABRICATION  
INSTALLATION  
ALUMINUM GUARDRAIL  
1 1/2" ALUM PIPE FRAME (TOP RAIL / MID RAIL (2) / POSTS)  
1" ALUM PIPE HORIZONTAL INFILL  
1/4 X 4 ALUM TOE BOARD  
1 1/2" ALUM PIPE HANDRAIL / BRACKETS  
ATTACHMENT: FASTEN TO STRUCTURE OR WELD STEEL INSERTS

**EXCLUDE**  
SALES TAX / BONDS  
MISC. / STRUCTURAL STEEL  
FABRICATED ITEMS AT PLATFORM TO WWTP / PROPOSED LIFTSTATION

TERMS: NET 90  
QUOTE VALID FOR 30 DAYS

BASE AMT: **<\$375,000>**  
TAX AMT: **\$0**  
**TOTAL:** **<\$375,000>**

# MSD BUILDING CORP.

## Change Order Form

### JOB INFORMATION

Job # 9135  
Project Name Control Building WWTP  
Pricing Event Rev dwgs date 7/18/25  
Project City, State Houston, TX  
Change Order # 9135-01R  
Change Order Amount \$182,234

### Contractor Information

Company Tellepsen  
Project Manager 0  
Address 0  
City, State ZIP 0  
Phone -  
Email 0

### Scope of Work

cost to to furnish and install added changes per Set dated 7/18/25

- galv grating
- added W10 and W12 support beams
- added C channel at grating perimeter
- added (2) columns at SE stair
- L4x4 bearing angle
- North and SE stair framing- galv

### Not Included

### Schedule

This is Contractor's official notification that the scope of work added to this project by this change will impact the existing production schedule. MSD Building Corp requestseight (12) **additional working days** to accomplish this scope of work.

### Company Proposal

See attached cost breakdown for added & removed material .

Submitted by: Sandra Gonzalez

Date 8.4.2025

### Customer Acceptance

Submitted by (authorized representative)

MSD BUILDING CORP  
Do it safe. Do it right. Do it now.  
120 N. Main Street  
Pasadena, TX 77506  
713-477-8335  
713-477-1090



# MSD BUILDING CORP.

## Cost Breakdown - Added Scope

9135-01R

### List of Materials and Costs

Description	QTY	Price	Unit	Total
W SHAPE	3,398.00	\$0.88	lbs	\$2,990.24
Drop	62.00	\$0.88	lbs	\$54.56
C SHAPE	6,624.00	\$0.85	lbs	\$5,630.40
Drop		\$0.85	lbs	\$0.00
PLATE	1,101.00	\$1.38	lbs	\$1,519.38
ANGLE	1,312.00	\$0.70	lbs	\$918.40
Drop		\$0.70	lbs	\$0.00
TUBE		\$1.35	lbs	\$0.00
Drop		\$1.35	lbs	\$0.00
12,497.00 lbs				
Anchor Bolts	8.00	\$30.00	ea.	\$240.00
Galvanizing	12,497.00	\$0.55	lbs	\$6,873.35
North Stair- galv	1.00	\$13,682.00	ea.	\$13,682.00
Southeast Stair - galv	1.00	\$15,340.00	ea.	\$15,340.00
Grating	1.00	\$38,600.00	LS	\$38,600.00
Fabrication	75.00	\$60.00	Hrs	\$4,500.00
Detailing & Engineering	55.00	\$60.00	Hrs	\$3,300.00
Subtotal				\$93,648.33
Tax Rate				8.25%
<b>Tax</b>				<b>\$7,725.99</b>
<b>Grand Total</b>				<b>\$101,374.32</b>

Date: 09/04/2025

To: Persons Services Corp  
6435 Storey Drive  
Humble, TX 77396

From: Tellepsen Builders, L.P.

Joel Reno

### COR# 2 - Misc Metals & Signage Deduct

Details: Misc Metals & Signage Deduct

Description	Scope of Work	Cost
<b>Subcontracts</b>		
Misc Iron (Gulf Coast Railings)		(18,500.00)
Signage (DC American LLC)		(5,774.50)
Structural Steel (MSD Building Corporation)		(35,060.00)
<b>Subcontracts Subtotal:</b>		<b>\$(59,334.50)</b>
<b>Cost of Work Subtotal</b>		<b>\$(59,334.50)</b>
<b>PCO TOTAL:</b>		<b>\$(59,334.50)</b>
Days Requested:		TBD

**Please note**

Railing - Galvanized steel with wire mesh

Signage - ADA Signage to be produced by subcontractor "in-house" to meet design specifications as close as possible, rather than outsourcing to the original specification of Vivid Images (\$ 1,274.50)

Additionally, exterior city logo signage is proposed to be painted acrylic en-lieu of anodized material - (\$ 4,500)

Structural Steel - Removed grated walkway from West/South side of building

Persons Services Corp

Tellepsen Builders, L.P.

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Item No. CO2D – Changes to ADA Signage and Exterior City Logo on Control Building

## Background & Discovery

The specifications issued for construction dictated the signage supplier. Contractor offered a credit if the signage could be supplied through a different supplier. Additionally, contractor offered a credit to change the exterior building signage to painted acrylic in lieu of anodized aluminum.

## Resolution & Redesign

Contractor will provide product submittals for engineer review and approve. Redesign and changes to drawings is not required.

## Cost & Schedule Impacts

Contract time will not be increased due to this change. Cost savings is shown in the attached documentation.

CO2D	Building Signage Changes	\$	(5,774.50)
		5% Profit	\$ (288.73)
		2% Bond	\$ (115.49)
		Revised Credit Amount	\$ (6,178.72)

Date: 09/04/2025

To: Persons Services Corp  
6435 Storey Drive  
Humble, TX 77396

From: Tellepsen Builders, L.P.

Joel Reno

### COR# 2 - Misc Metals & Signage Deduct

Details: Misc Metals & Signage Deduct

Description	Scope of Work	Cost
<b>Subcontracts</b>		
Misc Iron (Gulf Coast Railings)		(18,500.00)
Signage (DC American LLC)		(5,774.50)
Structural Steel (MSD Building Corporation)		(35,060.00)
<b>Subcontracts Subtotal:</b>		<b>\$(59,334.50)</b>
<b>Cost of Work Subtotal</b>		<b>\$(59,334.50)</b>
<b>PCO TOTAL:</b>		<b>\$(59,334.50)</b>
Days Requested:		TBD

Please note

Railing - Galvanized steel with wire mesh

Signage - ADA Signage to be produced by subcontractor "in-house" to meet design specifications as close as possible, rather than outsourcing to the original specification of Vivid Images (\$ 1,274.50)

Additionally, exterior city logo signage is proposed to be painted acrylic en-lieu of anodized material - (\$ 4,500)

Structural Steel - Removed grated walkway from West/South side of building

Persons Services Corp

Tellepsen Builders, L.P.

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Item No. CO2E – Electrical Conduit Change

## Background & Discovery

Design drawings call for PVC coated aluminum conduit to be used throughout the project. Contractor offered a credit to use non PVC coated conduit in areas outside of open treatment basins where corrosion is less of a concern. For areas not in proximity to open treatment basins the Engineer will allow the use of non PVC coated aluminum conduit.

## Resolution & Redesign

Engineer will revise their specifications allowing the use of non PVC coated aluminum conduit in restricted areas.

## Cost & Schedule Impacts

Project schedule will not be impacted by this change. Cost savings are shown in the attached documents.

CO2E	Electrical Conduit Changes	\$	29,341.00
	5% Profit	\$	1,467.05
	2% Bond	\$	58.68
	Revised Credit Amount	\$	30,866.73

## Travis Sellers (IDS)

---

**From:** Chris Alumbaugh <calumbaugh@personsservices.com>  
**Sent:** Wednesday, November 19, 2025 5:22 PM  
**To:** Travis Sellers (IDS); jdivin@boyerinc.com  
**Subject:** Re: City of West U - Conduit Changes

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### [EXTERNAL EMAIL]

Please see the cost savings below. I will get the back up to you tomorrow A.S.A.P.

-  
Lot Pricing with PVC Coated Raceway: \$935,537.00

Lot Pricing Value Engineered Raceway: \$906,196.00

-  
Value Engineering Cost Savings: \$29,341.00



[www.personsservices.com](http://www.personsservices.com)

### **Chris Alumbaugh** **Infrastructure Group - Project Manager**

---

Address: 6435 Storey Dr, Humble, TX 77396  
Phone: 832-777-0745  
Mobile: 346-624-0448

---



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---

**From:** Travis Sellers (IDS) <TSellers@idseg.com>  
**Sent:** Wednesday, November 19, 2025 5:20:56 PM  
**To:** jdivin@boyerinc.com <jdivin@boyerinc.com>  
**Cc:** Chris Alumbaugh <calumbaugh@personsservices.com>  
**Subject:** City of West U - Conduit Changes

Tick tock



**Travis S. Sellers, P.E., ENV SP**

Senior Vice President

13430 Northwest Freeway, Suite 700, Houston, Texas 77040

Main: 713.462.3178 | Direct: 832.590.7196 | Cell: 281.686.6918

[TSellers@idseg.com](mailto:TSellers@idseg.com)

[Website](#) | [Facebook](#) | [LinkedIn](#)

TxEng Firm 2726 | TxSurv Firm 10110700

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## Item No. CO2F – Control Building Walkway Change

### Background & Discovery

Contractor identified a potential cost savings alternative which consisted of reducing the width of the walkway on the west and south sides of the control building. Walkway width would be reduced from 14-foot wide to 10-foot width by eliminating the 4-foot-wide steel grating. The remaining walkway would be concrete.

### Resolution & Redesign

If accepted the Engineer will revise their drawings reflecting the reduction in walkway width.

### Cost & Schedule Impacts

Project schedule will not be impacted by this change. Cost savings are summarized in the attached documentation.

CO2F	Control Building Walkway Changes (BCS Credit)	\$	(3,842.70)
	Tellepsen Credit	\$	(35,060.00)
	Subtotal	\$	(38,902.70)
	5% Profit	\$	(1,945.14)
	2% Bond	\$	(778.05)
	Revised Credit Amount	\$	(41,625.89)

Date: 09/04/2025

To: Persons Services Corp  
6435 Storey Drive  
Humble, TX 77396

From: Tellepsen Builders, L.P.

Joel Reno

### COR# 2 - Misc Metals & Signage Deduct

Details: Misc Metals & Signage Deduct

Description	Scope of Work	Cost
<b>Subcontracts</b>		
Misc Iron (Gulf Coast Railings)		(18,500.00)
Signage (DC American LLC)		(5,774.50)
<b>Structural Steel (MSD Building Corporation)</b>		<b>(35,060.00)</b>
<b>Subcontracts Subtotal:</b>		<b>\$(59,334.50)</b>
<b>Cost of Work Subtotal</b>		<b>\$(59,334.50)</b>
<b>PCO TOTAL:</b>		<b>\$(59,334.50)</b>
Days Requested:		TBD

Please note

Railing - Galvanized steel with wire mesh

Signage - ADA Signage to be produced by subcontractor "in-house" to meet design specifications as close as possible, rather than outsourcing to the original specification of Vivid Images (\$ 1,274.50)

Additionally, exterior city logo signage is proposed to be painted acrylic en-lieu of anodized material - (\$ 4,500)

**Structural Steel** - Removed grated walkway from West/South side of building

Persons Services Corp

Tellepsen Builders, L.P.

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



TO: Tellepsen Builders  
777 Benmar, Suite 400  
Houston, TX 77060  
Fax 281-447-8177

DATE: 9/3/25  
PROJECT: West University  
Job #: 2414

Attn: Christopher Alumbaugh

PROPOSED CHANGE #: 5

IN RESPONSE TO your request to remove West and South side Corbels, we quote the following:

1. Labor Costs		\$	-1,330.00
2. Payroll Taxes, FICA, Worker's Compensation, Federal and State unemployment insurance @ (average) 45.00%		\$	-598.50
3. Material & Purchase Orders (Excludes Sales Tax )		\$	-1,391.11
4. Equipment (Includes Sales Tax @ 8.25%)		\$	0.00
5. Subcontracts		\$	-173.75
6. Subtotal		\$	-3,493.36
7. Administrative Fee @ 0.00%		\$	0.00
8. Contractor's Fee @ 10.00%		\$	-349.34
9. Total This Change		\$	-3,842.70

DESCRIPTION OF PROPOSED CHANGE: Price includes: labor, material, equipment and subcontractor costs to remove west and south side corbels at control building.

**Price EXCLUDES: Removal of North and East Corbels at Control Building**

This change must be approved within 30 days after the date shown above, to prevent delay.

We request a total of 0 work days be added to our Contract due to this change.

By *Krystle Syms*

APPROVED:

\_\_\_\_\_

Project Manager

By \_\_\_\_\_

Date \_\_\_\_\_ returned to Contractor for processing of formal Contract Change Order

**Building Concrete Solutions, L.P.**

777 Benmar Dr., Suite 455 | Houston, TX 77060 | t 281.272.7900 | f 281.596.4302



# Item No. CO2G – Control Building Lighting Controls

## Background & Discovery

Contract specifications stipulate a single manufacturer for the building lighting controls and fixtures. Contractor offered a credit for use of a different manufacturer that would still meet the project specifications.

## Resolution & Redesign

If accepted the Engineer would revise the project specifications allowing an alternate manufacturer for the building lighting controls and fixtures.

## Cost & Schedule Impacts

Project schedule would not be impacted by the proposed change. Cost savings are summarized in the attached documentation.

CO2G	Building Lighting Control Changes	\$	(11,680.00)
	5% Profit	\$	(584.00)
	2% Bond	\$	(233.60)
	Revised Credit Amount	\$	(12,497.60)

## Travis Sellers (IDS)

---

**From:** Jason Divin <JDivin@boyerinc.com>  
**Sent:** Thursday, October 9, 2025 2:40 PM  
**To:** Travis Sellers (IDS)  
**Cc:** Christopher Alumbaugh; Jacob Hagman  
**Subject:** RE: City of West U WWTP  
**Attachments:** RE\_ WEST UNIVERSITY WWTP IMPROV.pdf

[EXTERNAL EMAIL]

Travis,

They offered 2 different VE packages. The first saves around \$8,605. I believe it is alternate lighting controls. The second is the same as the first but with a different brand of fixtures. It would save a total of \$11,680. I requested a cost savings breakdown and clarifications of each package. Once I receive that I can send the package over to you guys for review.

**Jason Divin**  
**Project Manager**



Boyer, Inc.  
8904 Fairbanks N. Houston Road • Houston, Texas 77064  
Phone: 713.466.5395 • Cell: 713-248-7390  
Fax: 713.466.8198 • [www.boyerinc.com](http://www.boyerinc.com) • [jdivin@boyerinc.com](mailto:jdivin@boyerinc.com)

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**From:** Travis Sellers (IDS) <TSellers@idseg.com>  
**Sent:** Thursday, October 9, 2025 2:06 PM  
**To:** Jason Divin <JDivin@boyerinc.com>  
**Cc:** Christopher Alumbaugh <calumbaugh@personsservices.com>; Jacob Hagman <jhagman@personsservices.com>  
**Subject:** City of West U WWTP

This Email Originates From Outside Of The Boyer Organization And Could Potentially Be Infected. Confirm Identity Of The Sender Before Opening Any Attachments Or Clicking Links.

Jason –

I'm following up on the possible credit for changes to the control building lighting controls.

Please provide this information to Jacob at your earliest convenience.

Thanks



**Travis S. Sellers, P.E., ENV SP**

Senior Vice President

13430 Northwest Freeway, Suite 700, Houston, Texas 77040

Main: 713.462.3178 | Direct: 832.590.7196 | Cell: 281.686.6918

[TSellers@idseg.com](mailto:TSellers@idseg.com)

[Website](#) | [Facebook](#) | [LinkedIn](#)

TxEg Firm 2726 | TxSurv Firm 10110700

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## Jacob Hagman

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**From:** Jason Divin <JDivin@boyerinc.com>  
**Sent:** Tuesday, October 21, 2025 1:52 PM  
**To:** Jacob Hagman  
**Subject:** RE: WEST UNIVERSITY WWTP IMPROV

Finally got ahold of him. See below

Original cost = \$68,805.00

Value Engineered package #1 is \$60,200 (Acuity Lighting and controls)  
Value Engineered package #2 is \$57,125 (RAB Lighting and Lutron controls)

**Jason Divin**  
**Project Manager**



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**From:** Jacob Hagman <jhagman@personsservices.com>  
**Sent:** Tuesday, October 21, 2025 1:37 PM  
**To:** Jason Divin <JDivin@boyerinc.com>  
**Subject:** RE: WEST UNIVERSITY WWTP IMPROV

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Original Package was - \$68,805

Value Engineered package #1 is \$60,200  
Value Engineered package #2 is \$57,125

So that is The first saves around \$8,605. I believe it is alternate lighting controls. The second is the same as the first but with a different brand of fixtures. It would save a total of \$11,680. From the previous email?



**Expiration Date: 11/02/25**

## Quotation

**TO:**

BOYER INC  
 8904 FAIRBANKS N HOUSTON  
 HOUSTON, TX 77064

**Project Info:**

Project: WEST UNIVERSITY WWTP IMPROV  
 Job #: 96838  
 Bid Date: 10/03/25  
 Bid Time: 02:00 PM CDT  
 Quoter: JEFFREY GILLETT

Type	Quantity	Vendor	Description	Unit or Lot#	Unit Price	Ext Price
------	----------	--------	-------------	--------------	------------	-----------

### 1 - ACUITY VE PKG

***	0		*** ALT VE PKG "SUBJECT TO APPROVAL"			
			***			

A	2					
---	---	--	--	--	--	--

B	28					
---	----	--	--	--	--	--

C	17					
---	----	--	--	--	--	--

D	0					
---	---	--	--	--	--	--

E	6					
---	---	--	--	--	--	--

F	16					
---	----	--	--	--	--	--

G	3					
---	---	--	--	--	--	--

H	7					
---	---	--	--	--	--	--

**From:**

LONESTAR ELECTRIC SUPPLY  
 4414 HOLLISTER ST  
 HOUSTON, TX 77040  
 Printed By: JEFFREY GILLETT

**Notes**

Prices are subject to change without notice due to changes in quantities or material prices, tariffs, duties, or other unforeseen circumstances. taxes, shipping, or installation fees not included.  
[www.lonestarelectricsupply.com/credit-terms](http://www.lonestarelectricsupply.com/credit-terms)



Project:	WEST UNIVERSITY WWTP IMPROV
<b>Expiration</b>	<b>11/02/25</b>

## Quotation

Type	Quantity	Vendor	Description	LOT #	Unit Price	Ext Price
I	14					
K	2					
L	11					
L1	2					
P	0					
W	4					
X	15					
CNPY	4					
STRIP	3					
TAPE	50		PER FT			
E-018	16		LED FLOOD			
E-018	4		4LT BULLHORN			
E-018	0		35FT CONCRETE POLE			
CTRLS	1		LOT LTG CONTROLS			
<b>Subtotal of 1 - ACUITY VE PKG</b>						<b>60,200.00</b>
<b>2 - RAB VE PKG</b>						
***	0		*** ALT VE PKG "SUBJECT TO APPROVAL"			
			***			
A	2					
B	28					
C	17					
D	0					
E	6					
F	16					



Project: WEST UNIVERSITY WWTP IMPROV  
**Expiration 11/02/25**

## Quotation

Type	Quantity	Vendor	Description	LOT #	Unit Price	Ext Price
G	3					
H	7					
I	14					
K	2					
L	11					
L1	2					
P	0					
W	4					
X	15					
CNPY	4					
STRIP	3					
TAPE	50		PER FT			
E-018	16		LED FLOOD			
E-018	4		4LT BULLHORN			
E-018	0		35FT CONCRETE POLE			
CTRLS	1		LOT LTG CONTROLS			



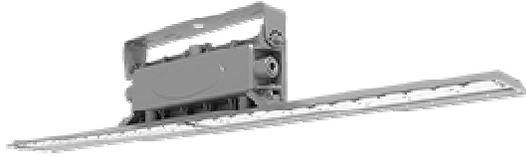
Project: WEST UNIVERSITY WWTP IMPROV  
Expiration 11/02/25

**Quotation**

Type	Quantity	Vendor	Description	LOT #	Unit Price	Ext Price
<b>Subtotal of 2 - RAB VE PKG</b>						<b>57,125.00</b>

**From:**  
 LONESTAR ELECTRIC SUPPLY  
 4414 HOLLISTER ST  
 HOUSTON, TX 77040  
 Printed By: JEFFREY GILLETT

**Notes**  
 Prices are subject to change without notice due to changes in quantities or material prices, tariffs, duties, or other unforeseen circumstances. taxes, shipping, or installation fees not included.  
[www.lonestarelectricsupply.com/credit-terms](http://www.lonestarelectricsupply.com/credit-terms)



Color: Gray

Weight: 21.2 lbs

Project:

Type:

Prepared By:

Date:

**Driver Info**

Type	Constant Current
120V	0.67A
208V	0.39A
240V	0.34A
277V	0.30A
Input Watts	80.6W

**LED Info**

Watts	80W
Color Temp	5000K
Color Accuracy	82 CRI
L70 Lifespan	100,000 Hours
Lumens	12,901 lm
Efficacy	160.1

**Technical Specifications**

**Hazardous Location Classifications**

**Class I:**

Class I: A hazardous location in which flammable gases or vapors may be present in the air in sufficient quantities to be explosive or ignitable, such as petroleum refineries, aircraft hangars, dry cleaning plants, utility gas plants or storage areas for liquified petroleum or natural gas, and spray finishing areas.

**Division 2:**

Division 2: Abnormal condition, where ignitable concentrations of flammable gases, vapors or liquids are not like to exist under normal operating conditions, for example:

Closed storage drums containing flammable liquids in an inside storage room would not normal allow the hazardous vapors to escape into the atmosphere. But if one of the containers is leaking, you've got an abnormal condition.

**Groups A - D:**

Groups A - D: The gases and vapors of Class 1 locations are broken into four groups by the Code: A,B,C, and D. These materials are grouped according to the ignition temperature of the substance, its explosion pressure, and other flammable characteristics.

Group A - The only substance in group A is acetylene because it is a gas with extremely high explosion pressures.

Group B - This group includes hydrogen and other materials with similar characteristics.

Group C & D - The most usual Class 1 groups. They comprise the greatest percentage of all Class I hazardous locations. Found in Group C is ethylene. Found in Group D are many of the most common flammable substances such as butane, gasoline, natural gas and propane.

**UL 844:**

Electric lighting fixtures for use in hazardous (classified) locations

**Compliance**

**UL Listed:**  
Suitable for wet locations

**IP Rating:**

Ingress protection rating of IP66 for dust and water

**DLC Listed:**

This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.  
DLC Product Code: S-C3MKH7

**Electrical**

**Driver:**

Constant Current, Class P, 50/60 Hz, 120V-277V, 120V: 0.67A, 208V: 0.39A, 240V: 0.34A, 277V: 0.30A

**Dimming Driver:**

Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

**THD:**

4.89% at 120V, 6.76% at 277V

**Power Factor:**

99.9% at 120V, 94.2% at 277V

**Surge Protection:**

L-N: 6 kV  
L/N-PE: 10 kV

**Construction**

**Housing:**  
Aluminum

## Technical Specifications (continued)

**Reflector:**

Polycarbonate

**Rated Ambient Temperature Range:**

-40°F (-40°C) to 149°F (65°C), T4A

**Effective Projected Area:**

1.992 square foot

**Lens:**

Clear polycarbonate lens

**Tilt Increment:**

45 degree (yoke bracket)

**Gaskets:**

High-temperature silicone

**Green Technology:**

Mercury and UV free. RoHS-compliant components.

**Finish:**

Formulated for high durability and long-lasting color

### Installation

**Mounting:**

All models come standard with three mounting options: pendant mount (pendant by others), chain mount, and a yoke bracket for surface mount. A separate kit is available for ceiling mount.

### LED Characteristics

**LEDs:**

Long-life, high-efficacy, surface-mount LEDs

**Color Stability:**

LED color temperature is warrantied to shift no more than 200K in color temperature over a 5-year period

**Color Uniformity:**

RAB's range of Correlated Color Temperature follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2017.

### Performance

**Lifespan:**

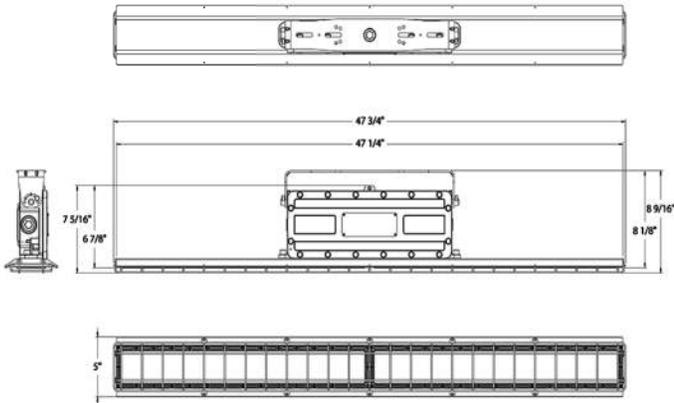
100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

### Other

**5-Year, No-Compromise Warranty:**

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish. RAB's warranty is subject to all terms and conditions found at [rablighting.com/warranty](http://rablighting.com/warranty).

## Dimensions



## Features

- Class 1, Division 2, Groups A, B, C, D
- IP66, UL1598, UL8750 and UL 844 ratings
- DLC Listed
- 50,000-Hour LED lifespan
- 5-Year, no-compromise warranty

## Ordering Matrix

Family	Wattage (Size)	Color Temp	Finish	Driver
HAZL34	80			
	40 = 40W (2 ft) 80 = 80W (4 ft) 120 = 120W (4 ft) 200 = 200W (4 ft)	Blank = 5000K	Blank = Gray	Blank = 120-277V, 0-10V Dimming /480 = 480V, 0-10V Dimming

# Item No. CO2H – Contract Delay Due to Permitting

## Background & Discovery

Contractor was in the process of constructing the initial elements of the project improvements when City of Houston inspectors informed them that they would need approved permit drawings for all of the project improvements. The contractor had to suspend project work while Kimley-Horn submitted the required drawings to the City and City of Houston Permitting Department to review and approve the construction plans.

## Resolution & Redesign

N/A

## Cost & Schedule Impacts

Project schedule was impacted as no work could proceed until a permit was issued. Additional project costs are summarized in the attached documentation.

CO2H	Delay in Lift Station Work		
	BCS Equipment Rent	\$	30,562.22
	5% Profit	\$	1,528.11
	2% Bond	\$	611.24
	Amount	\$	32,701.58



TO: Tellepsen Builders  
777 Benmar, Suite 400  
Houston, TX 77060  
Fax 281-447-8177

DATE: 10.23.2025  
PROJECT: West University WWTP  
Job #: 2414

Attn: Christopher Alumbaugh

PROPOSED CHANGE #: 6

IN RESPONSE TO your request to price material per day, we quote the following:

1. Labor Costs		\$	0.00
2. Payroll Taxes, FICA, Worker's Compensation, Federal and State unemployment insurance @ (average) 45.00%		\$	0.00
3. Material & Purchase Orders (Excludes Sales Tax )		\$	27,279.00
4. Equipment (Includes Sales Tax @ 8.25%)		\$	3,283.22
5. Subcontracts		\$	0.00
6. Subtotal		\$	30,562.22
7. Administrative Fee @ 0.00%		\$	0.00
8. Contractor's Fee @ 10.00%		\$	0.00
9. Total This Change		\$	30,562.22

DESCRIPTION OF PROPOSED CHANGE: Price includes: labor, material, equipment and subcontractor costs to leave skid steer, container, and formwork on site until permit for Lift Station is received. We still do not have the answer for the lift station, but we have returned to site to begin the control building. This is for 12weeks total. PCO #4 has already been issued in the amount of \$14,711.66 for 40 days.

**Price EXCLUDES: Demobilization and remobilization of any equipment or material currently on site.**

This change must be approved within 30 days after the date shown above, to prevent delay.

We request a total of 0 work days be added to our Contract due to this change.

By *Krystle Syms*

APPROVED:

\_\_\_\_\_

Project Manager

By \_\_\_\_\_

Date \_\_\_\_\_ returned to Contractor for processing of formal Contract Change Order

**Building Concrete Solutions, L.P.**

777 Benmar Dr., Suite 455 | Houston, TX 77060 | t 281.272.7900 | f 281.596.4302





# AGENDA MEMO

Business of the City Council  
 City of West University Place, Texas

<b>Meeting Date</b>	01.12.2026	<b>Agenda Item</b>	10
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	M. Leech, Director
<b>Reviewed by City Attorney</b>	Yes	<b>Department</b>	Public Works
<b>Subject</b>	West Side Drainage Improvement Project Update		
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Engineers Proposal and Contract Amendment</li> <li>2. Presentation</li> </ol>		
<b>Financial Information</b>	Expenditure Required:		\$337,563.50
	Amount Budgeted:		\$342,000.00
	Account Number:		3067000.85001 (DR2102)
	Additional Appropriation Required:		Not Applicable
	Additional Account Number:		Not Applicable

## Executive Summary

The Westside Drainage Improvement Project proposed the construction of a new storm sewer trunkline along the western City limits from Bissonnet St. to Brays Bayou, as well as construct improvements to the existing storm sewer lines in the west side of the City.

The initial intent of the project is to improve drainage in the Kilmarnock Ditch drainage area, but what has become apparent during the design process is the potential for these improvements to benefit other areas of West U, Houston, Bellaire and Southside Plane by removing demand on Kilmarnock Ditch and Poor Farm Ditch.

At the April 28, 2025, City Council meeting staff presented different design alternatives for the West Side Drainage Project. Three design alternatives were presented and City Council identified Design Alternative Two as the preferred option because it provided a balanced approach to the storm water management capability and cost. It also allows for a second truck line to be installed between Bissonnet St. and Bellaire Blvd. at a later time if needed. constructs of a single 10'x10' reinforced concrete box culvert from Bissonnet to Bellaire Boulevard with dual 10'x10' box culverts from Bellaire Boulevard to Brays Bayou.

The following information was presented at the April 28, 2025, City Council meeting and provides a summary of the drainage benefit for Alternatives 1 – 3 and estimated costs:

City Council also requested staff identify ways to reduce the overall cost of the project and because of the possible regional benefit increase the readiness of the project for third party funding opportunities. After reviewing the options with the Project Engineer, City Engineer and another Drainage Engineer, staff recommends that additional modeling be completed evaluating the regional impact of this project.

A regional project would position this project more favorably for outside funding opportunities (grants, low-interest loans, etc.). Outside funding opportunities typically prefer a regional approach to drainage projects and place this on a high value when applying their eligibility criteria to a project funding application.



# **AGENDA MEMO**

Business of the City Council  
City of West University Place, Texas

Different cost efficiency options were discussed, and staff recommends the best way to identify more cost saving alternatives and to make the project more attractive to third party funding agencies is to perform additional modeling of the City's storm sewer system.

Below are some key components of the additional modeling efforts being requested through this agreement amendment:

- Regionalize the Storm Water Model
- Kilmarnock Ditch (above ground) improvements
- Kilmarnock Ditch underground conveyance
- Auden Street Improvements
- College Street Diversion
- University Boulevard Diversion
- Include areas outside of West U including City of Houston, City of Bellaire, and City of Southside Place to show regional benefits of project
- Additional modeling to provide information to submit project(s) into State Water Plan (opening up funding opportunities)
- Review alternative design considerations to reduce or eliminate key cost drivers and reduce overall project cost while maintaining City's desired level of service

To achieve this, Staff recommends amending the existing design agreement with HDR Inc. in an amount not to exceed \$3,900,102 (a \$337,563 increase) for the amended design services as stated above.

The original estimate for the additional modeling scope was approximately \$342,000. After extensive discussion and review of the possible regional benefit with HDR and their sub consultant, Halff Associates, it was determined that the scope of modeling efforts needed to be increased to achieve the necessary goals outlined above.

### **Recommended Action**

Staff recommends City Council approve the agreement Amendment No. 1 with HDR Inc. in an amount not to exceed \$337,563.50 for additional storm water modeling efforts associated with the West Side Paving & Drainage Improvements Project and authorize the City Manager to execute the amendment.



January 5, 2026

Mr. Dave Beach  
City Manager  
City of West University Place  
3800 University Boulevard  
West University Place, Texas 77005

Re: Proposal for Professional Engineering Services  
for West Side Drainage – Phase One Trunkline  
**Amendment No. 1 – Additional Alternatives Analysis**

HDR Engineering, Inc. (HDR) is pleased to submit this amendment to the existing contract with the City of West University Place (City) for the above-mentioned project. This amendment is to provide hydrologic and hydraulic modeling on additional alternatives, provide an updated technical memorandum, coordinate with City and Harris County Flood Control District (HCFCD) and prepare construction cost estimates for the additional alternatives.

Several scoping items have been identified to be eliminated from the original contract (Bid Phase Services, Traffic Control Plan, Storm Water Pollution Prevention Plan, Notes, and Detail and Reduced Estimate for Reimbursables) and are no longer part of this contract. A general overview, proposed scope of additional services, fee summary with reductions, schedule, and invoices are included herein.

### **GENERAL OVERVIEW**

HDR has been selected by the City to provide professional engineering services for the design of a new storm sewer trunkline within the 40-foot wide City Corridor from Bissonnet Street to Brays Bayou. The project will include crossings under Bissonnet Street, Bellaire Boulevard and North Braeswood Boulevard with a new direct outfall into HCFCD's Brays Bayou.

The City selected HDR to perform preliminary engineering and design, with Halff Associates, Inc. (Halff) as a subconsultant to provide hydrologic and hydraulic modeling support. After reviewing four alternatives in various scenario combinations along the 40-foot City Corridor, HDR and Halff presented to Council at the Council Meeting on April 28, 2025 the benefits and cost of each of the alternatives. After the Council Workshop, a meeting was held to discuss the next steps. The City of West University Place has requested that HDR and Halff expand its scope to include additional alternatives and regionalize the H&H modeling to include the Poor Farm Ditch subwatershed and a City of Houston system which

drains to Kilmarnock Ditch. Additionally, the City has requested several alternative alignment scenarios be evaluated. The scope of work below describes the tasks involved for the additional alternatives.

## **SCOPE OF SERVICES**

### **1. Additional Alternatives Analysis**

- Project Management over a 9-month period, including invoicing, progress reports and schedule updates monthly.
- Coordination meetings with the City, IDS, HDR and Halff (assuming 8 for the Additional Alternatives phase) to be held to review the progress of the engineering effort, or to discuss other issues which may arise. The Engineer will prepare and deliver meeting record memorandum of decisions and action items to the City after each meeting.
- Develop a schematic sketch based on aerial imagery of a proposed standard cross section for Kilmarnock Ditch Improvements (only one) based on the Harris County Flood Control District (HCFCD) design criteria. Provide the cross section to Halff to incorporate the revised Kilmarnock Ditch into the new base model. Perform a site visit of Kilmarnock Ditch. This scope does not include survey or design sheets of Kilmarnock Ditch.
- Provide independent quality assurance reviews of Halff's hydraulic models, results for the following five (5) Tasks as scoped in the attached Halff's proposal. For all modeling efforts described below, only the Alternative 2 Partially Restricted scenario from the previous modeling effort will be modeled.
  1. Task 1: Regionalize the H&H Model
  2. Task 2: Kilmarnock Ditch (Above Ground) Improvements
  3. Task 3: Kilmarnock Ditch Underground Conveyance
  4. Task 4: College Street Diversion
  5. Task 5: University Boulevard Diversion
- Provide an independent quality assurance review of Halff's draft and final Model Technical Memorandum on the above listed identified alternatives.
- Provide an opinion of probable construction cost (OPCC) for the above scoped Alternatives Analysis at the Class 4 level (-30% to +50%). This does not include Task 1 as this task is to expand the model limits to include drainage area to Kilmarnock Ditch and Poor Farm Ditch and converting the previously performed

modeling efforts from HDR, Halff, and HT&J to the latest version of InfoWorks ICM. This task is not considered an Alternative.

- Provide an OPCC for Tasks 2 through 5 as listed above and not for the remaining west side internal drainage system.

## **2. Agency Coordination with HCFCFCD**

- Attend three (3) coordination meetings with the Harris County Flood Control District, City of West University Place, and Halff to discuss concepts and HCFCFCD requirements for drainage impact analysis and allowable discharge to Brays Bayou.

## **3. Council Workshop for Additional Alternatives phase**

- This includes one additional Council Workshop to present the findings of the Additional Alternatives Analysis as part of this amendment. The purpose of the Pre-workshop is to allow City staff and City Engineer to review the alternatives analysis and findings, presentation materials, and recommendations. The purpose of the workshop meeting is to provide an update and design recommendations to the City Council. City Council will evaluate the Engineer's recommendations and approve or modify as appropriate. Within 10 days following the City Council Workshop Meeting, the Engineer shall submit a summary of the decisions and action items from the meeting.

## **SUBCONSULTANT**

### **Additional Alternatives Analysis Modeling, Technical Memorandum, & Coordination**

- Halff is to provide hydrologic and hydraulic modeling for five (5) defined tasks, provide a draft and final modeling technical memorandum, revised final ICM model for entire City, revised final MAAPnext model, associated tables and graphics and associated GIS data including modeling results rasters. Halff to perform project management and coordination services, including attending up to eight (8) coordination meetings, one (1) Council Workshop, three (3) coordination meetings with HCFCFCD and/or other stakeholders. Halff has provided a scope of services which can be seen in **Attachment A**.

### **Assumption**

Any OPCC provided by HDR are made on the basis of information available to HDR and on the basis of HDR's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since HDR has no control over the cost of labor, materials, equipment or services furnished by others, or over the construction contractor(s) methods of determining prices, or over competitive bidding or market conditions, HDR does not guarantee that proposals, bids or actual project or construction cost will not vary from OPCCs HDR prepares.

**AMENDMENT NO. 1 FEE ADDITION**

**HDR Services**

Additional Alternatives Analysis Services (Hourly):	\$102,175.00
Additional HCFCO Coordination (Hourly):	\$16,275.00
Additional Council Workshop (Lump Sum):	\$18,385.00
<b>Total HDR Services:</b>	<b>\$136,835.00</b>

**Subconsultant Services**

Hydrologic and Hydraulic Modeling for Additional Alternatives Analysis (Cost plus 10%): (See Attachment A by Half)	\$301,988.50
<b>Total Subconsultant Services:</b>	<b>\$301,988.50</b>

**Total Amendment No. 1 Fee Addition: \$438,823.50**

**Deductions from Original Contract**

Bid Phase Services (Lump Sum):	(\$19,065.00)
Traffic Control Plan (Hourly):	(\$50,955.00)
Storm Water Pollution Prevention Plan, Notes, Detail (Lump Sum):	(\$16,240.00)
<u>Reduced Estimate for Reimbursables (Cost plus 10% or Mileage at IRS Rate):</u>	<u>(\$15,000.00)</u>
<b>Total Deductions from Original Contract:</b>	<b>(\$101,260.00)</b>

**Total Amendment No. 1 Fee: \$337,563.50**

**The Total New Contract Fee:**

Original Fee:	\$3,562,538.50
Additional Amendment No. 1 Fee	\$337,563.50
<b>New Total Contract Amount:</b>	<b>\$3,900,102.00</b>

**SCHEDULE**

It is estimated that the schedule requirement to accomplish the complete Additional Alternatives Analysis Services is approximately nine (9) months from the date of authorization to proceed. It is also noted that other governmental agencies such as HCFCD, City of Houston, and other stakeholders may take longer for their reviews, meetings, permitting, and approval which is beyond HDR's control.

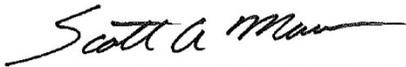
**INVOICES**

HDR will submit monthly invoices for all engineering work completed to invoice date. The invoices for lump sum work would be based on a percentage of completion of each phase applied to the lump sum fee and based on the appropriate fee cost for work from our subconsultants. Time and materials charges and additional services beyond those described in the Scope of Services will be invoiced on the basis of direct labor costs times a factor of 3.18 and direct cost plus 10%. Mileage will be charged at prevailing IRS rates.

HDR appreciates the opportunity to submit this proposal and we look forward to continuing our work with the City of West University Place.

Sincerely,

HDR ENGINEERING, INC.

  
Scott A. Marr, PE, LEED AP, APMP  
Vice President

Acceptance: City of West University Place, Texas

By: \_\_\_\_\_

Date: \_\_\_\_\_



December 30, 2025

Mr. John Peterson, PE, CFM  
HDR Engineering, Inc.  
4828 Loop Central Drive  
Houston, Texas 77081

**RE: West University Place Westside Drainage Improvements  
Hydrology and Hydraulics (H&H) Design Support – Additional Alternatives**

Dear Mr. Peterson:

Halff Associates, Inc. (Halff) is pleased to present a proposed scope and fee associated with hydrology and hydraulics for additional engineering services for the City of West University Place (City).

### **Project Description**

In 2024, the City proceeded with preliminary design of the proposed improvements to the west side storm sewer system. The City selected HDR to perform preliminary engineering and design, with Halff as a sub-consultant providing hydrologic and hydraulic modeling support to HDR. After reviewing four alternatives in various scenario combinations, additional alternatives are being considered. The scope of work below describes the tasks involved in modeling the additional alternatives.

### **Scope of Work**

The Scope of Work is separated by task below. For all modeling effort listed below, only Alternative 2 Partially Restricted scenario from the previous modeling effort will be modeled unless noted in the specific effort. Any additional iterations to that model are considered outside the scope of this additional services agreement. In addition, at this time the internal drainage system will not be revised/refined beyond the specified improvements below. An additional Task has been added to this Scope of Work to address potential future optimization but will not be utilized without written authorization.

A graphic representing the locations of these additional alternatives is provided as Figure 1 below.

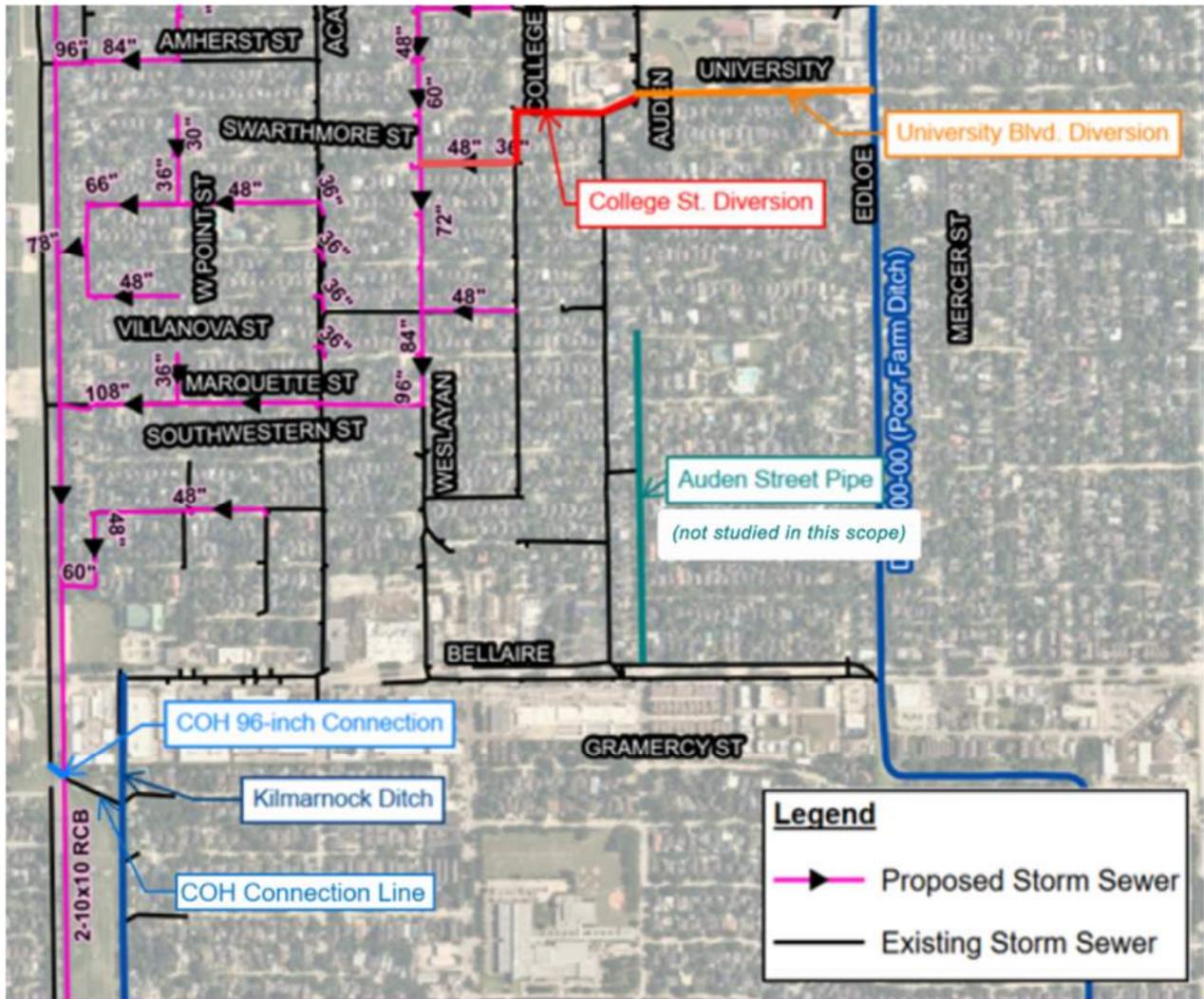


Figure 1: Proposed locations of model adjustments described in the Tasks.

**Task 1: Regionalize the H&H Model**

The west side drainage improvements that are proposed for the City may provide regional benefits to surrounding cities. In order to quantify these benefits and identify possible partners, Halff will expand the study area to include the entire City, including the trunkline along Kirby Drive. The neighboring areas that are included are detailed on Appendix 1. Note that runoff from the northern section of Poor Farm Ditch will be accounted for by applying a hydrograph to the upstream limit of the channel.

This task includes the following items:

- Expand the model limits to include the entire City.
  - This includes incorporating model data from the City of Houston Stormwater Master Plan models, adding manhole level hydrology for storm sewer systems, adding drainage infrastructure, adding boundary conditions, and model stabilization. Poor Farm Ditch will be modeled in 1D from University Boulevard to the outfall to Brays Bayou. HCFCD is in the process of making

- improvements to Poor Farm Ditch. Halff will include these improvements in the West University Place model. This sub-task will include determining the revised cross-sections, Manning's roughness, and other modeling components and inputting them into the updated model.
- The model will also incorporate the modeling performed by HDR for the Buffalo Speedway project and the modeling performed by HT&J of the East Side Improvements (University Boulevard, Wakeforest Avenue and Duke Street).
  - Convert the model to the latest version of InfoWorks ICM.
    - The current model is in XPSWMM, as was provided by a previous consultant. As Autodesk phases out XPSWMM in favor of InfoWorks ICM, it is important for the longevity of the City's H&H model to be converted to ICM. Also, in order to make the model compatible with the models in the surrounding area (the City of Houston Stormwater Master Plan), converting the XPSWMM model to ICM will provide a greater level of accuracy in regards to regional benefits.
    - This sub-task includes adding model detail and making comparisons to the existing XPSWMM model.
    - The modeling limits are shown in Appendix 1.
  - Metrics
    - Calculate the number of parcels impacted before and after the project.
    - Calculate the number of structures impacted before and after the project using the HCFCD structure inventory tool.
    - This sub-task includes drafting exhibits and tables.
  - MAAPnext Model
    - Add the results from the ICM model to the MAAPnext model, and run simulations to assess water surface elevations.
    - Draft exhibits for discussion and review.
  - QAQC
    - Perform QAQC on all models based on Halff's QAQC plan.
  - Coordination Meeting
    - Present findings and discuss mitigation impacts with HDR and representatives from the City of West University Place.

### **Task 2: Kilmarnock Ditch (Above-Ground) Improvements**

This alternative focuses on potential improvements to Kilmarnock Ditch. This model iteration assumes the original 2-10x10 configuration within the 40-foot easement between Bellaire Boulevard and Brays Bayou, and incorporates an improved Kilmarnock Ditch. The revisions will be based on cross-sections provided to Halff by HDR.

This task includes the following items:

- Model Kilmarnock Ditch based on one cross-section provided by HDR.
- The model will include outfall changes and flow control devices that will be sized by Halff.
- Review the proposed dual 10x10 box configurations. Optimize to determine the size of the box culvert.
- Connect the 96" City of Houston storm drain pipe (located on the west side of the project area) to the proposed system (see Figure 1). Present results with and without that connection.
- Metrics
  - Calculate the number of parcels impacted before and after the project.

- Calculate the number of structures impacted before and after the project using the HCFCD structure inventory tool.
  - This sub-task will include drafting exhibits and tables.
- MAAPnext Model
  - Add the results from the ICM model to MAAPnext to determine impacts downstream.
  - Refine the MAAPnext model to quantify the potential impacts.
  - Draft exhibits for discussion and review.
- QAQC
  - Perform QAQC on all models based on Halff's QAQC plan.
- Coordination Meeting
  - Present findings and discuss mitigation impacts with HDR and representatives from the City of West University Place.

### **Task 3: Kilmarnock Ditch Underground Conveyance**

Task 3 is based on a meeting that was held on October 9<sup>th</sup>, 2025, at which HDR presented an additional alternative concept for the West Side project that could result in cost savings for the City. The details of the alternative are outlined in the meeting minutes provided by HDR. In summation, the alternative consists of installing a single 10'x10' RCB from the City of Houston's 96" RCP to Brays Bayou in the 40' corridor and installing a single 10'x10' RCB underneath Kilmarnock Ditch, along with the surface improvements to Kilmarnock Ditch. Finally, the existing 84" RCP owned by the City of Houston will be replaced with a 10'x10' RCB, and the proposed trunkline system will be extended north of Bellaire Boulevard.

- Starting with the above model that includes the Kilmarnock Ditch above-ground improvements (based on a cross-section provided by HDR), reduce the easement trunkline to a single 10'x10' box, and add a 10'x10' box culvert underneath Kilmarnock Ditch.
- Size the outfall pipes and flow control devices.
- Add proposed improvements to Kilmarnock Ditch (concrete low flow section). Adjust the outfall structure as necessary to mitigate impacts.
- Optimize to determine the size of the box culvert at both locations.
- Connect the proposed system to the 96" City of Houston storm drain pipe located on the west side of the project area (see Figure 1).
- Replace the City of Houston line as described above.
- Metrics
  - Calculate the number of parcels impacted before and after the project.
  - Calculate the number of structures impacted before and after the project using the HCFCD structure inventory tool.
  - This sub-task will include drafting exhibits and tables.
- MAAPnext Model
  - Add the results from the ICM model to MAAPnext to determine impacts downstream.
  - Refine the MAAPnext model to quantify the potential impacts.
  - Draft exhibits for discussion and review.
- QAQC
  - Perform QAQC on all models based on Halff's QAQC plan.

- Coordination Meeting
  - Present findings and discuss mitigation impacts with HDR and representatives from the City of West University Place.

#### **Task 4: College Street Diversion**

The next model iteration will involve proposed pipe diversion along College Street. It is assumed that this model alternate is based on the model produced in the previous task. In addition, this will include testing the effects of plugging the 60-inch shared system and potential upsizing on the College Street system. This task includes the following items:

- Model the College Street Diversion.
- Metrics
  - Calculate the number of parcels impacted before and after the project.
  - Calculate the number of structures impacted before and after the project using the HCFCD structure inventory tool.
  - This sub-task will include drafting exhibits and tables.
- QAQC
  - Perform QAQC on all models based on Halff's QAQC plan.
- Coordination Meeting
  - Present findings and discuss mitigation impacts with HDR and representatives from the City of West University Place.

#### **Task 5: University Boulevard Diversion**

The final model iteration will involve proposed pipe diversion along University Boulevard. It is assumed that this model alternate is based on the model produced in the previous task. This task includes the following items:

- Model the University Boulevard Diversion.
- Metrics
  - Calculate the number of parcels impacted before and after the project.
  - Calculate the number of structures impacted before and after the project using the HCFCD structure inventory tool.
  - This sub-task will include drafting exhibits and tables.
- QAQC
  - Perform QAQC on all models based on Halff's QAQC plan.
- Coordination Meeting
  - Present findings and discuss mitigation impacts with HDR and representatives from the City of West University Place.

#### **Task 6: Documentation**

The results of the final model will be documented in a technical memorandum for submission to HDR. This technical memorandum has been drafted as part of the original contract and will be updated with the results of this modeling effort. A QA/QC review will be completed as part of this deliverable, and Halff will provide QA/QC documentation. Halff will address up to one (1) round of comments from HDR and one (1) round of comments from the City of West University Place.

### **Task 7: Coordination Meetings (Hourly)**

Halff will work with the City to lead Coordination Meetings with various local stakeholders. This task includes the following:

- Attend up to three (3) coordination meetings with HCFCD and/or other stakeholders (such as the City of Houston or City of Bellaire).
- Prepare meeting materials and an agenda for each meeting.
- Prepare meeting notes following the meetings.

This task will be treated as hourly with a not to exceed amount included as part of the budget.

### **Task 8: Project Management**

Halff will perform project management and coordination services throughout all phases of the project. Specific sub-tasks include:

- Attend up to eight (8) progress meetings with the City/HDR to discuss the project, including the meeting at the decision point after Task 3.
- Attend up to one (1) City Council meeting, including preparing associated meeting materials, attending the pre-Council meeting workshop, and finalizing slides. The Council Meeting is assumed to be in-person; the pre-Council meeting workshop is assumed to be virtual.
- Progress reporting, schedule management, and invoicing for the project.

### **Task 9: Previously Completed Work**

During the first phase of the Hydrology and Hydraulics (H&H) Design Support task, Halff performed analyses that were outside of the original scope of work. In lieu of sending an amendment to the original scope, Halff has added the unbilled effort to this Additional Alternatives scope.

Halff performed alternatives analysis beyond the original scope. This included the following items:

- Reviewing additional inlet connections.
- Additional work was performed to analyze the impacts of each alternative in the MAAPnext model. Our original scope proposed reviewing impacts for only one recommended option, instead of all four, which were reviewed and presented to HCFCD.
- The College Street Diversion. This modeling was performed to model the connection to College Street, although the additional system upsizing (Task 4) was not included.

## **Deliverables**

Halff will provide the following deliverables:

1. Draft and final modeling technical memorandum.
2. Final ICM model.
3. Final MAAPnext models.
4. Associated tables and graphics as described above.
5. Associated GIS data including modeling results rasters.
6. Slides and presentation materials for Council workshop.

## Exclusions

The following tasks are excluded from this scope of work:

1. Environmental, geotechnical, or surveying services.
2. Stakeholder coordination beyond meetings specifically described in scope.
3. Opinion of Probable Construction Cost (OPCC) estimates.
4. Revisions to accepted DIA based on significant changes to the proposed improvements.

## Compensation

Halff proposes to perform the scope described herein on a lump sum basis for each task not to exceed \$274,535. If conditions not anticipated under these services arise, or other circumstances warrant an increase in this labor budget, Halff will notify HDR and wait for approval before performing work in excess of this total. Invoices for professional services will be issued monthly and will be based on the estimated percentage complete for each task listed below.

<b>TASK</b>	<b>FEE AMOUNT</b>
<b>Task 1.</b> Regionalize the H&H Model	\$ 67,160
<b>Task 2.</b> Kilmarnock Ditch (Above-Ground) Improvements	\$ 44,230
<b>Task 3.</b> Kilmarnock Ditch Underground Conveyance	\$ 47,990
<b>Task 4.</b> College Street Diversion	\$ 8,200
<b>Task 5.</b> University Boulevard Diversion	\$ 9,650
<b>Task 6.</b> Documentation	\$ 15,300
<b>Task 7.</b> Coordination Meetings (Hourly, not to exceed)	\$ 13,005
<b>Task 8.</b> Project Management	\$ 30,640
<b>Task 9.</b> Previously Completed Work	\$ 38,360
<b>LUMP SUM TOTAL: \$ 274,535</b>	

A breakdown of the fee can be found attached to this scope as Appendix 2.

## Schedule

Halff proposes to complete the scope of work over the course of the proposed design effort, which is anticipated to occur in phases over 1-2 years. However, the majority of our work will occur within the first nine months to secure acceptance of the refined project from the City of West University Place. It is anticipated that the first milestone meeting (following Tasks 1-3) will be held approximately six months after notice to proceed is obtained.

We appreciate the opportunity to work with you on this important project. Please contact me by email at [cmaske@halff.com](mailto:cmaske@halff.com) if you have any questions or if you need additional information regarding this proposal.



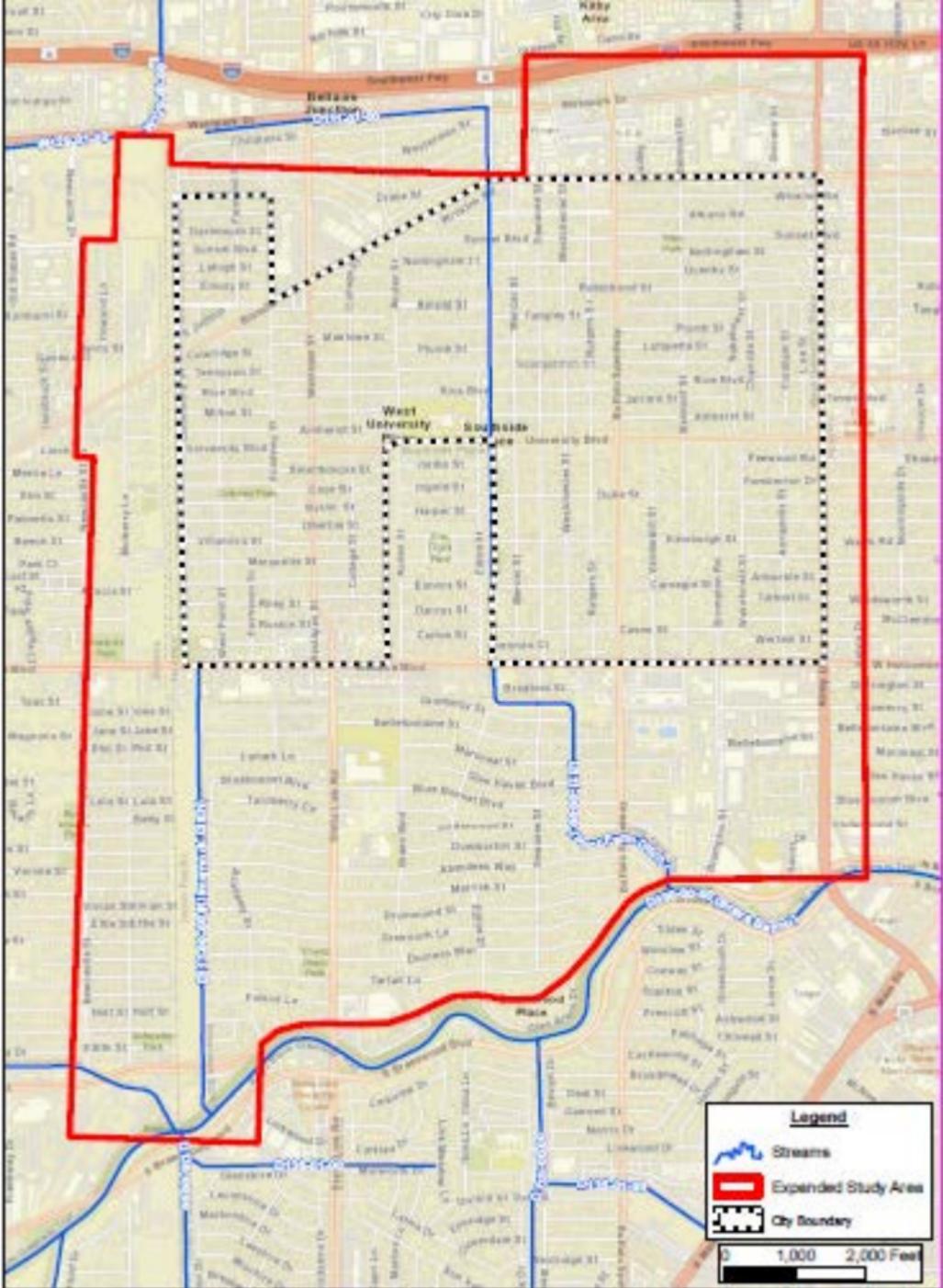
Sincerely,

A handwritten signature in blue ink, appearing to read "Craig Maske".

Craig Maske, PE, CFM, ENV SP  
Director of Water Resources  
Halff Associates, Inc.

C: Johnny Kim, PE, CFM – Halff  
Rachel Herr, PE, CFM – Halff

AVO File 057106.002



<p><b>Appendix</b> 1</p>	 <p><small>HALFF ASSOCIATES, INC. 1000 N. WEST 10TH AVENUE, SUITE 200 DENVER, COLORADO 80202 PH: 303.733.1000 WWW.HALFF.COM</small></p>	<p><b>Expanded Study Area</b></p> <p>Co/WJ Westside Drainage Modeling</p>	<p>PROJECT AVO 54480</p> <p>DATUM &amp; COORDINATE SYSTEM NAD 83 (2011) State Plane Texas South Central FIPS 4301 Feet</p>
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City of West University Place  
Westside Drainage Improvements  
Hydrology and Hydraulics Design Support  
Level of Effort

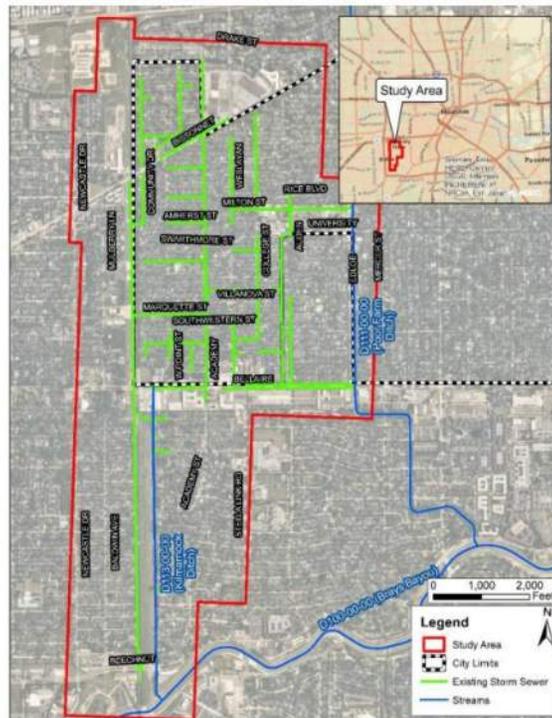
Tasks	LABOR (HOURS)						Subtotal Labor Cost	Subtotal Subconsultant Cost	TOTALS		
	Director	Senior Project Manager	Senior Project Engineer	Graduate Engineer	GIS Analyst	Administrative Assistant			Fee Subtotal	Direct Costs	Total Fee
Billing Rate	345.00	220.00	190.00	140.00	110.00	75.00					
Task 1: Regionalize H&H Model (City-wide)											
1.1 Expand study area	2	16	80	120			\$36,210	\$0	\$36,210	\$0	\$36,210
1.2 Convert model to ICM	2	8	40	40			\$15,650	\$0	\$15,650	\$0	\$15,650
1.3 Metrics		2	4	8	8		\$3,200	\$0	\$3,200	\$0	\$3,200
1.4 MAAPnext model	2	4	8	8	8		\$5,090	\$0	\$5,090	\$0	\$5,090
1.5 QAQC	2	8	24				\$7,010	\$0	\$7,010	\$0	\$7,010
Task 2: Kilmarnock Ditch (Above-Ground) Improvements											
2.1 Model Kilmarnock Ditch (Above-Ground) Improvements	4	8	50	80			\$23,840	\$0	\$23,840	\$0	\$23,840
2.2 Metrics for the Kilmarnock Ditch improvements		4	8	10	16		\$5,560	\$0	\$5,560	\$0	\$5,560
2.3 MAAPnext model for the Kilmarnock Ditch improvements	4	8	16	10	16		\$9,340	\$0	\$9,340	\$0	\$9,340
2.4 QAQC	2	8	16				\$5,490	\$0	\$5,490	\$0	\$5,490
Task 3: Kilmarnock Ditch Underground Conveyance											
3.1 Model Kilmarnock Ditch Underground Conveyance	4	8	60	100			\$28,540	\$0	\$28,540	\$0	\$28,540
3.2 Metrics for the Kilmarnock Ditch improvements		6	8	10	16		\$6,000	\$0	\$6,000	\$0	\$6,000
3.3 MAAPnext model for the Kilmarnock Ditch improvements		8	16	10	16		\$7,960	\$0	\$7,960	\$0	\$7,960
3.4 QAQC	2	8	16				\$5,490	\$0	\$5,490	\$0	\$5,490
Task 4: Add College Street Diversion											
4.1 Model College Street Improvements		2		24			\$3,800	\$0	\$3,800	\$0	\$3,800
4.2 Metrics		2	4	8	8		\$3,200	\$0	\$3,200	\$0	\$3,200
4.3 QAQC		2	4				\$1,200	\$0	\$1,200	\$0	\$1,200
Task 5: Add University Boulevard Diversion											
5.1 Model University Boulevard Improvements	2	2		24			\$4,490	\$0	\$4,490	\$0	\$4,490
5.2 Metrics		2	4	8	8		\$3,200	\$0	\$3,200	\$0	\$3,200
5.3 QAQC		2	8				\$1,960	\$0	\$1,960	\$0	\$1,960
Task 6: Documentation											
6.1 Documentation	2	8	8	40	16		\$11,330	\$0	\$11,330	\$0	\$11,330
6.2 QAQC	2	8	8				\$3,970	\$0	\$3,970	\$0	\$3,970
Task 7: Coordination Meetings (Hourly)	9	18	18	18			\$13,005	\$0	\$13,005	\$0	\$13,005
Task 8: Project Management											
8.1 Progress Meetings with HDR/City (up to 8)	8	12	12	12			\$9,360	\$0	\$9,360	\$0	\$9,360
8.2 Prepare for and attend up to one (1) City Council Meeting and pre-Council workshop	8	16	16	16			\$11,560	\$0	\$11,560	\$0	\$11,560
8.3 Progress reporting, invoicing		36				24	\$9,720	\$0	\$9,720	\$0	\$9,720
Task 9: Previously Completed Work	8	40	60	110			\$38,360	\$0	\$38,360	\$0	\$38,360
<b>TOTAL</b>	<b>63</b>	<b>246</b>	<b>488</b>	<b>656</b>	<b>112</b>	<b>24</b>	<b>\$274,535</b>	<b>\$ -</b>	<b>\$274,535</b>	<b>\$ -</b>	<b>\$ 274,535</b>

Fee Summary	
Total Labor	\$274,535
Total Estimated Cost	\$274,535
<b>REQUESTED BUDGET</b>	<b>\$274,535</b>

WBS	Task Name	Principal	Senior Project Manager	Project Manager	Drainage Engineer	Senior Drainage Engineer	Project Engineer	EIT	CADD Operator	QC Coordinator	QC Reviewer	Acct. Manager	Reimb.	Quantity	Total Amount
<b>1</b>	<b>Additional Alternatives Analysis (Est. 9 months)</b>	3	32	102	43	10	58	108	16	3	26	18		<b>419</b>	<b>\$102,175.00</b>
1.1	Project Management of team, including project reviews and monthly invoicing, progress reports and schedule updates	3	3	45								18		69	\$17,775.00
1.2	Coordination Meetings with the City, IDS and Halff during Amendment No. 1 phase, including preparing meeting minutes (Up to 8)		16	24	16	8		48						112	\$27,880.00
1.3	Develop Standard Cross Section for Kilmarnock Ditch Improvements		2	4	8	2	10		16					42	\$9,930.00
1.4	Site Visit of Kilmarnock Ditch			8	8		8							24	\$6,200.00
1.5	Quality Assurance of Halff's Tasks 1 through 5		4	4	4		14			1	10			37	\$10,440.00
1.6	Quality Assurance of Draft and Final Model Technical Memorandum		2	2	2		6			1	4			17	\$4,720.00
1.7	Prepare Quantity Take-off and Opinion of Probable Construction Costs for Alternative Analysis up to 4 alternatives		5	15	5		20	60		1	12			118	\$25,230.00
<b>2</b>	<b>Additional HCFCO Coordination up to 3 meetings</b>	0	9	12	9	9	18	0	0	0	0	0		57	<b>\$16,275.00</b>
2.1	Coordination Meetings with HCFCO (up to 3)		9	12	9	9	18							57	\$16,275.00
<b>3</b>	<b>Council Workshop on Additional Alternatives</b>	0	12	19	8	1	0	33	4	0	0	0		<b>77</b>	<b>\$18,385.00</b>
3.1	Prepare Power Point Presentation		6	10	2	1		20	4					43	\$9,850.00
3.2	Pre Workshop Meeting with Staff		2	2	2			2						8	\$2,200.00
3.3	Address Comments From Staff (one round of comments)		1	4	1			8						14	\$3,035.00
3.4	Workshop meeting with Council		3	3	3			3						12	\$3,300.00

Fee Summary		
1	Additional Alternatives Analysis	\$102,175.00
2	HCFCO Coordination	\$16,275.00
3	Council Workshop on Additional Alternatives	\$18,385.00
SUB	Hydrology and Hydraulics (H&H) Modeling - Additional Alternatives (Halff Associates)	\$301,988.50
	Deductions from Original Contract	-\$101,260.00
	<b>Total:</b>	<b>\$337,563.50</b>

# West Side Drainage Additional Modeling



# Agenda

- Project History & Overview
- Alternatives Analysis Recap
- Additional Modeling
- Potential Funding Sources
- Schedule



*Brays Bayou Looking West at Outfall Location*

# Project History



## 2019-2021 HT&J Drainage Study

- High level analysis of the City's existing drainage conditions.
- Recommended Improvements for east and west side paving and drainage
- West side improvements included utilizing Kilmarnock Ditch

## 2021-2023 West Side Drainage Preliminary Engineering Report

- Obtained detailed topographic survey and refined drainage models and assumptions
- Determined Kilmarnock did not have sufficient capacity to provide necessary drainage improvement for west side
- Identified 40' Corridor as possible option for new trunkline to Brays Bayou

## 2023-2024 West Side Drainage Modeling

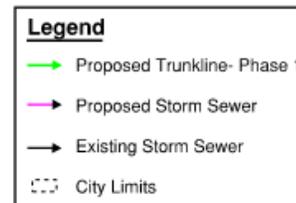
- Modeled storm sewer improvements to provide localized 100-year flood relief within west side of City utilizing 40' Corridor
- Provided benefit maps for unrestricted, partially restricted and fully restricted scenarios
- Recommended solutions for trunkline and internal storm improvements

## 2024-2025 Alternatives Analysis

- Phase 1 Storm Sewer Trunkline PER and Design authorized September 2024
- Reviewed 3 trunkline alternatives
- Presented results from Alternatives Analysis in April 2025
- Identified additional modeling scenarios

# West Side Drainage Project Overview

- Construct new storm sewer trunkline within 40' City corridor on the west side of the City from Bissonnet to Brays Bayou
- Upsize storm sewers throughout west side
- Reroute existing storm sewer network for efficiency and direct toward the new trunkline
- Replacement identified cast iron waterlines within project area



# **Alternatives Analysis Recap**

## **from April 2025 Council Workshop**

# Alternatives and Scenarios

- Three Trunkline Alternatives
  1. Dual 10'x10' RCB for full length of Project, from Bissonnet to Brays Bayou
  2. Single 10'x10' RCB from Bissonnet to Bellaire, then Dual 10'x10' RCB from Bellaire to Brays Bayou
  3. Single 10'x10' RCB for full length of Project, from Bissonnet to Brays Bayou
- Scenarios for Each
  1. Partially Restricted
  2. Unrestricted Scenarios

North Half Project



South Half Project



Phase 1 Trunkline Project Limits

# Level of Service for Alternatives

Storm Event	Alternative 1		Alternative 2		Alternative 3	
	Half Restricted	Unrestricted	Half Restricted	Unrestricted	Half Restricted	Unrestricted
2-Year	●	●	●	●	●	●
10-Year	●	●	●	●	●	●
25-Year	●	●	●	●	○	●
50-Year	●	●	●	●	○	○
100-Year	○	○	○	○	○	○

- Indicates full LOS achieved
- Indicates partial LOS achieved

# Preliminary Cost Estimates per Alternative

The following preliminary cost estimates include construction cost and engineering for each Phase 1 Trunkline alternative

Alternative	Preliminary Total Cost Estimate
1. Dual 10'x10' RCB Full Length	\$182,000,000 - \$206,000,000
2. Single 10'x10' RCB Half Length, Dual 10'x10' RCB Half Length	\$156,000,000 - \$176,000,000
3. Single 10'x10' RCB Full Length	\$123,000,000 - \$139,000,000

\*These estimates are presented for planning purposes only and are subject to change as the project progresses. This estimate includes a 20% Contingency for Miscellaneous Items, and a 5% Market Volatility.

\*\*Any opinion of construction costs prepared by HDR is supplied for the general guidance of the Client only. Since HDR has no control over competitive bidding or market conditions, HDR cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.

\*\*\*Alternatives 2 & 3 do not require the Active 6-inch CenterPoint Energy Gas Pipeline to be relocated.

\*\*\*\*These estimates do not include the West Side Internal Storm Sewer Improvements.

# Preliminary Feedback

**Alternative 2** appears to be the most cost-effective design

- 50-year Level of Service and 100-year Level of Service for majority of West Sides Streets
- 84% Reduction in Affected Parcels\*
- 0.65 ft – 1.35 ft Reduction in Ponding Depth
- Similar benefits to Alternative 1 with significant construction cost savings
- HCFCD met Alternative 2 with more optimism than Alternative 1

\* A parcel is considered 'affected' if **greater than 0.25' (3")** of water is on the parcel during a given storm event

# Cost Drivers and Constraints

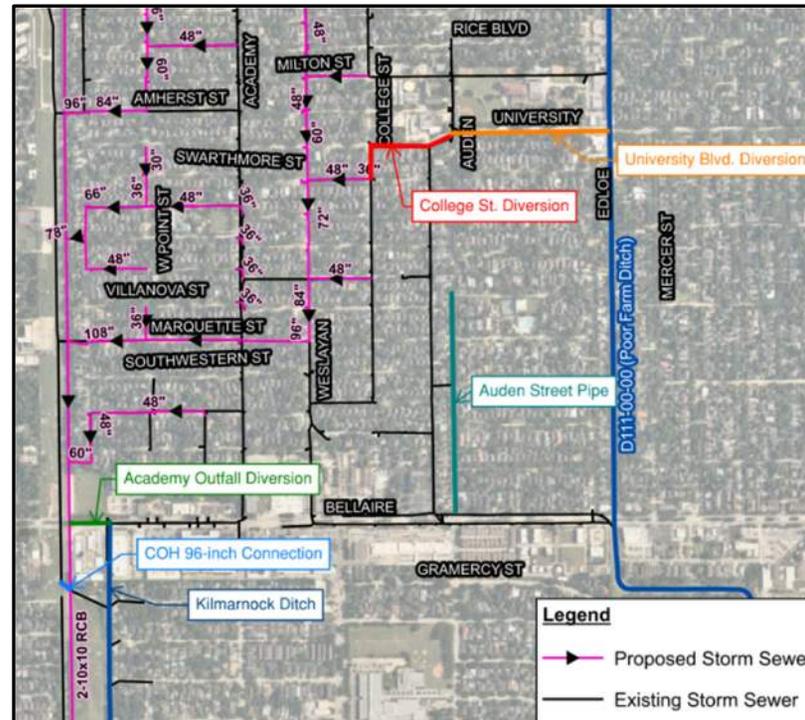
- Trunk Line Construction Maximum 30-ft Deep Excavation and Shoring
  - Existing Utility Crossings
  - Proposed West Side Internal Storm Sewer Improvements
  - City of Houston 96-inch Storm Sewer Crossing
- UPRR E80 Cooper loading conditions
- CenterPoint Energy Gas and Electric
- Groundwater Control
- Limited Workspace
- Land Uses



*Corridor between UPRR ROW and Commercial Buildings*

# Recommended Additional Modeling/Design Considerations

- University Boulevard Diversion
- College Street Diversion
- Auden Street Pipe
- Academy Outfall Diversion from Kilmarnock Ditch
- COH 96-inch Connection
- Kilmarnock Ditch Improvements
- Alternative Construction Methods



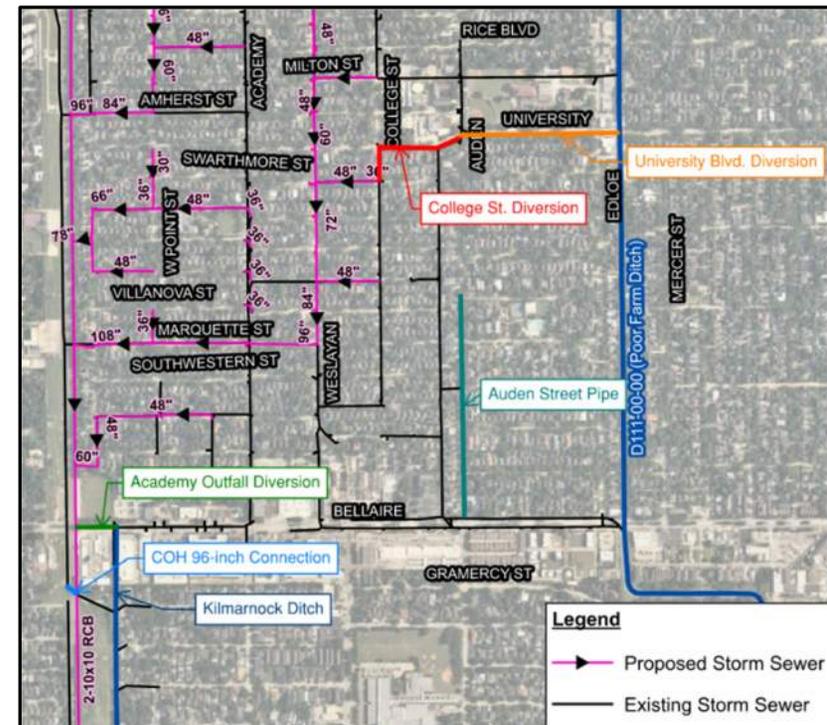
# Additional Modeling

# Additional Modeling

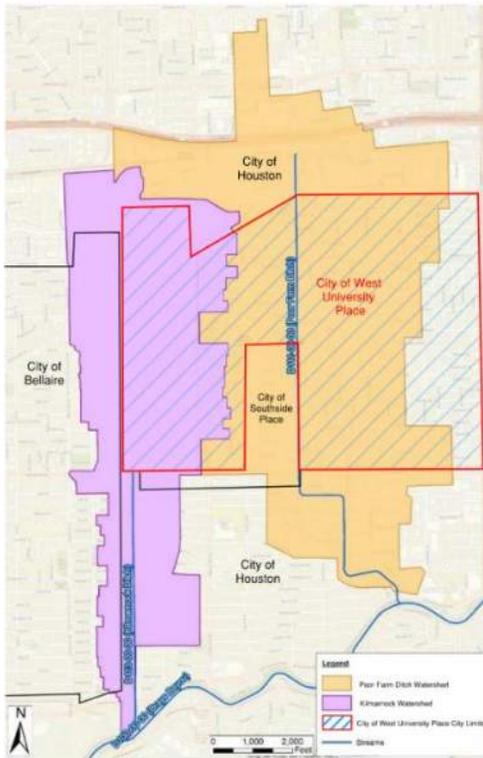
- At April 2025 Council Meeting, Council provided direction to proceed with recommended additional modeling
  - Review alternatives that may reduce project cost and provide similar level of service
- Rather than looking at project just for benefit of West U, review additional alternatives including 40' corridor in combination with Kilmarnock ditch which would provide regional benefit and open additional potential funding opportunities

# Additional Modeling Tasks

- Regionalize the H&H Model
- Kilmarnock Ditch (above ground) improvements
- Kilmarnock Ditch underground conveyance
- Auden Street Improvements
- College Street Diversion
- University Boulevard Diversion



# Benefits of Additional Modeling



- Expand model to create city-wide model
- Include areas outside of West U including City of Houston, City of Bellaire, and City of Southside Place to show regional benefits of project
- Additional modeling sets stage to submit project(s) into State Water Plan which can open up funding opportunities
- Review alternative design considerations to reduce or eliminate key cost drivers and reduce overall project cost while maintaining City's desired level of service

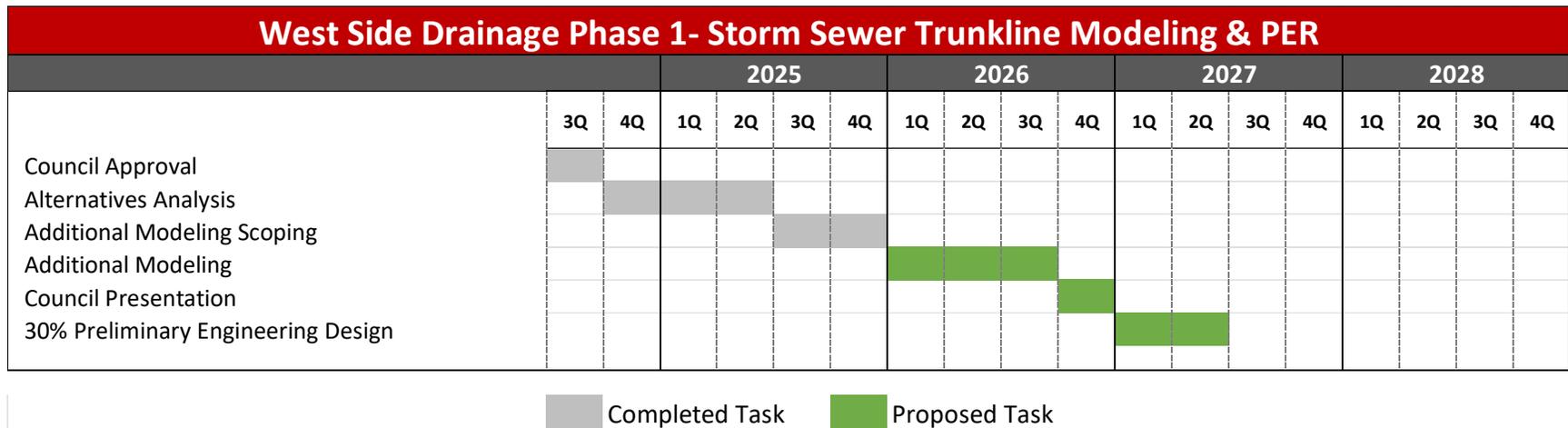
# Benefits of Incorporation into State Flood Plan

- TWDB uses State Flood Plan to prioritize which projects can receive money
- Funding programs award points for regional significance & multi-jurisdictional cooperation
- Helps secure federal funding. Federal programs favor projects that are part of state-approved flood plans and show statewide significance
- Gain formal basis for cost-share agreements with local partners. Partnerships improve competitiveness for state and federal grants.

# Potential Funding Sources

- Direct allocations from State Representative
- State Programs – Texas Water Development Board (TWDB)
- Local Partners (Harris County/HCFCD, Neighboring Cities, H-GAC)
- Federal Funding

# Schedule



# Questions?

Michael Leech  
Public Works Director



# AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	01.12.2026	<b>Agenda Item</b>	11
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	C. Brett, Councilmember K. Rainsberger, Councilmember M. Leech, Director
<b>Reviewed by City Attorney</b>	Yes	<b>Department</b>	City Council Public Works
<b>Subject</b>	Preserving and Enhancing Neighborhood Character		
<b>Attachments</b>	Presentation		
<b>Financial Information</b>	Expenditure Required:		Not Applicable
	Amount Budgeted:		Not Applicable
	Account Number:		Not Applicable
	Additional Appropriation Required:		Not Applicable
	Additional Account Number:		Not Applicable

### Executive Summary

The City Council requested a discussion on methods that would preserve and enhance of neighborhood character. Mainly in the spirit of:

- Maintaining neighborhood beauty, classic style and high-quality residential character.
- Continuing to improve property values.
- Preserving West U's peaceful setting; and
- Exploring peer success cases for the support of these elements,

Staff prepared a presentation of the City's current standards and regulations applicable to each matter of interest listed below:

- Aesthetic quality of new residential and commercial buildings.
- Building setbacks and livable space.
- Building footprints & lot coverage.
- Developer practices which are disruptive to neighboring residents.
- The regulation of prefabricated homes; and
- Encouragement of classic architectural styles.

Based upon the discussion and direction received from City Council, the following actions could include:

- Identify peer municipalities that have implemented similar programs, and the ordinances and governmental bodies that support such programs.
- Identify constraints on the City's discretion (legal or otherwise) to address the matter of interest,
- Provide data supporting the effect of a program on residential property values; and
- Request respective boards and commissions discuss and recommend changes to existing and/or new ordinances for Council's consideration

### Recommended Action

Discuss and provide feedback and direction.

# Preserving and Enhancing Neighborhood Character

## Discussion Topics

- Aesthetic quality of new residential and commercial buildings
- Building setbacks and livable space
- Building footprints & lot coverage
- Developer practices that are disruptive to neighboring residents
- Regulation of pre-fabricated homes
- Encouragement of classic architectural styles

# Aesthetic quality of new residential and commercial buildings

## Limited ability to regulate aesthetics:

- Safe structures
  - West U Code of Ordinances
  - 2021 International Residential Code (IRC)
  - 2020 National Electric Code (NEC)
  - Zoning Ordinances
- **House Bill 2439 (HB 2439, Effective September 1, 2019)**
    - Prohibits municipalities from:
      - Restricting or mandating specific building materials for residential construction, renovation, or maintenance.
      - Imposing material standards beyond those required in national model building codes.
    - Legislative intent: to promote housing affordability and reduce regulatory burden.
- Why it was passed:** The intent was to reduce “vendor-driven” building mandates by local governments — i.e., prevent cities from requiring builders to use only certain (often more expensive) materials just because a local ordinance says so, when those materials are already safe and approved under national codes.

# Building setbacks and livable space

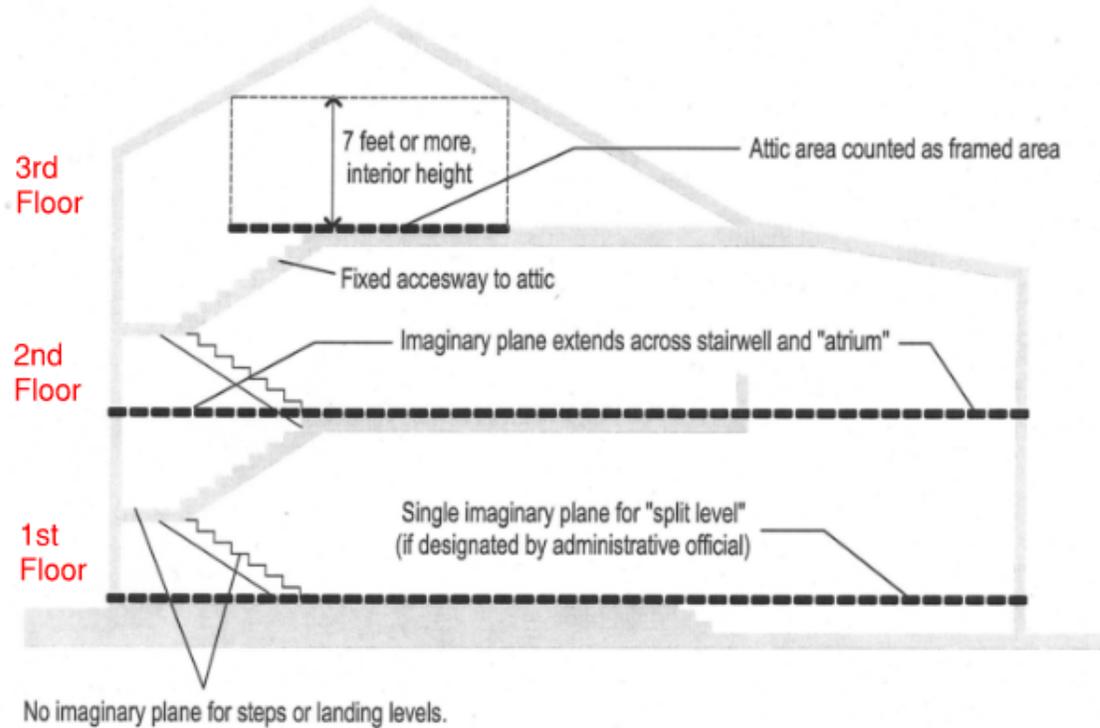
Table 7A-2: Yards or "setbacks")		General Rule: No part of any structure may be located within a part of a building site included within a yard defined, by District, in this table. ("N/A" means the rule does not apply.) Exceptions/Special Rules: (1) Structures may be located in yards to the extent allowed by the Projections Schedule. (2) See special rules noted in table. (3) See Article 7D for rules governing planned development districts. (4) See additional setbacks in the PWSF Schedule.		
Item	Measurement	SF (Single-Family)	OBSOD (Old Building Site Overlay District)	RCOD (Rotated Corner Overlay District)
Front Yard	Distance from the front street line.	20 feet if the building site depth is 110 feet or less; 25 feet if the building site depth is more than 110 feet but not more than 125 feet; 30 feet if the building site depth is more than 125 feet. See Note 4.		
Interior side yard	Distance from the side property line (each side).	Greater of 10% of the building site width or 5 feet. See Note 2.		
Street side yard	Distance from street side line.	Greater of 10% of the building site width or 5 feet. See Notes 2, 3, 5.		
Rear yard	Distance from the rear property line	20 ft. See Note 1.		
SF Bufferyard	Distance from the nearest part of an SF District.	N/A	N/A	N/A

# Building setbacks and **livable space**

## Primary Structures

### Drawing to illustrate Schedule FA

Generally, dashed lines indicate area counted as "framed area."



*This is a general illustration only. Actual wording of Schedule FA controls in all cases.*

## Accessory Structures

- Cabanas
- Garage
- Storage shed
- Outdoor kitchen
- Accessory Dwelling Unit or Quarters (ADU) & (AQ)
- Pergola

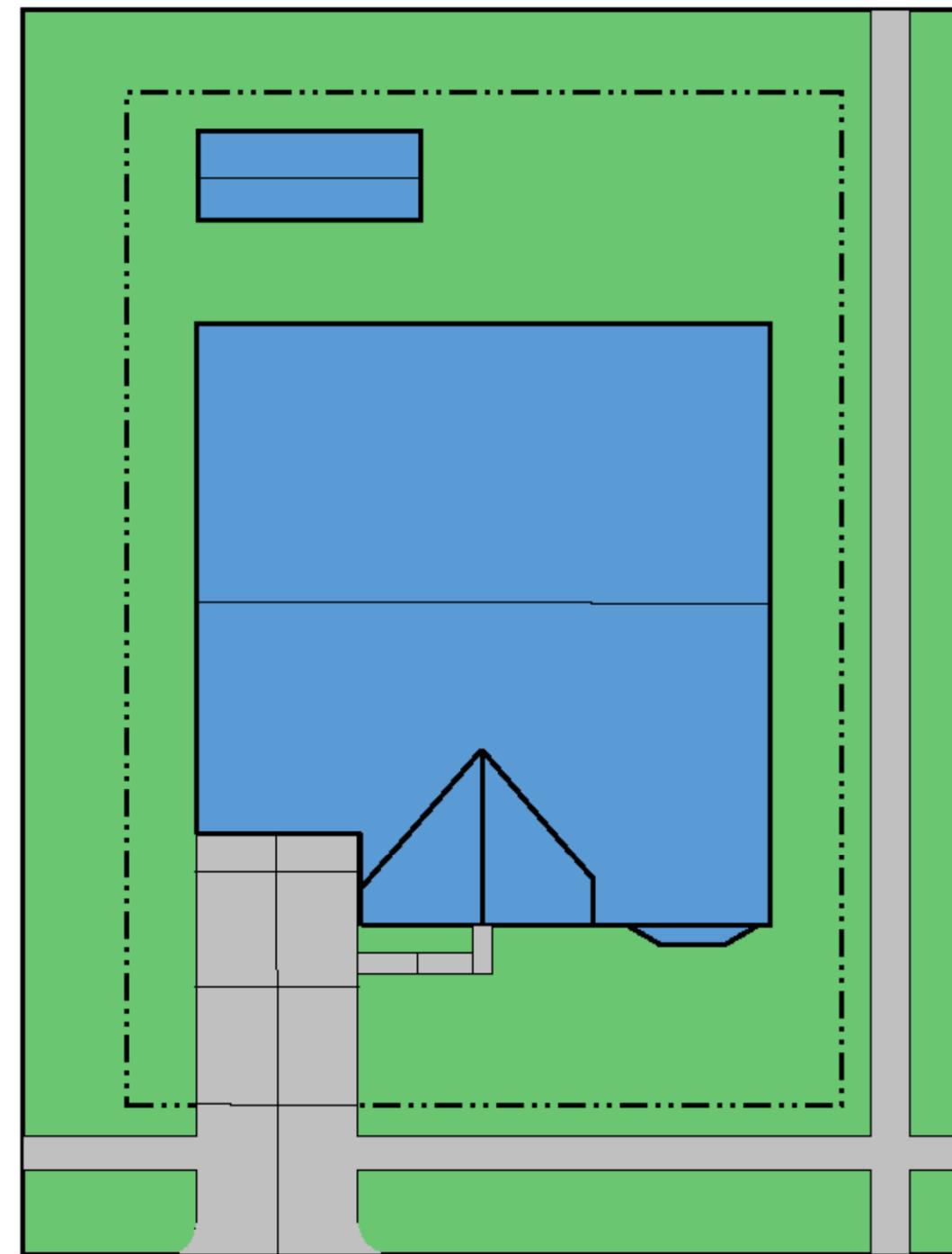
## Building Setbacks and livable space

### Sample lot:

- Illustration represents a 50' x 100' lot
- 5,000 square feet total lot size
- Most common lot size

### Lot Coverage:

- 65% / 35% - Impervious / Pervious  
Setbacks included in calculation
- Alternate materials: pervious paving  
- porous asphalt, limestone, etc.

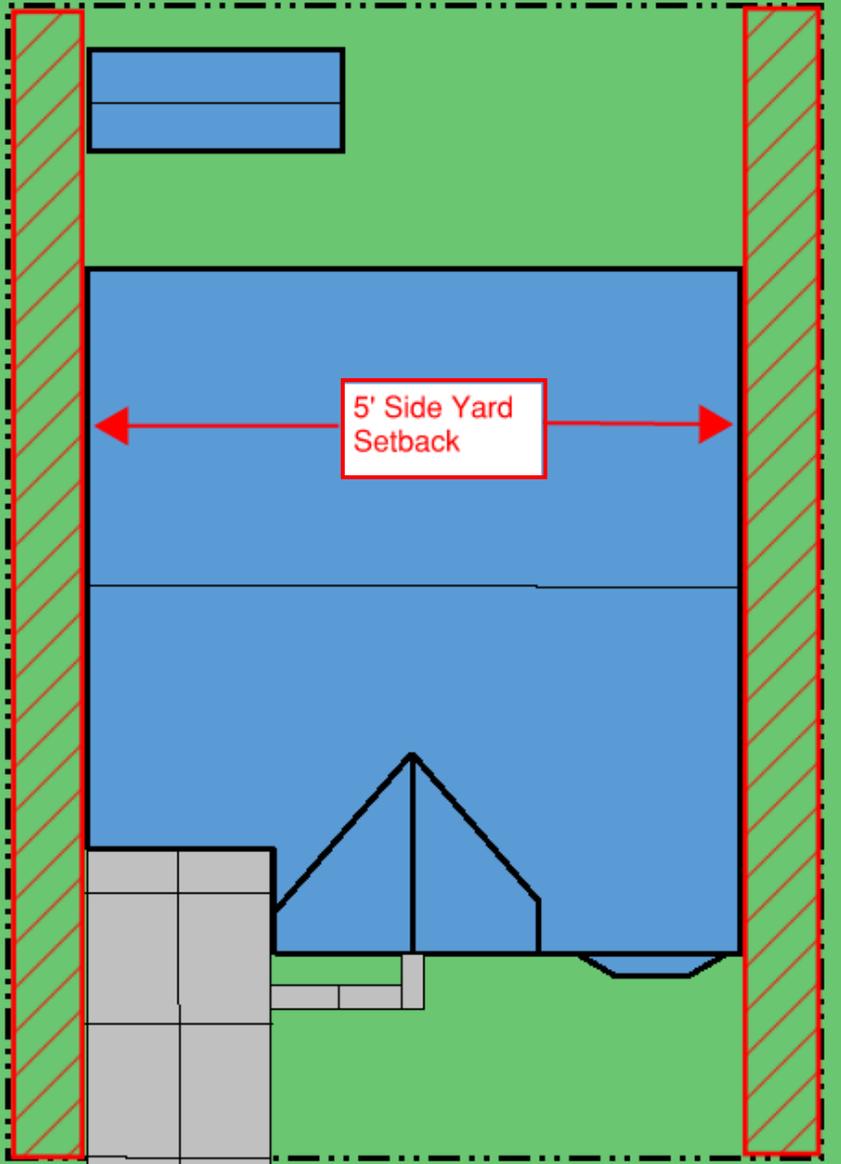


# Building Setbacks and livable space

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Rear yard	Distance from the rear property line	20 ft. See Note 1.		
SF Bufferyard	Distance from the nearest part of an SF District.	N/A	N/A	N/A

20 feet is the building site depth is 110 feet or less; 25 feet if the building site depth is more than 110 feet but no more than 125 feet; 30 feet if the building site depth is more than 125 feet.

# Building Setbacks and livable space



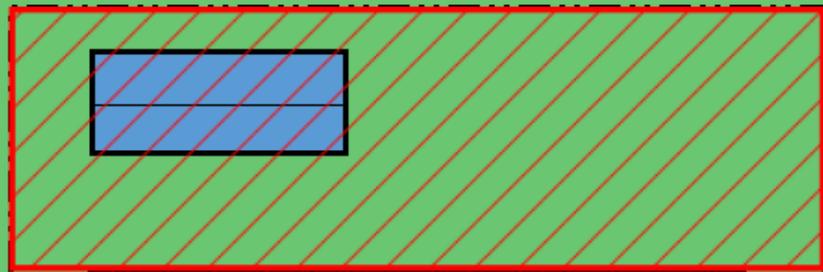
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SF Bufferyard	Distance from the nearest part of an SF District.	N/A	N/A	N/A

Greater of 10% of the building site width or 5 feet  
 Greater of 10% of the building site width or 5 feet

# Building Setbacks and livable space



20' Rear Yard Setback

**Table 7A-2: Yards or "setbacks")**

General Rule: No part of any structure may be located within a part of a building site included within a yard defined, by District, in this table. ("N/A" means the rule does not apply.) Exceptions/Special Rules: (1) Structures may be located in yards to the extent allowed by the Projections Schedule. (2) See special rules noted in table. (3) See Article 7D for rules governing planned development districts. (4) See additional setbacks in the PWSF Schedule.

Item	Measurement	SF (Single-Family)	OBSOD (Old Building Site Overlay District)	RCOD (Rotated Corner Overlay District)
Front Yard	Distance from the front street line.	20 feet if the building site depth is 110 feet or less; 25 feet if the building site depth is more than 110 feet but not more than 125 feet; 30 feet if the building site depth is more than 125 feet. See Note 4.		
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Street side yard	Distance from street side line.	Greater of 10% of the building site width or 5 feet. See Notes 2, 3, 5.		
Rear yard	Distance from the rear property line	20 ft. See Note 1.		
SF Bufferyard	Distance from the nearest part of an SF District.	N/A	N/A	N/A

20 feet

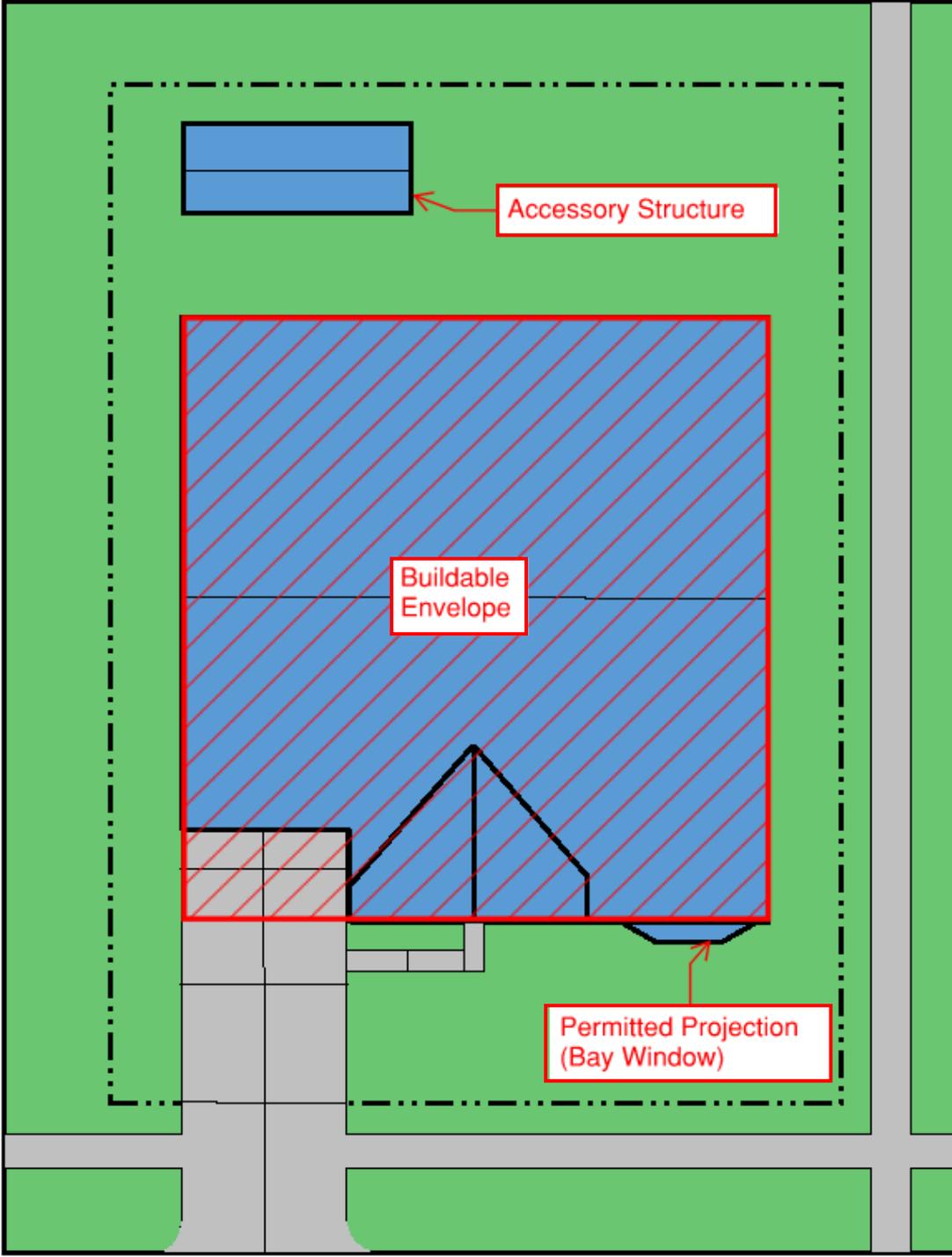
# Building Setbacks and livable space

## **Section 2-101: Accessory Structures — Definition of Accessory Use/Structure**

- Subordinate and incidental to a lawful principal building on the same site
- Necessary or convenient to the principal use
- Examples: garage, guest quarters, pool cabana, game room, similar structures

## **Conditions for Allowing Accessory Structures**

- Must not increase the **Framed Area Calculation** above **80%**
- Must allow **rear yard open space** to meet the **minimum 60% requirement**
- Must allow the site's **pervious area** to meet the **minimum 35% requirement**
- Maximum height: 25 ft**
- Must comply with **Table 7A-7, Note 3** (Buildings in Rear Yard or SF Buffer-yard)



# Building Requirements

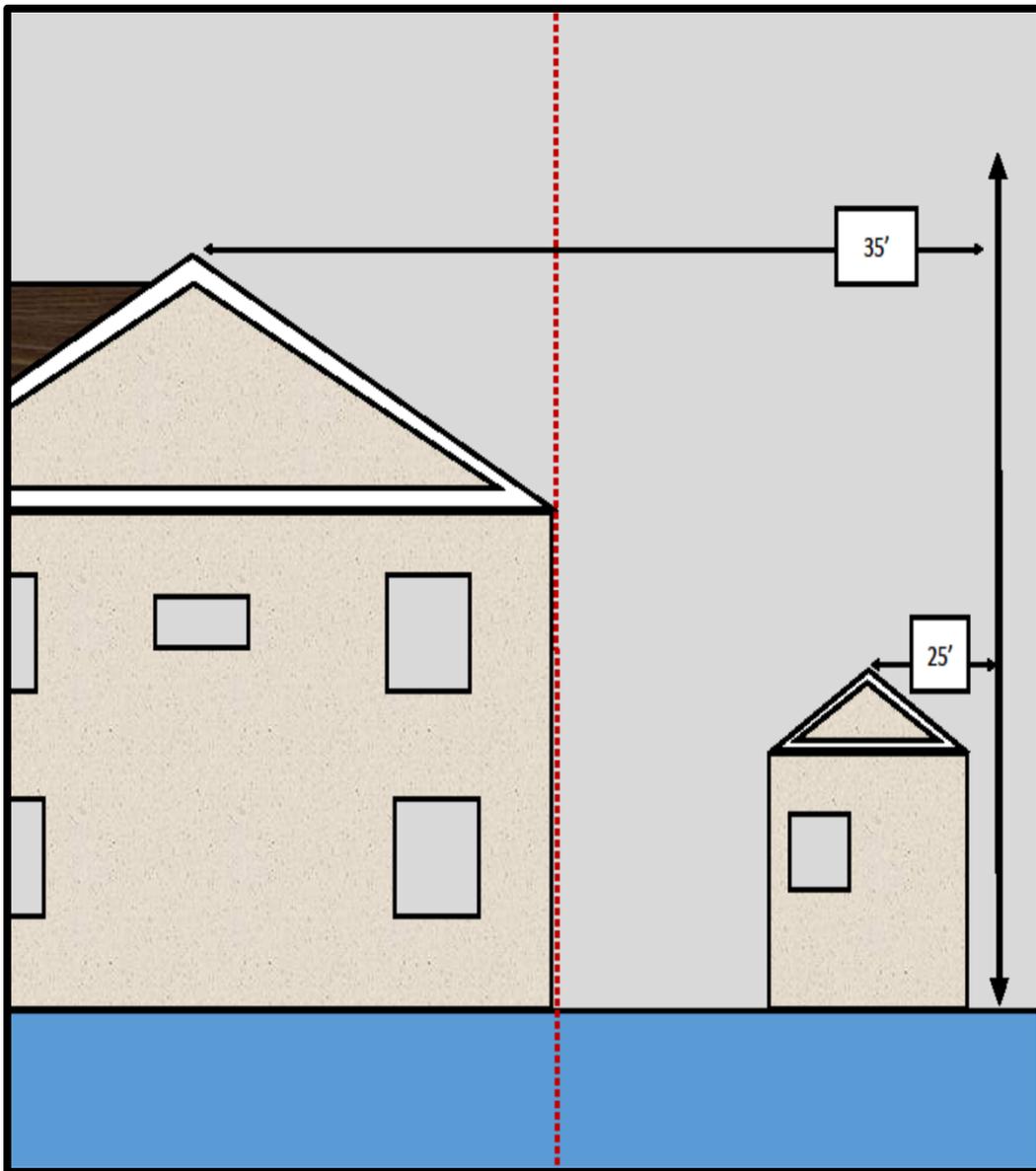
## Section 2-101: Accessory Quarters (AQ) — Intent & Standards

### Definition of Accessory Quarters (AQ)

- A dwelling unit on the **same site** as a principal single-family (detached) dwelling
- **Maximum size:** 600 sq. ft. gross floor area
- **Reference:** Table 7A-4a – Garage accessory buildings: Limit on non-garage space = 600 sq. ft. GFA

### Conditions for Allowing Accessory Quarters

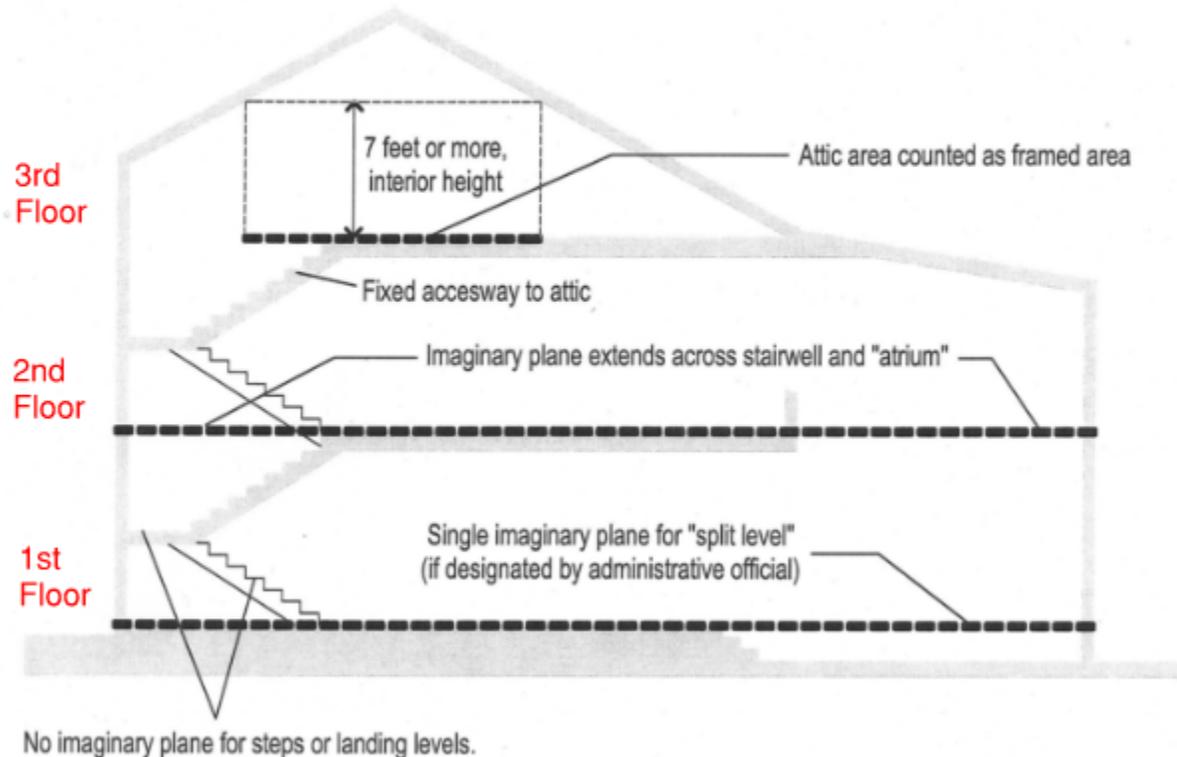
- **Framed Area Calculation**  $\leq 80\%$
- **Rear yard open space** meets **minimum 60% requirement**
- **Site pervious area** meets **minimum 35% requirement**
- **Maximum height:** 25 ft
- Must comply with **Table 7A-7, Note 3** (Buildings in Rear Yard or SF Buffer-yard)



# Building setbacks and **livable space**

## Drawing to illustrate Schedule FA

Generally, dashed lines indicate area counted as "framed area."



This is a general illustration only. Actual wording of Schedule FA controls in all cases.

## Schedule FA: Framed Area (Building Size Calculation)

### General Rule

- Framed area = total floor/ground area under a fixed roof (excluding uncounted areas)
- Measured **per level** and summed for total building framed area

### Measurement Method

- Horizontal plane atop floor (or ground if no floor), extending to **outer wall surfaces or building perimeter**
- Includes bay windows, cantilevers, and similar projections
- Split-level floors: plane(s) designated by building official
- Interior heights: >19 ft = **double counted**, >31 ft = **triple counted**

### Uncounted Areas

- Inaccessible attics or <7 ft height
- Small projections  $\leq 24$ " from main wall
- Front/side unenclosed porches
- Crawl spaces, walkways, breezeways ( $\leq 8$  ft wide,  $\leq 14$  ft high)
- Recessed entries/windows  $\leq 100$  sq. ft., total  $\leq 200$  sq. ft.
- Basements  $\geq 5$  ft below base level, height  $\leq 8$  ft

# Developer practices that are disruptive to neighboring residents;

- Construction outside of quiet hours
- On-street parking
- Noise
- Site cleanliness
- Delivery of materials / traffic delays
- 7 days per week construction
- Construction permit duration

# Regulation of pre-fabricated homes

## Building Codes

- Chapter 1202, Tex. Occ. Code, specifies what building codes are required to be met.
  - National Electric Code, Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, or
  - Standard Building Code, Standard Plumbing Code, Standard Mechanical Code, Standard Gas Code
- Same requirements as traditional construction

# Regulation of pre-fabricated homes

## City can regulate:

- land use and zoning requirements;
- building setback requirements;
- side and rear yard requirements;
- site planning and development and property line requirements;
- subdivision control; and
- landscape architectural requirements.

These must be enforced uniformly across all housing (Sec. 1202.251, Tex. Occ. Code).

# Encouragement of classic architectural styles

City Council Discussion –



# AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	01.12.2026	<b>Agenda Item</b>	12A
<b>Approved by City Manager</b>	Not Applicable	<b>Presenter(s)</b>	T. Garcia, City Secretary
<b>Reviewed by City Attorney</b>	Not Applicable	<b>Department</b>	Administration
<b>Subject</b>	City Council Minutes		
<b>Attachments</b>	Meeting Minutes		
<b>Financial Information</b>	Expenditure Required:	Not Applicable	
	Amount Budgeted:	Not Applicable	
	Account Number:	Not Applicable	
	Additional Appropriation Required:	Not Applicable	
	Additional Account Number:	Not Applicable	

## Executive Summary

Approve the City Council approving the City Council Minutes of the December 8, 2025, meeting.

## Recommended Action

Staff recommends approval of the minutes of the Special and Regular City Council meeting of December 8, 2025.



# City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

Susan Sample, Mayor  
John Barnes, Mayor Pro Tem  
John Bertini, Councilmember  
Clay Brett, Councilmember  
Kalie Rainsberger, Councilmember

## **STAFF**

David Beach, City Manager  
Loren Smith, Olson & Olson, City Attorney  
Tracylynn Garcia, City Secretary

## **City Council Meeting Minutes**

On December 8, 2025, the West University Place City Council held the following meetings:

- **Special Meeting at 6:15 p.m. and a**
- **Regular Meeting beginning at 6:30 p.m.**

Both meetings will be held in the Municipal Building, located at 3800 University Boulevard, for the purpose of considering the agenda of items listed.

---

### **SPECIAL MEETING (6:15 PM)**

#### **1. Call Meeting to Order**

Mayor Sample called the meeting to order at 6:15 p.m. The Council in attendance were Mayor Pro Tem Barnes, Councilmembers Brett, Bertini and Rainsberger.

Staff members in attendance were City Manager Beach, City Secretary Garcia, and City Attorney Smith (Olson and Olson).

#### **2. Recess Special Meeting and Convene Executive Session**

The City Council will recess to convene an executive session as authorized by Title 5, Chapter 551, Texas Government Code, for the following purposes: Sec. 551.072 Deliberation Regarding Real Property.

At approximately 6:15 p.m., Mayor Sample recessed the special meeting to convene executive session.

#### **3. Adjourn Executive Session and Reconvene Special Meeting**

At approximately 6:29 p.m., Mayor Pro Tem Barnes motioned to adjourn the executive session and reconvene the special meeting, seconded by Councilmember Brett.

**Motion carried unanimously.**

#### **4. Adjourn Special Meeting and Convene Regular Meeting**

At 6:30 p.m., Councilmember Brett motioned to adjourn the Special Meeting, seconded by Mayor Pro Tem Barnes.

**Motion carried unanimously.**

## REGULAR MEETING (6:30 PM)

### 5. Call Meeting to Order

Mayor Sample called the meeting to order at 6:15 p.m. The Council in attendance were Mayor Pro Tem Barnes, Councilmembers Brett, Bertini and Rainsberger.

Staff members in attendance were City Manager Beach, City Secretary Garcia, and City Attorney Smith (Olson and Olson), Police Chief Ratliff, Parks and Recreation Director White, Finance Director Kalka (via zoom), Public Works Director Leech, and members of his staff, City Engineer Harrison, and Assistant to the City Manager Bishop.

### 6. Pledge of Allegiance

Pledge was led by Councilmember Brett.

### 7. Public Comments

Public comments were received from:

- William Elbel, 3473 Georgetown St.

### 8. Harris County Library Operational Update

Matters related to an update from the Harris County Public Library on operational changes at the West University Place Library Branch. *Recommended Action: No Action.* **Mr. E. Melton, Executive Director and Mayor S. Sample**

No action taken.

### 9. Poor Farm Ditch Project Update - (Bellaire Blvd. to University Blvd.)

Matters related to a staff update to City Council on the Harris County Flood Control District (HCFCD) project to improve and widen Poor Farm Ditch from Bellaire Boulevard to University Boulevard. *Recommended Action: City Council receive the presentation and provide feedback to staff.* **Mr. M. Leech, Public Works Director** [See Agenda Memo 9]

Council provided feedback.

### 10. Public Works Facility Project Update

Matters related to an update on the project and discussion regarding installing solar panels at the new Public Works Facility. *Recommended action: Discuss and take desired action.* **Mayor S. Sample, Mayor Pro Tem J. Barnes and Mr. A. Bishop, Assistant to the City Manager** [See Agenda Memo 10]

No action taken.

### 11. Vacant Structure Ordinance

Matters related to additional regulations for vacant structures. *Recommended Action: Discuss and Take Desired Action* **Mr. M. Leech, Public Works Director** [See Agenda Memo 11]

Mayor Pro Tem Barnes motioned to approve Ordinance 3100 as amended on First Reading, seconded by Councilmember Brett.

**Motion carried unanimously.**

## **12. E-Bikes and E-Scooters Discussion**

Matters relate to inform Council that staff is researching recommendations regarding West University Place Code of Ordinance Chapter 46 Motor Vehicles and Traffic. *Recommended Action: Discuss and provide staff feedback.* **Mr. G. Ratliff, Chief of Police** [See Agenda Memo 12]

**Council provided feedback.**

## **13. Boards, Commissions & Staff Work Items**

Matters related to items to be referred to the City's various Boards, Commissions and Staff for review and feedback regarding potential updates or changes to the City's Code or other policies. *Recommended Action: Council discuss and forward items to the appropriate boards, commissions and staff for review and recommendations on possible changes.* **Mr. A. Bishop, Asst. to the City Manager** [See Agenda Memo 13]

**No action taken.**

## **14. Council Boards & Commissions Liaisons Appointments**

Matter related to City Council appointment liaisons to various boards and commissions. *Recommended action: Discuss and approve Resolution 2025-20 appointing Council liaisons to respective boards and commissions.* **Ms. T. Garcia, City Secretary** [See Agenda Memo 14]

Mayor Pro Tem Barnes made a motion to appoint Councilmember Rainsberger to Parks and Recreation Board, Mayor Pro Tem Barnes to the Senior Services Board, Mayor Sample to the Recycling and Solid Waste Reduction Board, and Councilmember Brett to the Friends of West University Place Parks Fund Board, seconded by Councilmember Brett.

**Motion carried unanimously.**

## **15. 2025 Sidewalk Replacement Services Contract and Budget Amendment**

Matters related to approval of a budget amendment and a construction contract with Queens, LLC., in an amount not to exceed \$800,000 for the 2025 Sidewalk Replacement Services Project. *Recommended Action: Adopt Ordinance 3101 (budget amendment) in the amount for \$453,7772 on first and final reading and award a contract to Queens Constructors, LLC., for Sidewalk Replacement Services Project in an not to exceed \$800,000 and authorize the City Manager to execute the contract.* **Mr. M. Leech, Public Works Director** [See Agenda Memo 15]

Mayor Pro Tem Barnes made the motion to adopt on first and final reading Ordinance 3101 and award a contract to Queens Constructors, LLC., for Sidewalk Replacement Services Project in an not to exceed \$800,000 and authorize the City Manager to execute the contract, seconded my Councilmember Brett.

**Motion carried unanimously.**

## **16. 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. If discussion is desired, the item in question will be removed from the Consent Agenda and be considered in its normal sequence on the agenda.

### **A. Approval of the Minutes**

Matters related to approving the City Council Minutes of the following meetings:

- October 27, 2025, Regular City Council Meeting
- October 29, 2025, Special City Council Meeting
- October 30, 2025, Special City Council Meeting
- November 3, 2025, Regular City Council Meeting
- November 10, 2025, Special and Regular City Council Meetings

*Recommended Action: Approve the minutes of the Regular City Council meeting of October 27, 2025; the Special City Council meetings of October 29 and 30, 2025; and the Regular City Council meetings of November 3 and 10, 2025. Ms. Tracylynn Garcia, City Secretary [See Agenda Memo 16A]*

**B. September 2025 Monthly Financial Report**

Matters related to receiving the City's monthly Financial Report for September 2025. *Recommended action: Receive the City's September 2025 Monthly Financial Report. Ms. M. Kalka, Finance Director [See Agenda Memo 16B]*

**C. Resolution to Establish the Facilities Utilization Task Force**

Matters related to establishing the Facilities Utilization Task Force following the appointment of task force members. *Recommended Action: Approve Resolution XXX establishing the Facilities Utilization Task Force. Mr. A. Bishop, Assistant to the City Manager [See Agenda Memo 16C]*

**D. Water well 10 Sanitary Control Easement Ordinance**

Matters related to requesting City Council approval of a Texas Commission on Environmental Quality (TCEQ) required ordinance associated with the protection of proposed West University Place Water Well 10. *Recommended Action: Approve the ordinance 3102 and authorize the city manager to execute the subject Texas Commission on Environmental Quality (TCEQ) required ordinance associated with the protection of West University Place Water Wells. Mr. M. Leech, Public Works Director [See Agenda Memo 16D]*

**E. Water Meter Easement for new Public Works Facility**

Matters related to authorizing an easement with the City of Houston for a water meter bordering the new Public Works facility. *Recommended Action: Approve the City of Houston Form 584 for the water meter easement to the City of Houston and authorize the City Manager to execute the easement. Mr. A. Bishop, Assistant to the City Manager [See Agenda Memo 16E]*

Councilmember Rainsberger removed item C from the Consent Agenda.

Mayor Pro Tem Barnes made a motion to approve Consent Agenda items A, B, D and E, seconded by Councilmember Rainsberger.

**Motion carried unanimously.**

Councilmember Brett motion to approve Consent Agenda Item C, seconded by Mayor Pro Tem Barnes.

**Motion carried unanimously.**

**17. Adjourn Regular Meeting**

Councilmember Brett made the motion to adjourn the Regular Meeting at approximately 10:02 p.m., seconded by Mayor Pro Tem Barnes.

Prepared by: Tracylynn Garcia, TRMC, CPM, MMC  
City Secretary

Council Approved:



**AGENDA MEMO**  
Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	01.12.2026	<b>Agenda Item</b>	12B
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	M. Kalka, Director
<b>Reviewed by City Attorney</b>	Not Applicable	<b>Department</b>	Finance
<b>Subject</b>	October 2025 Monthly Financial Report		
<b>Attachments</b>	October 2025 Monthly Financial Report		
<b>Financial Information</b>	Expenditure Required:	Not Applicable	
	Amount Budgeted:	Not Applicable	
	Account Number:	Not Applicable	
	Additional Appropriation Required:	Not Applicable	
	Additional Account Number:	Not Applicable	

**Executive Summary**

Attached is the October 2025 monthly report from the Finance Director to the City Council, which is also available on the City's website.

There is approximately a 6 - 8 week lag between the end of the reporting month and when the report is provided to Council. This provides time to close out the month, reconcile the accounts, address any issues, and meet the submittal deadline for the City Council meeting.

**Recommended Action**

Staff recommends that the City Council receive the City's October 2025 Monthly Financial Report.

# FINANCIAL SUMMARY FOR THE PERIOD ENDING October 31, 2025

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Attached are the revenue and expenditure reports for the period ending **October 31, 2025**, which reflects 83% of the year. The expenditure report shows actual expenditures for the current month as well as year-to-date and compares it to the annual budgeted appropriations. The explanations provided are based on the year-to-date amounts excluding outstanding purchase orders. The revenue report shows actual receipts recorded as of the end of the month compared to the annual budgeted estimations. In this packet, all of the City's funds are presented.

## **GENERAL FUND**

General Fund revenues have exceeded the pro-rata share of the budget at this point in the fiscal year. Property tax bills for 2025 were mailed in November and are delinquent February 1. Property Tax collection of \$15.08 million are for 2024 taxes, 99% of budget. Licenses & Permits and Charges for services are above budget. Municipal Court fines are slightly below budget. Interest earnings for ten months are at 88% of the budget. The Intergovernmental revenue is over budget due to the receipt of FEMA and state funds for hurricane Beryl.

All departments are below their pro-rata share of the budget. The Finance department includes the \$1.8M transfer to the Capital Reserve Fund. Half of the first payroll paid in January 2025 was expensed back to December 2024 since it is for 2024 time worked. Departments that have vacancies at this time are Fire, Police, Parks, and Public Works.

## **WATER & SEWER UTILITY FUND**

With a one month lag due to billing in arrears October's billing for September is slightly above budget for the year. January's billing for December consumption was accrued to 2024. Expenditures for Finance is above pro rata due to transfer to debt service fund for the debt service payment that was due August 1<sup>st</sup>. Expenditures for Public Works are under budget since there is only 8 months of expenses to the City of Houston for purchasing surface water.

## **SOLID WASTE FUND**

Again, with the one month lag in billing, October solid waste collection revenues are just below target for this point in the fiscal year. January's billing for December services was accrued back to 2024. Overall, expenditures for the fund are under the pro-rata for the period.

## **TECHNOLOGY MANAGEMENT FUND**

Technology is integral to the City's ability to provide efficient and necessary services to the citizens. The Technology Management Fund was created to centralize those expenditures, consolidate the management of the resources needed to maintain existing systems and to deploy new solutions. Revenues and expenditures are as expected for the current period.

## **VEHICLE REPLACEMENT FUND**

The Vehicle Replacement Fund finances the purchase of vehicles routinely used in providing City services. Each department makes contributions to the fund based on the estimated life and replacement cost of the vehicles it uses. The fund purchases vehicles when a combination of age and repair cost indicates the machine or vehicle has reached the end of its service life; therefore, the expenditures patterns do not follow the pro-rata model. To date, two garbage trucks, a truck for Parks, and a police vehicle have been purchased. There were also expenses incurred to repair a bucket truck.

# FINANCIAL SUMMARY FOR THE PERIOD ENDING October 31, 2025

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## **ASSET REPLACEMENT FUND**

The Asset Replacement Fund (formerly known as the Equipment Replacement Fund) finances the purchase of assets routinely used in providing City services. The fund operates in the same manner as the Vehicle Replacement Fund in that each department makes contributions to the fund based on the estimated life and replacement cost of the equipment it uses. The fund purchases equipment when a combination of age and repair cost indicates the equipment has reached the end of its service life; therefore, the expenditures patterns do not follow the pro-rata model. To date the only expenses incurred are for the Recreation center UV cabinet replacement, the SQL Server hardware refresh, and two new lift pumps at lift station #12.

## **EMPLOYEE BENEFIT FUND**

The Employee Benefit Fund facilitates accounting and oversight for the cost of medical and dental insurance, worker's compensation, life insurance, and disability benefits. Revenues and expenditures are under budget due to vacancies.

## **HUMAN RESOURCES SERVICES FUND**

The Human Resources Fund was created in 2020 to break out the non-medical related expenses from the Employee Benefit Fund. The General Fund contributes all funds needed for this fund. Examples of some of the expenses are hiring and recruiting, tuition reimbursement, and incentive/awards. Expenditures patterns in this fund will not follow the pro-rata model.

## **DEBT SERVICE FUND**

The Debt Service Fund is established by ordinances authorizing the issuance of General Obligation Bonds and Certificates of Obligation (CO). The City uses debt financing to fund large capital investments. Streets, drainage, water and wastewater systems are all constructed with borrowed funds. Property tax dollars do not finance all of the City's bonded debt service. The Water and Sewer Fund also provides funds to repay debt. Funding the 2025 debt service payments requires an ad valorem tax rate of \$0.061858 per \$100 of assessed value in tax year 2024, a decrease of 21.1%. Debt Service payments are due semi-annually on February 1 and August 1. Principal and interest is due February 1 and interest only is due August 1. The payment of the bond principal and interest for February paid at the end of January and the interest payment made at the end of July causes expenditures to be above the pro-rata for this period.

## **CAPITAL PROJECT FUNDS**

Capital Project Funds are used to account for the purchase or construction of equipment, property, and buildings. West University Place has nine active capital project funds. They are the Capital Project, Capital Reserve, 2019 Certificates of Obligation, General 2022 Certificates of Obligation, General 2025 Certificates of Obligation, Transportation Improvement, Water & Sewer Capital, Water & Sewer 2022 Certificates of Obligation, and Water & Sewer 2025 Certificates of Obligation Funds. On the following pages is a summary of spending by project.

# FINANCIAL SUMMARY FOR THE PERIOD ENDING October 31, 2025



PROJECT	2025 Amended Budget	YTD Actuals	Remaining Balance
<b><u>CAPITAL PROJECT FUND</u></b>			
REC CENTER PUMP ROOM	100,000		100,000
WEST SIDE PAVING & DRAINAGE	26,220		26,220
ERP SOFTWARE REPLACEMENT	1,925,958	136,059	1,789,899
LIBRARY/COMMUNITY BLDG/SENIOR CENTER	2,113,793	1,271,784	842,009
2024 RADIO REPLACEMENTS	79,076	79,076	-
2025 RADIO REPLACEMENTS	105,000	101,170	3,830
FIRE BAY ROOF REPLACEMENT	150,000		150,000
EMERGENCY STORAGE ROOM	75,000		75,000
CITY WIDE ENGINEERING TRAFFIC STUDY	41,172	41,164	8
EOC IMPROVEMENTS	79,578		79,578
2023 NETWORK SWITCH INFRASTRUCTURE REPLACEMENT	4,972	3,399	1,573
<b>TOTALS</b>	<b>4,700,769</b>	<b>1,632,652</b>	<b>3,068,118</b>
<b><u>2019 CO</u></b>			
ARBITRAGE/YIELD	1,630		1,630
VIRTUAL GATE	80,000	11,261	68,739
<b>TOTALS</b>	<b>81,630</b>	<b>11,261</b>	<b>70,369</b>
<b><u>GENERAL 2022 CO</u></b>			
PUBLIC WORKS MAINTENANCE FACILITY	11,848,470	4,710,297	7,138,173
EAST SIDE DRAINAGE IMPROVEMENTS	6,432,314	1,185,818	5,246,495
WEST SIDE DRAINAGE IMPROVEMENTS	193,000	34,318	158,682
BUFFALO SPEEDWAY CONSTRUCTION	1,831,983	500,637	1,331,346
<b>TOTALS</b>	<b>20,305,767</b>	<b>6,431,070</b>	<b>13,874,696</b>
<b><u>GENERAL 2025 CO</u></b>			
WEST SIDE DRAINAGE IMPROVEMENTS	342,000		342,000
<b>TOTALS</b>	<b>342,000</b>	<b>-</b>	<b>342,000</b>
<b><u>TRANSPORTATION IMPROVEMENT FUND</u></b>			
EAST SIDE DRAINAGE IMPROVEMENTS	19,658	221	19,437
WEST SIDE DRAINAGE IMPROVEMENTS	3,106,370	424,569	2,681,801
2025 ROADWAY IMPROVEMENTS	900,000		900,000
2025 SIDEWALK REPLACEMENT	394,000	40,465	353,535
WESTSIDE ROADWAY RECONSTRUCTION	2,887,000	7,339	2,879,661
ARBITRAGE/YIELD	63,000		63,000
WESLAYAN TRAFFIC SIGNAL REPLACEMENTS	407,789		407,789
2023 ROADWAY PAVEMENT IMPROVEMENTS	62,223		62,223
2024 SIDEWALK REPLACEMENT	757,931	105,300	652,631
<b>TOTALS</b>	<b>8,597,971</b>	<b>577,895</b>	<b>8,020,076</b>

# FINANCIAL SUMMARY FOR THE PERIOD ENDING October 31, 2025



PROJECT	2025 Amended Budget	YTD Actuals	Remaining Balance
<b><u>WATER &amp; SEWER CAPITAL PROJECTS FUND</u></b>			
BELLAIRE EST EVALUATION/WATER SYSTEM MODELING	319,460	6,460	313,000
WASTEWATER TREATMENT PLANT IMPROVEMENTS	460,467	6,389	454,078
2024 SANITARY SEWER IMPROVEMENTS	100,000		100,000
2025 CAST IRON WATER LINE REPLACEMENT	499,000		499,000
MILTON WATER PLANT IMPROVEMENTS	700,000	3,950	696,050
WAKEFOREST WATER PLANT GENERATOR	200,000		200,000
2022 SANITARY SEWER IMPROVEMENTS	100,000		100,000
2023 SANITARY SEWER IMPROVEMENTS	100,000		100,000
2024 SANITARY SEWER MANHOLE LINING PROJECT	10,459		10,459
MOBILE GENERATOR	159,000	159,000	-
<b>TOTALS</b>	<b>2,648,386</b>	<b>175,799</b>	<b>2,472,587</b>
<b><u>WATER &amp; SEWER 2022 CO</u></b>			
MILTON CAST IRON WATER LINE REPLACEMENT	3,130,956	1,526,869	1,604,087
WATER LINE REPLACEMENT PROGRAM	95,078	7,850	87,228
WWTP IMPROVEMENTS	17,340,000	1,674,312	15,665,688
WAKEFOREST EST & GST PAINTING	1,084,194	881,153	203,041
WAKEFORES WATER PLAN DISTR LINE REPLACEMENT	186,973	109,777	77,196
WAKEFOREST WATER PLANT IMPROVEMENTS	398,493	35,823	362,670
NEW WATER WELL NO. 10	618,930	137,769	481,161
MILTON WATER PLANT IMPROVEMENTS	108,830	95,177	13,653
<b>TOTALS</b>	<b>22,963,454</b>	<b>4,468,729</b>	<b>18,494,725</b>
<b><u>WATER &amp; SEWER 2025 CO</u></b>			
CAST IRON WATER LINE REPLACEMENT PROGRAM	2,941,000		2,941,000
WAKEFOREST WATER PLANT DISTRIBUTION LINE	5,480,000		5,480,000
WAKEFOREST EST/GST INTERIOR REHABILITATION	1,175,000		1,175,000
MILTON WATER PLANT IMPROVEMENTS	207,000		207,000
<b>TOTALS</b>	<b>9,803,000</b>	<b>-</b>	<b>9,803,000</b>

## SPECIAL REVENUE FUNDS

Special Revenue Funds are created to account for the proceeds from specific revenue sources that are restricted to expenditures for specific purposes. The City has 15 active Special Revenue Funds in 2025. Not all expenditures can be anticipated enough to include in the original budgeting process. Budget amendments for 2025, if necessary, will be made at year-end to reconcile any affected accounts. To date, expenditures include the recreation center jogging track improvements and Fun Run race equipment from the Parks Donation Fund, Pet waste receptacles, furniture for Colonial Park West end deck from the Friends of West U Fund, Weir Park Court upgrades, Tree Trust planting expenses, a scanner for court from the Court Technology Fund, bailiff pay from the Court Security Fund, and rifles and ammunition from the Public Safety Training Fund have been made.

# City of West University Place

## 101 - General Fund

October 31, 2025

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Revenues</b>						
	-	-	-	8,117	(8,117)	-
Taxes	18,017,828	18,017,828	268,434	17,099,871	917,957	95%
Licenses & Permits	1,100,500	1,100,500	114,689	1,062,209	38,291	97%
Intergovernmental	474,800	474,800	15,209	617,069	(142,269)	130%
Charges for Services	3,650,900	3,650,900	266,829	3,516,770	134,130	96%
Fines & Forfeitures	210,800	210,800	12,356	171,290	39,511	81%
Miscellaneous	818,500	818,500	59,411	723,884	94,616	88%
Transfers In	1,942,000	1,942,000	161,833	1,618,333	323,667	83%
<b>Total Revenue</b>	<b>\$26,215,328</b>	<b>\$26,215,328</b>	<b>\$898,761</b>	<b>\$24,817,543</b>	<b>\$1,397,785</b>	<b>95%</b>

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Expenditures</b>						
Administration	2,202,600	2,230,987	165,533	1,537,932	693,055	69%
Finance	2,615,450	4,455,736	284,937	3,584,363	871,373	80%
Fire	4,659,250	4,674,629	400,947	3,342,428	1,332,201	72%
Parks & Recreation	5,351,650	5,403,490	459,481	3,991,009	1,412,481	74%
Police	6,931,960	6,931,960	622,986	4,797,878	2,134,082	69%
Public Works	4,433,725	4,460,704	317,554	2,845,906	1,614,798	64%
<b>Total Expenditures</b>	<b>\$26,194,635</b>	<b>\$28,157,505</b>	<b>\$2,251,438</b>	<b>\$20,099,515</b>	<b>\$8,057,990</b>	<b>71%</b>

<b>Net Revenue (Expenditure)</b>	<b>\$20,693</b>	<b>(\$1,942,177)</b>	<b>(\$1,352,677)</b>	<b>\$4,718,027</b>
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# City of West University Place

## 401 - Water & Sewer Fund

October 31, 2025

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Revenues</b>						
Intergovernmental	-	-	5,974	13,999	(13,999)	-
Charges for Services	9,250,500	9,250,500	907,808	7,111,208	2,139,292	77%
Miscellaneous	55,100	55,100	10,373	92,755	(37,655)	168%
<b>Total Revenue</b>	<b>\$9,305,600</b>	<b>\$9,305,600</b>	<b>\$924,155</b>	<b>\$7,217,962</b>	<b>\$2,087,638</b>	<b>78%</b>

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Expenditures</b>						
Finance	3,883,357	3,883,357	197,206	3,495,003	388,354	90%
Public Works	5,391,055	5,422,548	492,345	3,827,783	1,594,765	71%
<b>Total Expenditures</b>	<b>\$9,274,412</b>	<b>\$9,305,905</b>	<b>\$689,551</b>	<b>\$7,322,785</b>	<b>\$1,983,120</b>	<b>79%</b>

<b>Net Revenue (Expenditure)</b>	<b>\$31,188</b>	<b>(\$305)</b>	<b>\$234,604</b>	<b>(\$104,823)</b>
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# City of West University Place

## 402 - Solid Waste Management Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Intergovernmental	-	-	293	8,619	(8,619)	-
Charges for Services	2,033,700	2,033,700	166,351	1,501,711	531,989	74%
Miscellaneous	27,100	27,100	2,147	27,366	(266)	101%
<b>Total Revenues</b>	<b>\$2,060,800</b>	<b>\$2,060,800</b>	<b>\$168,791</b>	<b>\$1,537,696</b>	<b>\$523,104</b>	<b>75%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
City-Wide	1,400	1,400	-	163	1,237	12%
Curbside Green Waste Recycling	238,200	246,200	16,591	188,187	58,013	76%
Curbside Recycling	417,650	417,650	17,939	314,039	103,611	75%
Curbside Solid Waste	1,426,827	1,418,827	106,621	1,105,306	313,521	78%
<b>Total Expenditures</b>	<b>\$2,084,077</b>	<b>\$2,084,077</b>	<b>\$141,151</b>	<b>\$1,607,695</b>	<b>\$476,382</b>	<b>77%</b>

<b>Net Revenue (Expenditure)</b>	<b>(\$23,277)</b>	<b>(\$23,277)</b>	<b>\$27,640</b>	<b>(\$69,998)</b>
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# City of West University Place

## 502 - Technology Management Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Intergovernmental	-	-	25	982	(982)	-
Miscellaneous	31,000	31,000	4,047	42,557	(11,557)	137%
Transfers In	2,375,400	2,375,400	197,950	1,979,500	395,900	83%
<b>Total Revenues</b>	<b>\$2,406,400</b>	<b>\$2,406,400</b>	<b>\$202,022</b>	<b>\$2,023,039</b>	<b>\$383,361</b>	<b>84%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Personnel Expenses	606,800	606,800	68,435	465,242	141,558	77%
Operating Expenses	1,594,000	1,622,287	106,871	1,063,398	558,889	66%
Capital Outlay	78,000	82,748	13,569	62,305	20,443	75%
Transfers	89,300	89,300	7,442	74,417	14,883	83%
<b>Total Expenditures</b>	<b>\$2,368,100</b>	<b>\$2,401,135</b>	<b>\$196,316</b>	<b>\$1,665,361</b>	<b>\$735,774</b>	<b>69%</b>

<b>Net Revenue (Expenditure)</b>	<b>\$38,300</b>	<b>\$5,265</b>	<b>\$5,706</b>	<b>\$357,678</b>
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# City of West University Place

## 501 - Vehicle Replacement Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Miscellaneous	189,900	189,900	60,517	244,727	(54,827)	129%
Transfers In	545,250	545,250	45,438	454,375	90,875	83%
<b>Total Revenues</b>	<b>\$735,150</b>	<b>\$735,150</b>	<b>\$105,955</b>	<b>\$699,102</b>	<b>\$36,048</b>	<b>95%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Other Contracted Services	-	-	760	3,411	-	-
Automobiles	115,000	115,000	-	31,418	83,582	27%
Light Trucks	145,000	164,000	52,442	52,442	111,558	32%
Trucks	449,000	1,070,681	-	604,195	466,486	56%
Heavy Equipment	74,000	74,000	-	-	74,000	-
Other Equipment	13,000	13,000	-	-	13,000	-
<b>Total Expenditures</b>	<b>\$796,000</b>	<b>\$1,436,681</b>	<b>\$53,202</b>	<b>\$691,465</b>	<b>\$748,627</b>	<b>48%</b>

<b>Net Revenue (Expenditure)</b>	<b>(\$60,850)</b>	<b>(\$701,531)</b>	<b>\$52,753</b>	<b>\$7,636</b>
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# City of West University Place

## 505 - Asset Replacement Fund

October 31, 2025

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Revenues</b>						
Miscellaneous	156,100	156,100	20,173	197,156	(41,056)	126%
Transfers In	555,100	555,100	46,258	462,583	92,517	83%
<b>Total Revenues</b>	<b>\$711,200</b>	<b>\$711,200</b>	<b>\$66,431</b>	<b>\$659,739</b>	<b>\$51,461</b>	<b>93%</b>

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Expenditures</b>						
Other Equipment	206,200	239,097	38,572	105,140	133,957	44%
<b>Total Expenditures</b>	<b>\$206,200</b>	<b>\$239,097</b>	<b>\$38,572</b>	<b>\$105,140</b>	<b>\$133,957</b>	<b>44%</b>

<b>Net Revenue (Expenditure)</b>	<b>\$505,000</b>	<b>\$472,103</b>	<b>\$27,860</b>	<b>\$554,600</b>
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# City of West University Place

## 510 - Employee Benefits Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Charges for Services	2,751,450	2,751,450	168,889	1,754,122	997,329	64%
Miscellaneous	46,100	46,100	4,353	44,019	2,081	95%
Transfers In	14,300	14,300	1,192	11,917	2,383	83%
<b>Total Revenues</b>	<b>\$2,811,850</b>	<b>\$2,811,850</b>	<b>\$174,433</b>	<b>\$1,810,058</b>	<b>\$1,001,792</b>	<b>64%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Oper-Services	48,000	48,000	3,495	34,946	13,054	73%
Pers Svcs-Empl Misc	2,759,300	2,759,300	197,017	1,700,032	1,059,268	62%
<b>Total Expenditures</b>	<b>\$2,807,300</b>	<b>\$2,807,300</b>	<b>\$200,511</b>	<b>\$1,734,978</b>	<b>\$1,072,322</b>	<b>62%</b>

<b>Net Revenue (Expenditure)</b>	<b>\$4,550</b>	<b>\$4,550</b>	<b>(\$26,078)</b>	<b>\$75,080</b>
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# City of West University Place

## 511 - Human Resource Services Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Miscellaneous	23,000	23,000	1,787	20,369	2,631	89%
Transfers In	230,000	230,000	19,167	191,667	38,333	83%
<b>Total Revenues</b>	<b>\$253,000</b>	<b>\$253,000</b>	<b>\$20,953</b>	<b>\$212,035</b>	<b>\$40,965</b>	<b>84%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Oper-Services	41,000	41,000	-	9,680	31,320	24%
Pers Svcs-Empl Misc	99,300	99,300	7,038	47,297	52,003	48%
Transfer Out	382,000	382,000	31,833	318,333	63,667	83%
<b>Total Expenditures</b>	<b>\$522,300</b>	<b>\$522,300</b>	<b>\$38,871</b>	<b>\$375,310</b>	<b>\$146,990</b>	<b>72%</b>

<b>Net Revenue (Expenditure)</b>	<b>(\$269,300)</b>	<b>(\$269,300)</b>	<b>(\$17,918)</b>	<b>(\$163,274)</b>
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# City of West University Place

## 100 - Debt Service Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Taxes	5,301,486	5,301,486	6,005	5,228,425	73,061	99%
Miscellaneous	49,000	49,000	3,577	36,931	12,069	75%
Transfers In	1,565,457	1,565,457	-	1,565,457	-	100%
<b>Total Revenues</b>	<b>\$6,915,943</b>	<b>\$6,915,943</b>	<b>\$9,582</b>	<b>\$6,830,813</b>	<b>\$85,130</b>	<b>99%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Bond Principal	3,650,000	3,650,000	-	3,650,000	-	100%
Interest on Bonds	3,223,363	3,223,363	-	3,223,363	-	100%
Fiscal Agent Fees	3,300	3,300	-	2,400	900	73%
<b>Total Expenditures</b>	<b>\$6,876,663</b>	<b>\$6,876,663</b>	<b>-</b>	<b>\$6,875,763</b>	<b>\$900</b>	<b>100%</b>

<b>Net Revenue (Expenditure)</b>	<b>\$39,280</b>	<b>\$39,280</b>	<b>\$9,582</b>	<b>(\$44,950)</b>
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# City of West University Place

## 301 - Capital Projects Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Miscellaneous	180,000	180,000	13,130	164,262	15,738	91%
Transfers In	15,550,000	1,645,000	-	1,645,000	-	100%
<b>Total Revenues</b>	<b>\$15,730,000</b>	<b>\$1,825,000</b>	<b>\$13,130</b>	<b>\$1,809,262</b>	<b>\$15,738</b>	<b>99%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Technology Projects	585,000	2,194,585	11,900	319,705	1,874,880	15%
Other Equipment	625,000	-	-	-	-	-
Land Acquisition	-	1,191,220	-	1,163,058	28,162	98%
Professional Services	-	1,004,965	-	149,890	855,075	15%
Construction Costs	14,445,000	310,000	-	-	310,000	-
<b>Total Expenditures</b>	<b>\$15,655,000</b>	<b>\$4,700,769</b>	<b>\$11,900</b>	<b>\$1,632,652</b>	<b>\$3,068,117</b>	<b>35%</b>

<b>Net Revenue (Expenditure)</b>	<b>\$75,000</b>	<b>(\$2,875,769)</b>	<b>\$1,230</b>	<b>\$176,610</b>
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# City of West University Place

## 333 - 2019 Cert of Oblig

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Miscellaneous	-	-	258	3,578	(3,578)	-
<b>Total Revenues</b>	-	-	<b>\$258</b>	<b>\$3,578</b>	<b>(\$3,578)</b>	-

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Arbitrage/Yield Restriction	-	1,630	-	-	1,630	-
Technology Projects	-	80,000	-	11,261	68,739	14%
<b>Total Expenditures</b>	-	<b>\$81,630</b>	-	<b>\$11,261</b>	<b>\$70,369</b>	<b>14%</b>

<b>Net Revenue (Expenditure)</b>	-	<b>(\$81,630)</b>	<b>\$258</b>	<b>(\$7,683)</b>		
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# City of West University Place

## 304 - Capital Reserve Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Miscellaneous	441,000	441,000	75,765	719,280	(278,280)	163%
Transfers In	-	1,800,000	-	1,800,000	-	100%
<b>Total Revenues</b>	<b>\$441,000</b>	<b>\$2,241,000</b>	<b>\$75,765</b>	<b>\$2,519,280</b>	<b>(\$278,280)</b>	<b>112%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Transfer to Cap Proj Fund	15,550,000	1,645,000	-	1,645,000	-	100%
<b>Total Expenditures</b>	<b>\$15,550,000</b>	<b>\$1,645,000</b>	<b>-</b>	<b>\$1,645,000</b>	<b>-</b>	<b>100%</b>

<b>Net Revenue (Expenditure)</b>	<b>(\$15,109,000)</b>	<b>\$596,000</b>	<b>\$75,765</b>	<b>\$874,280</b>
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# City of West University Place

## 302 - 2022 General CO Fund

October 31, 2025

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Revenues</b>						
Miscellaneous	540,000	540,000	62,107	732,582	(192,582)	136%
<b>Total Revenues</b>	<b>\$540,000</b>	<b>\$540,000</b>	<b>\$62,107</b>	<b>\$732,582</b>	<b>(\$192,582)</b>	<b>136%</b>

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Expenditures</b>						
Personnel Expenses	-	73,142	-	37,448	35,693	51%
Operating Expenses	-	83,250	620	45,477	37,774	55%
Capital Outlay	120,788	20,149,375	314,829	6,348,146	13,801,229	32%
<b>Total Expenditures</b>	<b>\$120,788</b>	<b>\$20,305,766</b>	<b>\$315,449</b>	<b>\$6,431,070</b>	<b>\$13,874,696</b>	<b>32%</b>

<b>Net Revenue (Expenditure)</b>	<b>\$419,213</b>	<b>(\$19,765,766)</b>	<b>(\$253,342)</b>	<b>(\$5,698,489)</b>
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# City of West University Place

## 306 - 2025 General CO Fund

October 31, 2025

	Original Budget	Amended Budget	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>					
Miscellaneous	17,780,000	10,145,000	-	10,145,000	-
<b>Total Revenues</b>	<b>\$17,780,000</b>	<b>\$10,145,000</b>	<b>-</b>	<b>\$10,145,000</b>	<b>-</b>

	Original Budget	Amended Budget	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>					
Professional Services	1,822,000	342,000	-	342,000	-
Construction Costs	5,500,000	-	-	-	-
Transfer to 2025 WS CO Fund	10,458,000	9,803,000	-	9,803,000	-
<b>Total Expenditures</b>	<b>\$17,780,000</b>	<b>\$10,145,000</b>	<b>-</b>	<b>\$10,145,000</b>	<b>-</b>

<b>Net Revenue (Expenditure)</b>	<b>-</b>	<b>-</b>	<b>-</b>
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# City of West University Place

## 325 - Transportation Improve Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Miscellaneous	290,000	290,000	30,549	301,965	(11,965)	104%
Transfers In	1,094,000	1,094,000	91,167	911,667	182,333	83%
<b>Total Revenues</b>	<b>\$1,384,000</b>	<b>\$1,384,000</b>	<b>\$121,715</b>	<b>\$1,213,632</b>	<b>\$170,368</b>	<b>88%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Arbitrage/Yield Restriction	63,000	63,000	-	-	63,000	-
Professional Services	1,091,000	3,507,706	46,958	501,352	3,006,354	14%
Construction Costs	3,890,000	5,027,265	68,092	76,542	4,950,723	2%
<b>Total Expenditures</b>	<b>\$5,044,000</b>	<b>\$8,597,971</b>	<b>\$115,050</b>	<b>\$577,895</b>	<b>\$8,020,077</b>	<b>7%</b>

<b>Net Revenue (Expenditure)</b>	<b>(\$3,660,000)</b>	<b>(\$7,213,971)</b>	<b>\$6,665</b>	<b>\$635,737</b>
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# City of West University Place

## 340 - Water & Sewer Cap Proj Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Miscellaneous	77,000	77,000	10,203	94,992	(17,992)	123%
Transfers In	700,000	700,000	58,333	583,333	116,667	83%
<b>Total Revenues</b>	<b>\$777,000</b>	<b>\$777,000</b>	<b>\$68,536</b>	<b>\$678,326</b>	<b>\$98,674</b>	<b>87%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Professional Services	1,199,000	1,978,927	2,610	16,799	1,962,128	1%
Construction Costs	159,000	669,459	-	159,000	510,459	24%
<b>Total Expenditures</b>	<b>\$1,358,000</b>	<b>\$2,648,386</b>	<b>\$2,610</b>	<b>\$175,799</b>	<b>2,472,587</b>	<b>7%</b>

<b>Net Revenue (Expenditure)</b>	<b>(\$581,000)</b>	<b>(\$1,871,386)</b>	<b>\$65,926</b>	<b>\$502,527</b>
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# City of West University Place

## 341 - 2022 Water/Sewer CO Fund

October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Revenues</b>						
Miscellaneous	238,700	238,700	69,510	796,985	(558,285)	334%
<b>Total Revenues</b>	<b>\$238,700</b>	<b>\$238,700</b>	<b>\$69,510</b>	<b>\$796,985</b>	<b>(\$558,285)</b>	<b>334%</b>

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Expenditures</b>						
Professional Services	-	1,495,454	74,938	441,555	1,053,899	30%
Construction Costs	-	21,468,000	121,848	4,027,174	17,440,826	19%
<b>Total Expenditures</b>	<b>-</b>	<b>\$22,963,454</b>	<b>\$196,786</b>	<b>\$4,468,729</b>	<b>\$18,494,725</b>	<b>19%</b>

<b>Net Revenue (Expenditure)</b>	<b>\$238,700</b>	<b>(\$22,724,754)</b>	<b>(\$127,276)</b>	<b>(\$3,671,745)</b>
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# City of West University Place

## 343 - 2025 Water/Sewer CO Fund

October 31, 2025

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Revenues</b>					
Transfers In	10,458,000	9,803,000	-	9,803,000	-
<b>Total Revenues</b>	<b>\$10,458,000</b>	<b>\$9,803,000</b>	<b>-</b>	<b>\$9,803,000</b>	<b>-</b>

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>YTD Actual</b>	<b>Amount Remaining</b>	<b>YTD Actual as a % of Budget</b>
<b>Expenditures</b>					
Professional Services	3,148,000	335,000	-	335,000	-
Construction Costs	7,310,000	9,468,000	-	9,468,000	-
<b>Total Expenditures</b>	<b>\$10,458,000</b>	<b>\$9,803,000</b>	<b>-</b>	<b>\$9,803,000</b>	<b>-</b>

<b>Net Revenue (Expenditure)</b>	<b>-</b>	<b>-</b>	<b>-</b>
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# City of West University Place

## Special Revenue Funds October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Parks Donation Fund</b>						
Total Revenues	60,900	60,900	23,600	66,754	(5,854)	110%
Total Expenditures	226,000	226,000	1,000	223,973	2,027	99%
<b>Net Revenue (Expenditure)</b>	<b>(\$165,100)</b>	<b>(\$165,100)</b>	<b>\$22,600</b>	<b>(\$157,219)</b>	<b>(\$7,881)</b>	<b>95%</b>
<b>Friends of West U Parks Fund</b>						
Total Revenues	67,600	89,600	10,790	10,791	78,809	12%
Total Expenditures	67,600	89,600	2,066	89,427	173	100%
<b>Net Revenue (Expenditure)</b>	<b>-</b>	<b>-</b>	<b>\$8,723</b>	<b>(\$78,636)</b>	<b>\$78,636</b>	<b>-</b>
<b>Truancy Prevention Fund</b>						
Total Revenues	10,800	10,800	798	8,495	2,305	79%
Total Expenditures	10,000	10,000	-	-	10,000	-
<b>Net Revenue (Expenditure)</b>	<b>\$800</b>	<b>\$800</b>	<b>\$798</b>	<b>\$8,495</b>	<b>(\$7,695)</b>	<b>1062%</b>
<b>Municipal Jury Fund</b>						
Total Revenues	200	200	16	172	28	86%
Total Expenditures	100	100	-	-	100	-
<b>Net Revenue (Expenditure)</b>	<b>\$100</b>	<b>\$100</b>	<b>\$16</b>	<b>\$172</b>	<b>(\$72)</b>	<b>172%</b>

# City of West University Place

## Special Revenue Funds October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Court Technology Fund</b>						
Total Revenues	10,200	10,200	678	7,308	2,892	72%
Total Expenditures	4,000	4,000	-	355	3,645	9%
<b>Net Revenue (Expenditure)</b>	<b>\$6,200</b>	<b>\$6,200</b>	<b>\$678</b>	<b>\$6,953</b>	<b>(\$753)</b>	<b>112%</b>
<b>Tree Replacement Fund</b>						
Total Revenues	59,400	59,400	1,435	50,593	8,807	85%
Total Expenditures	110,000	110,000	-	36,250	73,750	33%
<b>Net Revenue (Expenditure)</b>	<b>(\$50,600)</b>	<b>(\$50,600)</b>	<b>\$1,435</b>	<b>\$14,343</b>	<b>(\$64,943)</b>	<b>-28%</b>
<b>Court Building Security Fund</b>						
Total Revenues	12,600	12,600	931	9,999	2,601	79%
Total Expenditures	14,500	14,500	1,000	6,750	7,750	47%
<b>Net Revenue (Expenditure)</b>	<b>(\$1,900)</b>	<b>(\$1,900)</b>	<b>(\$69)</b>	<b>\$3,249</b>	<b>(\$5,149)</b>	<b>-171%</b>
<b>METRO General Mobility Fund</b>						
Total Revenues	810,100	810,100	80,035	612,935	197,165	76%
Total Expenditures	1,094,000	1,094,000	91,167	911,667	182,333	83%
<b>Net Revenue (Expenditure)</b>	<b>(\$283,900)</b>	<b>(\$283,900)</b>	<b>(\$11,132)</b>	<b>(\$298,732)</b>	<b>\$14,832</b>	<b>105%</b>

# City of West University Place

## Special Revenue Funds October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>State Forfeited Property Fund</b>						
Total Revenues	1200	1,200	123	1,236	(36)	103%
<b>Net Revenue (Expenditure)</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$123</b>	<b>\$1,236</b>	<b>(\$36)</b>	<b>103%</b>
<b>Fed Forfeited Property Fund</b>						
Total Revenues	21,600	21,600	540	8,358	13,242	39%
<b>Net Revenue (Expenditure)</b>	<b>\$21,600</b>	<b>\$21,600</b>	<b>\$540</b>	<b>\$8,358</b>	<b>\$13,242</b>	<b>39%</b>
<b>Public Safety Training Fund</b>						
Total Revenues	3,900	3,900	187	7,072	(3,172)	181%
Total Expenditures	-	6,705	-	6,142	563	92%
<b>Net Revenue (Expenditure)</b>	<b>\$3,900</b>	<b>(\$2,805)</b>	<b>\$187</b>	<b>\$930</b>	<b>(3,735)</b>	<b>-33%</b>
<b>Fire Special Revenue Fund</b>						
Total Revenues	600	600	95	4,418	(3,818)	736%
<b>Net Revenue (Expenditure)</b>	<b>\$600</b>	<b>\$600</b>	<b>\$95</b>	<b>\$4,418</b>	<b>(\$3,818)</b>	<b>736%</b>
<b>Good Neighbor Fund</b>						
Total Revenues	100	100	133	662	(562)	662%
Total Expenditures	2,500	2,500	-	-	2,500	-
<b>Net Revenue (Expenditure)</b>	<b>(\$2,400)</b>	<b>(\$2,400)</b>	<b>\$133</b>	<b>\$662</b>	<b>(\$3,062)</b>	<b>-28%</b>

# City of West University Place

## Special Revenue Funds October 31, 2025

	Original Budget	Amended Budget	Current Month	YTD Actual	Amount Remaining	YTD Actual as a % of Budget
<b>Opioid Settlement Fund</b>						
Total Revenues	300	300	88	11,016	(10,716)	3672%
<b>Net Revenue (Expenditure)</b>	<b>\$300</b>	<b>\$300</b>	<b>\$88</b>	<b>\$11,016</b>	<b>(\$10,716)</b>	<b>3672%</b>
<b>Centennial Celebration Fund</b>						
Total Revenues	-	-	-	211	(211)	-
Total Expenditures	-	-	-	8,117	(8,117)	-
<b>Net Revenue (Expenditure)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$7,906)</b>	<b>\$7,906</b>	<b>-</b>



# AGENDA MEMO

Business of the City Council  
 City of West University Place, Texas

<b>Meeting Date</b>	01.12.2026	<b>Agenda Item</b>	12C
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	M. Leech, Director
<b>Reviewed by City Attorney</b>	Yes	<b>Department</b>	Public Works
<b>Subject</b>	Vacant Structures Ordinance		
<b>Attachments</b>	Ordinance		
<b>Financial Information</b>	Expenditure Required:		Not Applicable
	Amount Budgeted:		Not Applicable
	Account Number:		Not Applicable
	Additional Appropriation Required:		Not Applicable
	Additional Account Number:		Not Applicable

## Executive Summary

At the September 22, 2025, City Council meeting following a discussion regarding a proposed Fire Inspection Safety Ordinance, City Council directed staff to work with legal counsel to draft an ordinance reflective of that evenings discussion regarding poorly maintained vacant residential buildings in the community, that may present serious safety, fire and nuisance risks and the possible creation of a database for properties determined to be an elevated risk. The first reading of the proposed ordinance was discussed at the December 8, 2025, City Council Meeting.

The purpose of this agenda item is to review and adopt the proposed ordinance the second and reading.

Below are several key points from the proposed ordinance:

- Defines Vacant property as any building used or to be used which is not legally occupied and at which substantially all lawful construction operations or occupancy has ceased for more than one hundred fifty (150) days, any property without an active water utility account for more than thirty (30) days, or any lot which has had the main structure demolished.
- Requires registration of property within (30) days after the building or property becomes vacant property. The registration fee for each vacant property shall be five hundred dollars (\$500.00).
- After filing a registration statement or renewal of a registration statement, the owner of any vacant property shall, upon reasonable notice, provide access to the City to conduct an exterior inspection of the building or property to determine compliance with all applicable City and adopted Technical Codes, during the period covered by the initial registration or any subsequent renewal.
- The owner of any vacant property, and any person maintaining, operating or collecting rent for any such vacant property shall, within thirty (30) days after the building or property becomes vacant property:
  - Secure any building, structure or improvement against unauthorized entry as provided in the applicable provisions of the Code of the City of West University Place.



## **AGENDA MEMO**

Business of the City Council  
City of West University Place, Texas

- Secure the building from unauthorized entry until the building is again legally occupied or demolished or until repair or rehabilitation of the building is completed.

### **Recommended Action**

Staff recommends City Council adopt Ordinance 3100 on the second and final reading.

CITY OF WEST UNIVERSITY PLACE  
HARRIS COUNTY, TEXAS

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS, CREATING A NEW ARTICLE X, VACANT PROPERTIES AND STRUCTURES, TO CHAPTER 18, BUILDINGS AND DEVELOPMENT, OF THE CITY'S CODE OF ORDINANCES, TO PROVIDE REGULATIONS AND REQUIREMENTS RELATED TO REGISTRATION OF VACANT PROPERTIES WITHIN THE CITY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR EACH VIOLATION OF THIS ORDINANCE WITH EACH DAY OF VIOLATION CONSTITUTING A SEPARATE VIOLATION; AND PROVIDING FOR SEVERABILITY.**

**WHEREAS**, the City Council of the City of West University Place, Texas, finds that vacant properties, whether such properties contain structures or are empty lots, pose a risk of danger to the residents of the City through lack of property maintenance, growth of weeds and grass, unsecured attractions, and, frequently, degradation of the structure; and

**WHEREAS**, Subchapter H, Registration of Vacant Buildings, of Chapter 214, Texas Local Government Code, provides for the registration of vacant buildings; and

**WHEREAS**, the City Council of the City of West University Place, Texas, has determined that it is in the best interest of the health, safety and welfare of the citizens to adopt certain regulations requiring the registration of vacant properties as defined herein;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FO THE CITY OF WEST UNIVERSITY PLACE, TEXAS, THAT:**

**SECTION 1.** The facts and matters contained in the preamble to this Ordinance are hereby found to be true and correct.

**SECTION 2.** The Code of Ordinances of the City of West University Place, Texas, is hereby amended by adding a new Article X, Vacant Properties, of Chapter 18, Buildings and Development, to add the language underscored below to read as follows:

**“ARTICLE X – VACANT PROPERTIES AND STRUCTURES**

**“Section 18-280. Definitions.** The following definitions shall apply in the interpretation and enforcement of this article. Words and terms not defined herein shall be construed in accordance with the ordinances of the city or their customary usage and meaning. When necessary for a reasonable construction of this article, words in the singular shall include the plural, words in the plural shall include the singular, and words used or defined in one tense or form shall include other tenses or derivative forms.

“Legal Occupation” means that a person or persons are habitually living in a place or abode with a legal right of possession, either as the owner or a tenant under a valid lease or agreement.

“Owner” means the person that owns the real property according to: (a) the real property records of the county in which the property is located; or (b) the records of the appraisal district in which the property is located.

“Vacant property” shall mean any building used or to be used which is not legally occupied and at which substantially all lawful construction operations or occupancy has ceased for more than one hundred fifty (150) days, any property without an active water utility account for more than thirty (30) days, or any lot which has had the main structure demolished.

### **Section 18-281. – Registration Required**

(a) The owner of any vacant property shall, within thirty (30) days after the building or property becomes vacant property, or within thirty (30) days after assuming ownership of the vacant property, whichever is later, file a registration statement for each such vacant property with the Building Official or designee on forms provided by the Building Official for such purposes. The registration shall remain valid for one (1) year from the date of filing. The owner shall be required to renew the registration annually as long as the building remains vacant property and shall pay a registration or renewal fee in the amount prescribed by this chapter for each vacant property registered.

(b) The owner of the vacant property shall provide the following information, at minimum, when filing a registration statement for a vacant property:

- a. Owner(s) Name;
- b. Mailing address, other than the address of the vacant property or P.O. Box;
- c. Email address;
- d. Telephone number; and
- e. Name, address, other than the address of the vacant property, email address and telephone number of the individual or entity responsible for maintaining and securing the vacant property if not the owner; and
- f. Name, address, other than the address of the vacant property, email address and telephone number of an authorized agent of the owner, if any, for purpose of receiving notices of code violations and other legal notices pertaining to the vacant property, provided that such person lives in or maintains and office in the State of Texas.

(c) The owner shall notify the Building Official or designee within thirty (30) days of any change in the registration information by filing an amended registration statement on a form provided by the Building Official for such purposes.

(d) The registration statement shall be deemed prima facie proof of the statements therein contained in any administrative enforcement proceeding or court proceeding instituted by the City of West University Place against the owner or owners of the vacant property.

(e) By designating an authorized agent under the provisions of this section the owner consents to receive any and all notices of code violations concerning the registered vacant property and all process in any court proceeding or administrative enforcement proceeding process through the authorized agent. Any agent designated by an owner under this section shall be considered the owner's agent until such time as the owner notifies the Building Official of a change of authorized agent or until the owner files a new annual registration statement. The designation of an authorized agent in no way releases the owner from any requirement of this chapter.

(f) Registration under this section shall not be required if the vacant property is owned by the owner or owners of property directly contiguous to the vacant property and owners reside on the contiguous property.

#### **Section 18-282. – Property Inspection.**

After filing a registration statement or renewal of a registration statement, the owner of any vacant property shall, upon reasonable notice, provide access to the City to conduct an exterior inspection of the building or property to determine compliance with all applicable City and adopted Technical Codes, during the period covered by the initial registration or any subsequent renewal.

#### **Section 18-283. – Fee Schedule.**

The registration fee for each vacant property shall be five hundred dollars (\$500.00).

#### **Section 18-284.-Requirements of Owners of Vacant Property**

The owner of any vacant property, and any person maintaining, operating or collecting rent for any such vacant property shall, within thirty (30) days after the building or property becomes vacant property:

(a) Secure any building, structure or improvement against unauthorized entry as provided in the applicable provisions of the Code of the City of West University Place.

(b) Secure the building from unauthorized entry until the building is again legally occupied or demolished or until repair or rehabilitation of the building is completed.

#### **Section 18-285. – Violations and Penalties.**

Any person who intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this Article or of the rules and regulations

issued herein shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day in which any violation occurs, or each occurrence of any violation, shall constitute a separate offense. Fines assessed under this chapter shall be recoverable from the owner and, in circumstances allowed by law, a lien for the City 's costs shall be filed against the property.

**Section 18-286. – No Restriction of Other Remedies**

Nothing in this chapter is intended nor shall be read to conflict or prevent the City from taking action against buildings found to be unfit for human habitation, unsafe structures, or property not maintained as provided in applicable provisions of the Code of the City of West University Place. Further, any action taken under any such code provision shall not relieve an owner from its obligation under this chapter.”

**SECTION 3.** This Ordinance shall become effective on Second and Final Reading.

**SECTION 4.** 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, not the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

PASSED, APPROVED, AND ADOPTED ON FIRST READING on the \_\_\_\_ day of \_\_\_\_\_, 2025.

PASSED, APPROVED AND ADOPTED ON THE SECOND READING, AND SIGNED, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

FOR THE CITY

\_\_\_\_\_  
Susan Sample, Mayor

ATTEST:

\_\_\_\_\_  
Tracylynn Garcia, City Secretary



# AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	01.12.2026	<b>Agenda Item</b>	12D
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	M. Leech, Director
<b>Reviewed by City Attorney</b>	Yes	<b>Department</b>	Public Works
<b>Subject</b>	Water Well 10 Sanitary Control Easement Ordinance (Second Reading)		
<b>Attachments</b>	Ordinance		
<b>Financial Information</b>	Expenditure Required:		Not Applicable
	Amount Budgeted:		Not Applicable
	Account Number:		Not Applicable
	Additional Appropriation Required:		Not Applicable
	Additional Account Number:		Not Applicable

## Executive Summary

At the December 8, 2025, City Council meeting, City Council approved the first reading of this proposed ordinance. The purpose of this agenda item is to conduct the second reading and to authorize final execution of the Ordinance.

The following is background information provided to City Council at the December 8, 2025, City Council meeting.

The purpose of this agenda item is to request City Council approval of a Texas Commission on Environmental Quality (TCEQ) required ordinance associated with the protection of proposed West University Place Water Well 10.

The Water Well 10 project is listed in the Capital Improvement Plan (CIP) as project number WA2408 and entails the construction of a new 1,500 gallon per minute (gpm) groundwater well on the site of former Water Well No. 7. The property is within the City of West University Place at the southeast corner of Bissonnet St. and Wesleyan St. The project also includes 2800 linear feet of new 12" waterline to convey the groundwater from the well to the Milton Water Plant.

The city receives between 50 to 55 percent of its water supply from the City of Houston via surface water connections. Adding the new groundwater well to the City's system will provide enough capacity to replace the City of Houston water supply during a service interruption and maintain minimum system pressures during peak demand.

As you will read in the proposed ordinance, the overarching purpose of the ordinance is to restrict development within a 150' radius of the well to promote sanitary conditions in and around the well, to secure all such land from pollution hazards, and to enable the City to comply with all applicable state and local regulations. Please note that the vast majority of prohibited activities are already restricted by zoning and other land use restrictions so there will be no practical impact to adjacent landowners.



# **AGENDA MEMO**

Business of the City Council  
City of West University Place, Texas

Examples of the restricted activities include:

1. sewage pumping station
2. drainage ditch which contains industrial waste discharges
3. solid waste disposal site
4. wood treatment facility
5. liquid petroleum and petrochemical production, storage, and/or transmission facility

You will note in the ordinance that we are requesting the same protection for the proposed Water Well 10 for existing Water Well 8. The reason for this is that we are uncertain whether such protections are currently provided via other ordinances and figured it would be logical to afford the same protection to the existing Water Well 8.

### **Recommended Action**

Staff recommends City Council approve the ordinance 3102 on the second and final reading and authorize the City Manager to execute the subject Texas Commission on Environmental Quality (TCEQ) required ordinance associated with the protection of West University Place Water Wells.

CITY OF WEST UNIVERSITY PLACE  
HARRIS COUNTY, TEXAS

**ORDINANCE NO. 3102**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS, ADDING ARTICLE VI, CITY WELLS, TO CHAPTER 86, UTILITIES, ESTABLISHING RULES AND REGULATIONS REGARDING SANITATION AND POLLUTION CONTROL OF THE AREAS IN PROXIMITY TO THE CITY'S PUBLIC WATER SUPPLY WELLS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR A PENALTY.**

**WHEREAS**, the City of West University Place, Texas (the "City"), owns and operates water supply facilities within the City, including one (1) existing water well (No. 8) and related facilities, and the City has designated the location for Well No. 10 (the "Wells"), which provide and will provide potable water to the residents of the City; and

**WHEREAS**, because maintenance of sanitary conditions around such Wells is vital to the protection of the Wells and to the protection of the health and safety of the residents of the City, the City Council deems it necessary and proper to establish rules and regulations governing the control of sanitary conditions around the Wells;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS, THAT:**

SECTION 1. The facts and matters in the preamble of this Ordinance are found to be true and correct and incorporated for all purposes.

SECTION 2. Article VI, City Wells, shall be added to Chapter 86, Utilities, of the City's Code of Ordinances by adding the language below:

**“ARTICLE VI.- CITY WELLS**

Sec. 86-140. – Purpose.

- (a) This Ordinance sets forth uniform requirements for the users and the construction of facilities in or on land within one hundred fifty feet (150') of the Wells in order to promote sanitary conditions in and around such Wells, to secure all such land from pollution hazards, and to enable the City to comply with all applicable state and local regulations.
- (b) The objective of this Ordinance is to prevent certain uses and the construction of facilities in or on land surrounding the Wells, which might create a danger of pollution to the water produced from such Wells.

Sec. 86-141.- Definitions.

Unless the context requires otherwise, the following terms and phrases, as used in this Ordinance, shall have the meanings hereinafter designated:

- (a) City Council shall mean the City Council of the City of West University Place, Texas.
- (b) City shall mean the City of West University Place, Texas.
- (c) Ordinance shall mean this Ordinance Establishing Rules and Regulations Regarding Sanitary and Pollution Control of the Area in Proximity to the City's Public Water Supply Wells.
- (d) Person shall mean any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity, or its legal representatives, agents, successors, or assigns.
- (e) Wells shall mean the water wells owned and operated by the City and future wells where the location has been designated by the City, which are more specifically identified and described in Section 86-147.

Sec 86-142.- Prohibited Activities.

The following activities are prohibited within the designated areas of land surrounding the Wells:

- (a) Construction and/or operation of any underground petroleum and/or chemical storage tank, liquid transmission pipeline, stock pen, feedlot, dump grounds, privy, cesspool, sewage treatment plant, sewage wet well, sewage pumping station, drainage ditch which contains industrial waste discharges or the wastes from sewage treatment systems, solid waste disposal site, land on which sewage plant or septic tank sludge is applied, land irrigated by sewage plant effluent, septic tank perforated drain field, absorption bed, evapotranspiration bed, area irrigated by low dosage, low angle spray on-site sewage facility, military facility, industrial facility, wood treatment facility, liquid petroleum and petrochemical production, storage, and/or transmission facility, Class 1, 2, 3, 4 and/or 5 injection well, pesticide storage and/or mixing facility, abandoned well, inoperative well, improperly constructed water well of any depth, and all other construction or operation that could create an unsanitary condition is prohibited within, upon, or across all areas of land within a 150-foot radius of the Wells. For the purposes of this Ordinance, "improperly constructed water wells" are those wells that do not meet the surface and subsurface construction standards for a public water supply well.
- (b) Construction and/or operation of tile or concrete sanitary sewers, sewer appurtenances, septic tanks, storm sewers, and cemeteries is specifically prohibited within, upon, or across any area of land within a 50-foot radius of the Wells.
- (c) Construction of homes or building upon any area of land within a 150-foot radius of the Wells is permitted, provided the restrictions described in items A and B above are met.
- (d) Normal farming and ranching operations are not prohibited by this Ordinance; provided, however, livestock shall not be allowed within a 50-foot radius of the Wells.

Sec. 86-143.- Right of Entry.

City employees, or authorized representatives of the City, bearing proper credentials and identification, shall be permitted to immediately enter upon any premises located within a 150- foot radius of any Well to conduct any inspection or observation necessary to enforce this Ordinance.

Sec. 86-144.- Penalty.

Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$1,000.00. Each day of violation shall constitute a separate offense.

Sec. 86-145.- Required Removal.

Any person who shall violate any provision of this Ordinance shall be required to remove the prohibited construction or potential source of contamination within five days after notification that they are in violation of this Ordinance.

Sec. 86-146.- Superseding Regulation or Statute.

Whenever any applicable statute, regulation, or permit of any state, federal, or other agency, having jurisdiction over the subject matter of this Ordinance, is in conflict herewith, the stricter requirement shall apply, unless mandated otherwise.

Sec. 86-147.- City Well Locations.

- (a) Well Number 8 - 3825 Milton Street, West University Place, TX 77005
- (b) Well Number 10 - 3925 Bissonnet Street, West University Place, TX 77005”

SECTION 3. Severability. In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of West University Place, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

SECTION 4. Penalty. Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$1,000.00. Each day of violation shall constitute a separate offense.

**PASSED AND APPROVED ON FIRST READING** on the \_\_\_\_\_ day of \_\_\_\_\_,  
2025.

**PASSED, APPROVED, AND ADOPTED ON SECOND READING** on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2025.

**SIGNED:**

**ATTEST:**

\_\_\_\_\_  
Susan Sample, Mayor

\_\_\_\_\_  
Tracylynn Garcia, City Secretary

**RECOMMENDED:**

**REVIEWED:**

\_\_\_\_\_  
Dave Beach, City Manager

\_\_\_\_\_  
Olson & Olson, LLP, City Attorney  
By Loren Smith



# AGENDA MEMO

Business of the City Council  
City of West University Place, Texas

<b>Meeting Date</b>	01.12.2026	<b>Agenda Item</b>	12E
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	J. Novak, Chief
<b>Reviewed by City Attorney</b>	Yes	<b>Department</b>	Fire
<b>Subject</b>	Medical Director Appointment		
<b>Attachments</b>	Agreement		
<b>Financial Information</b>	Expenditure Required:		\$25,800
	Amount Budgeted:		\$26,400
	Account Number:		1014010.74090
	Additional Appropriation Required:		Not Applicable
	Additional Account Number:		Not Applicable

### Executive Summary

After over 20 years as the City’s current Medical Director, Dr. James McCarthy notified the City of his intent to step down as the Medical Director due to him accepting an expanded role within his profession. The medical director provides training to our emergency medical service personnel, and in addition, updates and maintains the emergency medical service (EMS) protocols.

All entities that provide Advanced Life Support Ambulance services are required to have an off-line physician Medical Director, pursuant to the Texas Emergency Medical Services Rule 22 of the Texas Administrative Code (Chapter 197.1 - 197.6).

Dr. McCarthy is recommending Dr. Lars Thestrup, MD as the City’s next Medical Director. Dr. Thestrup serves as the Medical Director for the cities of Sugar Land and Bellaire, as well as the backup Medical Director for Ft. Bend County Emergency Medical Services and brings decades of dedicated and hands-on experiences to this role.

Upon approval, Dr. Thestrup would assume the new role on January 13, 2026.

### Recommended Action

Staff recommend that the City Council approve the agreement appointing Lars Thestrup, MD as the new Medical Director, and authorize the City Manager to execute the Agreement.

AGREEMENT FOR OFF-LINE MEDICAL DIRECTOR SERVICES

PARTIES

EMS PROVIDER

MEDICAL DIRECTOR

WEST UNIVERSITY PLACE FIRE DEPT.  
Name

LARS THESTRUP, MD  
Name

3800 UNIVERSITY BLVD.  
Address

4405 JANE ST.  
Address

HOUSTON, TEXAS                      77005  
City                      State                      Zip Code

BELLAIRE TX                      77401  
City                      State                      Zip Code

(713) 662-5835  
Business Phone

(713) 582-7325  
Business Phone

Hereinafter referred to as:  
“the Ambulance Service”

Hereinafter referred to as:  
“the Medical Director”

RECITALS

*WHEREAS*, the Texas Emergency Medical Service Rules 22 Texas Administrative Code Chapter 197.1-197.6 requires the Ambulance Service to achieve the highest quality of patient care, and

*WHEREAS*, that same regulation mandates that all Advanced Life Support Ambulance Services have an off-line physician Medical Director, and

*WHEREAS*, that same regulation mandates that the Medical Director shall be:

- (1) a physician licensed to practice in Texas and shall be registered as an EMS medical director with the Texas Department of State Health Services;
- (2) familiar with the design and operation of EMS systems;
- (3) experienced in prehospital emergency care and emergency management of ill and injured patients;
- (4) actively involved in:
  - (A) the training and/or continuing education of EMS personnel, under his or her direct supervision, at their respective levels of certification;
  - (B) the medical audit, review, and critique of the performance of EMS personnel under his or her direct supervision;
  - (C) the administrative and legislative environments affecting regional and/or state prehospital EMS organizations;
- (5) knowledgeable about local multi-casualty plans;

- (6) familiar with dispatch and communications operations of prehospital emergency units; and
- (7) knowledgeable about laws and regulations affecting local, regional, and state EMS operations.

### SECTION I

#### AUTHORITY AND RESPONSIBILITY OF THE MEDICAL DIRECTOR

The medical Director shall:

- (1) approve the level of prehospital care which may be rendered locally by each of the EMS personnel employed by and/or volunteering with the EMS under the medical director's supervision, regardless of the level of state certification or licensure, before the certificant or licensee is permitted to provide such care to the public;
- (2) establish and monitor compliance with field performance guidelines for EMS personnel;
- (3) establish and monitor compliance with training guidelines which meet or exceed the minimum standards set forth in the Texas Department of State Health Services EMS certification regulations;
- (4) develop, implement, and revise protocols and/or standing delegation orders, if appropriate, governing prehospital care and medical aspects of patient triage, transport, transfer, dispatch, extrication, rescue, and radio-telephone-telemetry communication by the EMS;
- (5) direct an effective system audit and quality assurance program;
- (6) determine standards and objectives for all medically related aspects of operation of the EMS including the inspection, evaluation, and approval of the system's performance specifications;
- (7) function as the primary liaison between the EMS administration and the local medical community, ascertaining and being responsive to the needs of each;
- (8) develop a letter or agreement or contract between the medical director(s) and the EMS administration outlining the specific responsibilities and authority of each. The agreement should describe the process or procedure by which a medical director may withdraw responsibility for EMS personnel for noncompliance with the Emergency Medical Services Act, the Health and Safety Code, Chapter 773, the rules adopted in this chapter, and/or accepted medical standards;
- (9) take or recommend appropriate remedial or corrective measures for EMS personnel, in conjunction with local EMS administration, which may include, but are not limited to, counseling, retraining, testing, probation, and/or field preceptorship;
- (10) suspend a certified EMS individual from medical care duties for due cause pending review and evaluation;
- (11) establish the circumstances under which a patient might not be transported;

- (12) establish the circumstances under which a patient may be transported against his or her will in accordance with state law, including approval of appropriate procedures, forms, and a review process;
- (13) establish criteria for selection of a patient's destination;
- (14) develop and implement a comprehensive mechanism for management of patient care incidents, including patient complaints, allegations of substandard care, and deviations from established protocols and patient care standards;
- (15) only approve care or activity that was provided at the time the medical director was employed, contracted or volunteering as a medical director;
- (16) notify the board at time of licensure registration under §166.1 of this title (relating to Physician Registration) of the physician's position as medical director and the names of all EMS providers for whom that physician holds the position of off-line medical director;
- (17). maintain all medical licensure and certifications in good order.

## SECTION II MEETINGS

The Medical Director and EMS Administration agree to the following scheduled meeting:

- (1). monthly review for the discussion and consideration of new medications, equipment review, update on run record reviews, training standards of personnel, QA/QI, CME (Continuing Medical Educations), SDOs (Standing Delegation Orders), special events, and additional agenda items as necessary; and
- (2). Ambulance Service site inspections to be conducted at regular intervals at the discretion of the Medical Director.

## SECTION III APPOINTMENT OF MEDICAL DIRECTOR AND RELATIONSHIP OF THE PARTIES

The parties intend that an independent contract and not an employer/employee relationship be created by this agreement. The Ambulance Service is interested only in the results to be achieved and the conduct and the control of the Medical Director services shall lie solely with the Medical Director. The Medical Director is not considered to be an agent or employee of the Ambulance Service for any purpose but rather is an appointed official whose capacity as an appointed Medical Director may be revoked by the West University Place City Council at any time.

By approval of this agreement, the City Council confirms the appointment of Lars Thestrup, MD, as Medical Director. It is understood that the Medical Director is in no way vicariously liable for the conduct of the Ambulance Service employees. It is understood that the Ambulance Service is in no way vicariously liable for the conduct of

the Medical Director. It is understood that the Ambulance Service may use other medical advisors from time to time. It is further understood that the Medical Director is free to contract for similar services to be formed for other Ambulances Services while under contract with the Ambulance Service.

SERVICE IV  
INSURANCE AND LIABILITY

The Ambulance Service’s general liability insurance shall be limited to the medical and administrative services provided by the Medical Director exclusively for the Ambulance Service. The Ambulance Service’s general liability insurance shall provide coverage for the Medical Director as follows:

Insurance Carrier:

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

Limits of Coverage:

\$ 1,000,000 EACH OCCURRENCE

Date of Issue:

10/01/2025

Expiration Date:

10/01/2026

SECTION V  
DURATION OF AGREEMENT

The term of this agreement is one year from the date hereof, provided either party may terminate this agreement with or without cause upon thirty (30) days advance written notice to the other. In consideration of the assumption of medicolegal responsibilities for Medical Director services to be provided by the Medical Director hereunder, the Medical Director further reserves the right to terminate this agreement upon five (5) business days written notice to the Ambulance Services in the event that there is a material breach of any of the terms or conditions of this agreement for which the Medical Director has previously notified the Ambulance Service in writing and which remains uncured more than seven (7) days after receipt of such notice. All notices permitted or required under this agreement shall be made by personal delivery or via U.S. Certified Mail, postage prepaid.

SECTION VI  
REMUNERATION FOR MEDICAL DIRECTOR SERVICES

The Ambulance Service agrees to pay the Medical Director a monthly retainer of \$ 2,150.00 due in advance, payable on the first day of the month.

SECTION VII  
EXECUTION

In witness whereof, the parties have executed this agreement at:

CITY OF WEST UNIVERSITY PLACE, HOUSTON, TEXAS 77005

on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

For: AMBULANCE SERVICE

_____	_____
Authorized Signature	Date

For: MEDICAL DIRECTOR

_____	_____
Authorized Signature	Date