



City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
John Montgomery, Mayor Pro Tem
John P. Barnes, Councilmember
Melanie Bell, Councilmember
Shannon Carroll, Councilmember

STAFF

David Beach, City Manager
Scott Bounds, Olson & Olson, City Attorney
Thelma Gilliam, City Secretary

City Council Meeting Agenda

Notice is hereby given of a **special and regular meeting** of the West University Place City Council to be held on **May 8, 2023**, beginning at **6:00 p.m.** in the **Municipal Building, located at 3800 University Boulevard**, for the purpose of considering the agenda of items listed.

Residents can attend in-person, by telephone, or via Zoom. 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/83367833051>. **The Meeting ID Number is 833 6783 3051.** Should you have difficulty entering the meeting or need assistance during the meeting, email westuzoom@westutx.gov.

Any person interested in speaking via Zoom on any item on the regular agenda or during public comments must submit his/her request via email to the City Secretary at tjilliam@westutx.gov at least **two (2) hours prior to the start of the meeting**. The request must include the speaker's name, address, and the phone number that will be used for the call, and the agenda item number or description, if applicable. Speakers will remain in a queue and muted until their time to speak. Handouts or other information must be emailed to tjilliam@westutx.gov no later than 24 hours prior to the start of the meeting. The information will be provided to Mayor and Council in advance of the meeting.

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.

The agenda packet is accessible to the public on the City's website. A recording of this meeting will be made available to the public within three (3) business days after the meeting. **To obtain a hard copy of the agenda packet, please contact the City Secretary via the email address above.**

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

SPECIAL MEETING (6:00 PM)

Agenda is as follows:

1. **Call to Order Special Meeting**

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

City Council will recess the regular session and convene an executive session to deliberate the purchase, exchange, lease, or value of real property in accordance with Section 551.072 of the Texas Government Code.

3. **Adjourn Executive Session and Reconvene Regular Session**

Matters related to any action resulting from Executive Session deliberation.

4. Adjourn Special Meeting

REGULAR MEETING (6:30 PM)

Agenda is as follows:

5. Call to Order Regular Meeting

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 item is discussed.

Speakers are advised that comments cannot be received on matters, which are the subject of a public hearing once the hearing has been closed. Public comments on matters on the agenda must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments.

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. Public Works Week Proclamation

Matters related to Public Works Week recognition. *Recommended Action: Proclaim May 21 – 27, 2023 as Public Works Week in West University Place. Mr. Danny Cameron, Public Works Director* [see Agenda Memo 8]

9. Amendments to the Zoning Ordinance

Matters related to an ordinance amending the Zoning Ordinance as it relates to Artificial Turf, Curb Cuts, Book Sharing Exchanges, and the 3/7 Exception for narrow lots. *Recommended Action: Approve ordinance on the first of two readings. J. Cutrer, ZPC Chair and J. Newton, TX BBG Consulting* [see Agenda Memo 9]

10. On-Call Traffic Engineering Services

Matters related to on-call traffic engineering services. *Recommended Action: Approve an agreement with Kimley-Horn., for On-Call Traffic Engineering Services for the period of one year with the option of two one-year renewals; and authorize the city manager to execute the agreement. Mr. Danny Cameron, Public Works Director* [see Agenda Memo 10]

11. Weslayan Street Corridor Study

Matters related to a Weslayan Street Corridor Study to evaluate the intersections at Weslayan & Stella Link and Weslayan & Browning, review the speed limit and traffic signal timing coordination. *Approve a Professional Services Agreement with Kimley-Horn in the amount not to exceed \$75,000 and authorize the City Manager to execute the agreement. Mr. Danny Cameron, Public Works Director* [see Agenda Memo 11]

12. 2024 – 2028 Capital Improvement Program (CIP)

Matters related to the 2024 – 2028 Capital Improvement Program. *Recommended Action: Discuss the proposed 2024-2028 Capital Improvement Program, including funding options and current projects, and provide staff with feedback and direction. Ms. Marie Kalka, Finance Director* [see Agenda Memo 12]

13. Sustainability Update

Matters related to an update on sustainability. *Recommended Action: Discuss and provide feedback.* **Mr. Dave Beach, City Manager** [see Agenda Memo 13]

14. Coalition of Cities Participation in Proceedings Concerning CenterPoint Energy

Matters related to a resolution authorizing participation in coalition of cities pertaining to proceedings concerning CenterPoint Energy Houston Electric, LLC, at the Public Utility Commission of Texas in 2023. *Recommended Action: Approve resolution authorizing the City's participation in the Houston Coalition of Cities.* **Mr. Dave Beach, City Manager** [See Agenda Memo 14]

15. Consent Agenda

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

A. City Council Meeting Minutes

Matters related to approving the City Council Minutes of April 17, 2023. *Recommended Action: Approve City Council Minutes of April 17, 2023.* **Ms. Thelma Gilliam, City Secretary** [See Agenda Memo 15A]

B. 2022 Budget Amendment

Matters related to an ordinance amending the 2022 Budget. *Recommended Action: Adopt the ordinance approving an amendment to the 2022 Budget on first and final reading.* **Ms. Marie Kalka, Finance Director** [See Agenda Memo 15B]

C. Monthly Finance Report for February 2023

Matters related to the City's monthly Financial Report. *Recommended Action: Receive the City's February 2023 Monthly Financial Report.* **Ms. Marie Kalka, Finance Director** [See Agenda Memo 15C]

16. Adjourn 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 Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheel chair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.

I certify that this notice and agenda of items to be considered by the West University Place City Council on May 8, 2023, was posted on the Municipal Building bulletin board on May 4, 2023, approximately 3:00 p.m.

(SEAL)

Thelma A. Gilliam

Thelma A. Gilliam, City Secretary



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

Meeting Date	5.08.2023	Agenda Item	8
Approved by City Manager	N/A	Presenter(s)	D. Cameron, Director
Reviewed by City Attorney	N/A	Department	Public Works
Subject	Public Works Week Proclamation		
Attachments	Proclamation		
Financial Information	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:	N/A	
	Additional Appropriation Required:	N/A	
	Additional Account Number:	N/A	

Executive Summary

Public Works Week is to recognize the importance of public works professionals.

Recommended Action

Staff recommends that City Council proclaim the week of May 21 – 27, 2023, as Public Works Week in the City of West University Place.

City of West University Place

Proclamation

NATIONAL PUBLIC WORKS WEEK

May 21 – 27, 2023

“Connecting the World Through Public Works”

WHEREAS, public works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of **The City of West University Place** and,

WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in **the City of West University Place** to gain knowledge and maintain ongoing interest and understanding of the importance of public works first responders and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

BE IT RESOLVED, I, **Susan Sample, Mayor**, do hereby designate the week May 21–27, 2023, as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

In Witness Whereof, I have hereunto set my hand and caused this seal to be affixed on May 8, 2023.

Susan V. Sample, Mayor



AGENDA MEMO

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

Meeting Date	05.08.2023	Agenda Item	9
Approved by City Manager	Yes	Presenter(s)	J. Cutrer, ZPC Chair J. Newton, TX BBG Consulting
Reviewed by City Attorney	Yes	Department	Public Works
Subject	Amendments to the Zoning Ordinance		
Attachments	<ol style="list-style-type: none"> 1. Ordinance 2. Preliminary Reports 3. Presentation 		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

The City Council and Zoning and Planning Commission (ZPC) held a Joint Public Hearing on March 27, 2023, to receive information and input from the public on the following proposed amendments to the City’s Zoning Ordinance:

- Artificial Turf – Amending the City’s Zoning Ordinance to allow artificial turf to be installed in front-yard landscape areas in lieu of natural vegetation.
- Curb Cuts – Clarifying what conditions must be satisfied to be granted additional curb cuts for the purpose of constructing a circular driveway. Establishing requirements for additional curb cuts on corner lot building sites. Establishing requirements to be granted one (1) additional curb cut on through lot building sites. Establishing requirements to be granted one (1) additional curb cut on building sites adjacent to ‘Busy Streets’, specifically Bissonnet Street, Buffalo Speedway, West Holcombe Boulevard, Bellaire Boulevard, and Kirby Drive. Granting the Zoning Board of Adjustment (“the ZBA”) the authority to issue a special exception for additional curb cuts in a different design or location than prescribed by this proposed amendment to the City’s Zoning Ordinance.
- Book Sharing Exchanges – Amending the City’s Zoning Ordinance to permit the installation of book sharing exchanges, generally known, and referred to as “Little Free Libraries” in front yard areas.
- 3/7 Exception – Amending the City’s Zoning Ordinance to revise what conditions must be satisfied to utilize the ‘3/7 Exception’ for narrow lots.

ZPC Ordinance
Agenda Memo
May 8, 2023

During discussion, the Council requested that the ZPC review and revise the preliminary report regarding Book Sharing Exchanges to remove the flyer that provided guidelines for the installation of such book sharing exchanges which was included in the preliminary report. Additionally, minor drafting edits were made to each report to ensure term consistency and clarity of verbiage throughout. The final reports were approved by the ZPC on April 13, 2023.

Recommended Action

The Zoning and Planning Commission and staff recommend that City Council approve the ordinance amending the City's Zoning Code on first of two readings.

City of West University Place

Harris County, Texas

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS, AMENDING APPENDIX A, ZONING ORDINANCE, ARTICLE 2, DEFINITIONS AND INTERPRETATIONS, AND ARTICLE 7, DISTRICT-SPECIFIC REGULATIONS, TO PERMIT AN EXCEPTION TO THE SIDE-YARD LINES FOR CERTAIN NARROW LOTS (SECTION 7-101, TABLE 7-2, NOTE 2) IN RESIDENTIAL DISTRICTS; TO ALLOW ARTIFICIAL TURF (SECTION 7-101, TABLE 7-3, NOTE 7); TO MODIFY REGULATION OF CURB CUTS FOR RESIDENTIAL BUILDING SITES (SECTION 7-101, TABLE 7-5a) AND TO ALLOW ADDITIONAL PROJECTIONS IN THE FRONT YARD (SECTION 7-101, TABLE 7-6, NOTE 14); AMENDING SECTION 70-27 OF THE CODE OF ORDINANCES TO AVOID INCONSISTENCY WITH THE ZONING REGULATION OF CURB CUTS; AND PROVIDING FOR A PENALTY UP TO \$2,000.00 PER DAY; AND CONTAINING FINDINGS AND OTHER PROVISIONS RELATING TO THE SUBJECT.

WHEREAS, the City Council and the Zoning and Planning Commission (“Z&PC”) of the City of West University Place, Texas (“City”) held a joint public hearing on March 27, 2023 on Z&PC’s preliminary report on proposed changes to the Zoning Ordinance of the City (the “Zoning Ordinance”); and

WHEREAS, the Z&PC, after hearing public comments, adopted four final reports, attached as Exhibit B and made a part of this ordinance, which it has submitted to City Council; and

WHEREAS, the City Council has considered the final reports of the Z&PC as well as the City’s Comprehensive Plan, and City Council formally approves and adopts the reports of the Z&PC; and

WHEREAS, all notices, hearings and procedures relating to amending the Zoning Ordinance, as may be required by law, the City Charter or the Zoning Ordinance, have been duly given, held and followed, and the City Council has jurisdiction to amend the Zoning Ordinance; and

WHEREAS, the Building and Standards Commission has recommended that, concurrent with changes in the Zoning Ordinance, that Chapter 70, Street Areas and Public Places, of the Code of Ordinances be amended to provide for consistency between the City’s development and zoning regulations;

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

Section 1. Preamble. The facts and matters set forth in the preamble of this Ordinance are found to be true and correct and incorporated herein for all purposes.

Section 2. Zoning Amendment. Appendix A, Zoning Ordinance, Article 2.-Definitions and Interpretations, Section 2-102.-Certain terms, of the Code of Ordinances of the City of West University Place, Texas, is hereby amended by the addition of a new definition, in the appropriate alphabetical order, to read:

“Book sharing exchange(s). Book sharing exchange means a detached accessory structure usually consisting of an enclosed box sitting on top of a small stand which contains a door and is designed to hold a small number of books that are intended for use by members of the public. Such structures are generally known and referred to as “Little Free Libraries®.””

Section 3. Zoning Amendment. Appendix A, Zoning Ordinance, Article 7.-Additional Regulations, Section 7- 101.-Regulations, tables, etc., Table 7-2 Yards (or ‘setbacks’), *Note 2. Narrow Site “3/7” Exception*, of the Code of Ordinances of the City of West University Place, Texas, is hereby amended to read:

“Note 2. Narrow Site “3/7” Exception. Alternate side yard areas apply to a building site meeting all five of the following criteria: (A) The building site is less than 55 feet in width and no more than 6,000 square feet in area. (B) The use is single-family (detached) use. (C) Outside the rear yard, no main wall surface of any building is closer than 10 feet to any main wall surface of a ‘prior building’ on an adjacent building site. A ‘prior building’ is a principal building in existence, under construction or covered by a current building permit when a building permit is issued for a subsequent building. A ‘subsequent building’ is a principal building that was permitted for construction after an adjacent prior building was permitted, and that is located on a building site that has a common side property line with the adjacent prior building. 1) Exception: If there are prior buildings on both sides of a subsequent building, each within 7 feet of the common side property lines, the minimum separation between main wall surfaces is 8 feet. (D) The owner has designated alternate side setback areas in a form approved by the administrative official and in accordance with all of the following criteria: (1) Minimum setback, interior: 3 feet. (2) Minimum setback, street side: 5 feet. (3) Minimum setbacks, both sides combined: greater of 10 feet or 20% of the building site width. (4) On each side, the setback is uniform in width along its entire length. See Table 7-5a regarding “alternating driveway” rule. (E) The proposed garage shall be located in the rear yard. The ZBA may issue or modify a special exception to locate the proposed garage outside the rear yard if all the following criteria are met. The special exception criteria conferred by Section 11-102(b) shall not be utilized when determining whether this special exception should be granted. The scope of the decision shall be limited to criteria enumerated below: (1) Locating the proposed garage outside the rear yard will not unduly alter the character of the immediate neighborhood; (2) The location will not restrict access to the principal or neighboring properties for fire or life rescue; (3) The proposed special exception will not cause any significant increase in on-street parking, will not cause any substantial traffic congestion, will not cause any substantial increase in traffic or an unreasonable burden upon utility systems or upon any other public facility

or public service; (4) A Protected Tree(s) that would otherwise be removed due to a garage being constructed in the rear yard would be preserved; and (5) The submission of a Tree Disposition Plan and Tree Survey approved by the City's Urban Forester."

Section 4. Zoning Amendment. Appendix A, Zoning Ordinance, Article 7.-Additional Regulations, Section 7- 101.-Regulations, tables, etc., Table 7-3: Open & Pervious Areas, *Note 7*, of the Code of Ordinances of the City of West University Place, Texas, is hereby amended to read:

"Note 7. All pervious areas in a front yard must be natural vegetation or landscaped area that receives rainwater and allows it to pass through or be absorbed. Artificial turf may be used in lieu of grass for landscaped areas, provided it is a natural green color that is consistent with the character of the neighborhood. Final approval of artificial turf shall be subject to the approval of the Administrative Official."

Section 5. Zoning Amendment. Appendix A, Zoning Ordinance, Article 7.-Additional Regulations, Section 7- 101.-Regulations, tables, etc., Table 7-5a: Parking, driveways, etc., *Note 5. Curb Cuts*, of the Code of Ordinances of the City of West University Place, Texas, is hereby amended to read:

"Note 5. Curb cuts. The ZBA may issue a special exception for additional curb cuts. Exception: The Administrative Official may authorize additional curb cuts for a corner site when in compliance with the requirements for two curb cuts for circular driveways specifically allowed by Chapter 70 of the Code of Ordinances. These additional curb cuts are not prohibited and do not require a special exception. (A) a) Circular driveways. If a SFD building site has 60 feet or greater frontage measured along the front street line, then two curb cuts for a circular driveway are permitted if: (1) Both curb cuts are on the same street and located along the front street line; (2) At the front street line, no part of the curb cuts or driveways are closer than two feet to a side property line; (3) In the street area, no part of the curb cuts or driveways cross the imaginary extension of a side property line, unless the affected neighboring owner consents in writing; (4) Measured along the edge of the main traveled roadway, the inside edges of the curb cuts and driveways at the property line are at least 24 feet apart; (5) Within the street area, the edges of each driveway are perpendicular to the edge of the main traveled roadway and; (6) The proposed driveways are no wider than what is allowed or specified in table 7-5a in appendix A of the Code of Ordinances. (B) Corner lots. Regardless of street frontage, corner lots shall be expressly prohibited from constructing a driveway which connects two intersecting streets (i.e., cutting the corner). If a SFD building site is 60 feet or greater in width and meets the requirements for a circular driveway as specified in Table 7-5a, Note 5(a)(1-6), corner lots shall be permitted up to two curb cuts along the front street line, but in no case may exceed a total of three per building site (i.e., two curb cuts for a circular driveway along the front street line and one curb cut for a straight driveway on the side street that services a functioning garage utilized for the off-street parking of motor vehicles) if: (1) The additional curb cut(s) will not cause the building site to exceed a total of two curb cuts along the front street line; (2) Each curb cut is at least 15 feet from the intersection of the street rights-of-way and; (3) The proposed driveway will not cause the building site to exceed the maximum impervious coverage requirement stipulated in Table 7-3: Open & Pervious Areas. (C) Through lots. Through lots shall be permitted one additional curb cut per abutting street not serving as the primary entrance to the residence. The additional curb cut(s) must service a

functioning garage utilized for the off-street parking of motor vehicles. (D) Busy streets. Bissonnet Street, Buffalo Speedway, West Holcombe Boulevard, Bellaire Boulevard, and Kirby Drive shall be permitted one additional curb cut for a circular driveway if the building site is 50 feet or greater in width. (E) The ZBA may issue a special exception for additional curb cuts in a different design or location than prescribed by this ordinance.”

Section 6. Zoning Amendment. Appendix A, Zoning Ordinance, Article 7.-Additional Regulations, Section 7- 101.-Regulations, tables, etc., Table 7-6. Projections Schedule, is amended, in part, by the addition of a new type of structure that shall read as follows:

Type of Structure		Maximum Allowed Projection (In Inches), Measured From The Inside Edge Of The Yard				Special Rules For Calculating Open & Pervious Areas
		Front Yard	Rear Yard	Side Yard	SF Bufferyard	
Certain Accessory Structures	<u>Book sharing exchanges (1 per building site)</u>	<u>No limit generally, but see Note 14</u>	0	0	0	<u>The area does not count as either open or pervious area.</u>

Section 7. Zoning Amendment. Appendix A, Zoning Ordinance, Article 7.-Additional Regulations, Section 7-101.-Regulations, tables, etc., Table 7-6. Projections Schedule, is amended by the addition of a new Note 14 that shall read as follows:

“*Note 14.* Book sharing exchange(s). No part of the structure may project into the Right-of-Way. Installation subject to guidance and final approval by the Administrative Official.”

Section 8. Code Amendment. Section 70-27.-Curb cuts and driveways; concrete, of Article II.-Work in Street Areas, Etc., of Chapter 70.-Street Areas and Public Places, of the Code of Ordinances of the City of West University Place, is amended to read as follows:

“Sec. 70-27. – Curb cuts and driveways; concrete.

- (a) *Curb cuts, etc.* Only one curb cut and only one driveway is allowed along the front street line of any building site less than 60 feet wide, measured along the front street line unless permitted by Section 7 of the Zoning Ordinance.
- (b) *Alignment. Two or more curb cuts.* If there are two or more connected curb cuts or driveways on a building site (for example, when there is a circular driveway), the following apply:
 - (1) At the front street line, no part of a curb cut or driveway may be closer than two feet to a side property line. In the street area, no part of the curb cut or driveway may cross the imaginary extension of a side property line, unless the affected neighboring owner consents in writing. The building official may make exceptions to these rules when there is no practical alternative or when necessary to prevent harm to a tree.
 - (2) Measured along the edge of the main traveled roadway:
 - a. The opening width of the driveway and curb cut shall be as specified in table 7-5(a) in appendix A of the City Code of Ordinances of the City of West University Place:
 - b. The inside edges must be at least 24 feet apart;

- c. The width of the "island" area may be covered with hard surfaced material if installing a new or replacing an existing public sidewalk; and
 - d. The curb cuts must be located along the front street line.
- (3) No driveway may be wider than what is allowed or specified in table 7-5a in appendix A of the Code of Ordinances.
- (4) Within the street area, the edges of each driveway must be perpendicular to the edge of the main traveled roadway.
- (c) *“Open ditch” areas, culverts.* If a driveway is connected to a roadway where there is no curb and gutter, there must be a concrete culvert beneath the driveway. The inside diameter of the culvert must be at least 12 inches, and the length must be at least 14 feet. The public works director may eliminate or modify the culvert requirement at a specific location, but only to the extent the specified culvert is not necessary for adequate area drainage.
- (d) *Reinforcement.* All concrete used in constructing driveways shall be reinforced by using, at a minimum, one of the following:
- (1) #3 deformed steel reinforcing bars spaced 12 inches or closer; or
 - (2) #4 deformed steel reinforcing bars spaced 16 inches or closer.
- Sidewalks outside driveway areas may be reinforced by one of these methods or by 6x6x6 wire mesh, at a minimum.
- (e) *Certain temporary driveway permits.* The director is authorized to issue permits for temporary driveway access to a site, if primary access to the site is interrupted by construction or another temporary condition. In addition to the requirements of section 8-104 of the zoning ordinance, appended in this Code, such a permit must require:
- (1) Barricading or removal of any temporary driveway on a residential street within 24 hours following resumption of primary access to the site; and
 - (2) Restoration of each area affected by temporary driveway access to its pre-existing condition, within 14 days following resumption of primary access to the site.
- Such a permit may also contain additional restrictions and conditions designed to reduce impacts on street areas, utilities, nearby land uses or traffic.”

Section 9. Comprehensive Plan. City council finds that the Zoning Amendments are consistent with the City’s comprehensive plan.

Section 10. Penalty. A violation of this ordinance shall be a Class C misdemeanor, and the penalty for violating this ordinance shall be a fine not exceeding Two Thousand and No/100 Dollars (\$2,000.00) for each offense. Each continuing day’s violation shall constitute a separate offense. The penal provisions imposed under this ordinance and the Code of Ordinances shall not preclude the City from filing suit to enjoin the violation.

Section 11. Savings/Repealing Provision. All ordinances and parts of ordinances in conflict with this ordinance are repealed to the extent of the conflict only.

Section 12. Severability. If any provision of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this ordinance shall

continue in full force and effect the same as if such invalid or unconstitutional provision had never been a part hereof.

Section 13. Effective Date. This ordinance takes effect immediately upon its passage and adoption on second reading and the publication of the caption, as required by the City Charter and state law.

PASSED, APPROVED AND ADOPTED ON FIRST READING on the __, day of _____, 2023.

PASSED, APPROVED AND ADOPTED ON SECOND READING, AND SIGNED, on the __, day of _____, 2023.

Exhibits - ZP&C FINAL REPORTS.

Attest:

Signed:

City Secretary (Seal)

Mayor

Recommended: _____
City Manager

Approved as to form: by: _____
Olson & Olson, LLP, City Attorney

EXHIBIT B

Zoning & Planning Commission
City of West University Place, Texas
3800 University Boulevard
West University Place, Texas, 77005

April 13, 2023

Honorable Mayor &
Members of the City Council
City of West University Place
3800 University Boulevard
Houston, Texas 77005

Subject: Final report on the current Zoning Ordinance of the City of West University Place, Texas ("City") relating to requirements for the installation of artificial turf.

To the Honorable Mayor & Members of City Council:

The Zoning and Planning Commission (the "Commission") of the City submits this, its final report, having proposed modifications to the Zoning Ordinance to facilitate the installation of artificial turf in front-yard landscape areas.

Existing Ordinance provisions for front-yard landscaping. The Zoning Ordinance defines a front yard as the part of a building site included in the required yard (or setback area) measured from the street line or defined by a front building line. Note 7 of Table 7-3: Open & Pervious Areas requires that all pervious areas in a front yard must be natural vegetation or landscape areas that receive rainwater and allow it to pass through or be absorbed.

Analysis. The current language of Note 7, Table 7-3: Open & Pervious Areas does not specify whether artificial turf may be used in lieu of natural grass for landscape areas in a front yard. In pursuit of clarifying the City's position on allowing the installation of such artificial turf, an update to the current Zoning Ordinance is required.

Recommendation. Based on the review given by the Commission regarding the installation of artificial turf, it has been recommended that changes be made to the Zoning Ordinance at this time. This review has concluded that the existing note on pervious area requirements for front yard landscape areas needs further clarifying language. The language shall clarify that artificial turf may be used in lieu of natural vegetation, provided that such artificial turf is of a natural green color consistent with the character of the immediate neighborhood.

The Vote. The vote on approval of this final report was as follows:

Cutrer, Mazzu, Howard, Takashima, and Wilson voted "aye".

Powell and Fisher were absent and there we no abstentions.

Respectfully Submitted:

ZONING AND PLANNING COMMISSION OF THE
CITY OF WEST UNIVERSITY PLACE, TEXAS

Chair, Zoning and Planning Commission

Existing Provisions within the Zoning Ordinance for Front-yard Landscaping in

Open & Pervious Areas:

Sec. 7-101. - Regulations, tables, etc. - Table 7-3: Open & Pervious Areas

Note 7. All pervious areas in a front yard must be natural vegetation or landscape areas that receive rainwater and allow it to pass through or be absorbed.

Amended Provisions within the Zoning Ordinance for Front-yard Landscaping in

Open & Pervious Areas:

Sec. 7-101. - Regulations, tables, etc. - Table 7-3: Open & Pervious Areas

Note 7. All pervious areas in a front yard must be natural vegetation or landscaped area that receives rainwater and allows it to pass through or be absorbed. Artificial turf may be used in lieu of grass for landscaped areas, provided it is a natural green color that is consistent with the character of the neighborhood. Final approval of artificial turf shall be subject to the approval of the Administrative Official.

Zoning & Planning Commission
City of West University Place, Texas
3800 University Boulevard
West University Place, Texas, 77005

April 13, 2023

Honorable Mayor &
Members of the City Council
City of West University Place
3800 University Boulevard
Houston, Texas 77005

Subject: Final report on the current Zoning Ordinance of the City of West University Place, Texas ("City") relating to requirements for the installation of Book Sharing Exchanges.

To the Honorable Mayor & Members of City Council:

The Zoning and Planning Commission (the "Commission") of the City submits this, its final report, having proposed modifications to the Zoning Ordinance to facilitate the installation of book sharing exchanges.

Existing Ordinance provisions for front yard accessory structures. The Zoning Ordinance defines a front yard as the part of a building site included in the required yard (or setback area) measured from the street line or defined by a front building line. The Zoning Ordinance defines "accessory" as a building, structure, or use that is subordinate and incidental to a lawful principal building and use on the same building site, and which is necessary or convenient for a lawful principal use of such a building. Projection permitted into the required front yard setback for a building site is stipulated by Table 7-6 (the "Projections Schedule"). The Projections Schedule does not currently contemplate freestanding accessory structures in the front yard (except for porches, decks, and low retaining walls). As the Projections Schedule does not currently have an equivalent entry that could be interpreted to apply to Book Sharing Exchanges, such items are not currently permitted without amending the Zoning Ordinance.

Analysis. The Projections Schedule does not currently permit any front yard accessory structure that could be considered equivalent to Book Sharing Exchanges to project into a required front yard setback. In pursuit of clarifying the City's position on the installation of front yard accessory structures such as Book Sharing Exchanges, an update to the current Zoning Ordinance is required at this time.

Recommendation. Based on the review given by the Commission regarding the installation of Book Sharing Exchanges, it has been recommended that changes be made to the Zoning Ordinance at this time. This review has concluded that a new entry should be added to the Projections Schedule to permit Book Sharing Exchanges to project into front yard setback areas. The new table entry and accompanying note shall clarify that Book Sharing Exchanges may project into a front yard setback, provided that such structures are not located in the Right-of-Way and are installed in accordance with the minimum guidelines set by the Administrative Official.

The Vote. The vote on approval of this final report was as follows:

Cutrer, Mazzu, Howard, Takashima, and Wilson voted "aye".

Powell and Fisher were absent and there were no abstentions.

Respectfully Submitted:

ZONING AND PLANNING COMMISSION OF THE
CITY OF WEST UNIVERSITY PLACE, TEXAS

Chair, Zoning and Planning Commission

Existing Provisions within the Zoning Ordinance for Front-yard Projection of Accessory Structures:

Sec. 7-101. - Regulations, tables, etc. - Table 7-6. Projections Schedule (Excerpt)

Type of Structure		Maximum Allowed Projection (In Inches), Measured From The Inside Edge Of The Yard				Special Rules For Calculating Open & Pervious Areas
		Front Yard	Rear Yard	Side Yard	SF Bufferyard	
Ground level and underground items	Sidewalks, patios, porches/platforms/decks, retaining walls, driveways, parking areas and similar structures not higher than six inches; all underground structures. <i>See also Table 7-3 regarding pervious pavement.</i>	No limit, except that decks may not project more than 120"	No limit	No limit	No limit	The area counts as open area but not as pervious area unless the material is completely pervious to water. The area beneath a deck may count as pervious area if rain is allowed to pass through the deck. <i>See Table 7-3.</i>

New Provisions within the Zoning Ordinance for Front-yard Projection of Accessory Structures (Book Sharing Exchanges):

Sec. 7-101. - Regulations, tables, etc. - Table 7-6. Projections Schedule (Excerpt)

Type of Structure		Maximum Allowed Projection (In Inches), Measured From The Inside Edge Of The Yard				Special Rules For Calculating Open & Pervious Areas
		Front Yard	Rear Yard	Side Yard	SF Bufferyard	
Certain Accessory Structures	<u>Book Sharing Exchanges (1 per building site)</u>	<u>No limit generally, but see Note 14</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>The area does not count as either open or pervious area.</u>

Note 14. Book Sharing Exchange(s). No part of the structure may project into the Right-of-Way. Installation subject to guidance and final approval by the Administrative Official.

Sec. 2-102. - Certain terms (excerpt)

Book Sharing Exchange(s). Book Sharing Exchange means a detached accessory structure usually consisting of an enclosed box sitting on top of a small stand which contains a door and is designed to hold a small number of books that are intended for use by members of the public. Such structures are generally known and referred to as "Little Free Libraries®".

Zoning & Planning Commission
City of West University Place, Texas
3800 University Boulevard
West University Place, Texas, 77005

April 13, 2023

Honorable Mayor &
Members of the City Council
City of West University Place
3800 University Boulevard
Houston, Texas 77005

Subject: Final report on the current Zoning Ordinance of the City of West University Place, Texas ("City") relating to Curb Cuts.

To the Honorable Mayor & Members of City Council:

The Zoning and Planning Commission (the "Commission") of the City submits this, its final report, having proposed modifications to the Zoning Ordinance to clarify the process for approval of additional curb cuts for certain residential street configurations.

Existing Ordinance provisions for curb cuts. Current regulations for curb cuts are located within Chapter 70 of the Code of Ordinances (Sec. 70-27. - Curb cuts and driveways; concrete.) and Article 7 of the Zoning Ordinance (Sec. 7-101. - Regulations, tables, etc., Table 7-5a: Parking, driveways, etc.). Sec. 70-27 establishes a general rule for curb cuts which states that only one curb cut and only one driveway is allowed along the front street line of any building site less than sixty feet in width. Additionally, Sec. 70-27 provides requirements for when two or more curb cuts are desired for a single building site.

Table 7-5a of the Zoning Ordinance provides regulations for the use and design of vehicular areas and provides requirements for the number and maximum width of curb cuts on a building site. The curb cut line item within Table 7-5a has an accompanying note (Note 5) which authorizes the Zoning Board of Adjustment (the "Board") to issue a special exception for additional curb cuts and permits the Administrative Official to authorize additional curb cuts for a corner site, when in compliance with the requirements for two curb cuts for circular driveways specifically allowed by Chapter 70 of the Code of Ordinances.

Analysis. In pursuit of clarifying the approval process for additional curb cuts, the Commission has proposed modifications to the Zoning Ordinance at this time. The proposed modifications clarify the existing requirements within Article 7 of the Zoning Ordinance and sets specific requirements for a variety of residential street configurations to be eligible for additional curb cuts.

Principally, Note 5 of Table 7-5a was amended to specifically regulate the eligibility requirements for constructing a circular driveway and to regulate when additional curb cuts are authorized for corner lots, through lots, and busy streets (Bissonnet Street, Buffalo Speedway, West Holcombe Boulevard, Bellaire Boulevard, and Kirby Drive). These proposed updates will not affect the Zoning Board of Adjustment's authority to issue a special exception for additional curb cuts in a different design or location than prescribed by this ordinance.

Recommendation. Based on the review given by the Commission regarding curb cuts on certain residential street configurations, it has been recommended that changes be made to the Zoning Ordinance at this time. This review concluded that the existing provisions within the Code of Ordinances need to be updated to clarify the process of approval for additional curb cuts in certain street configurations.

The Vote. The vote on approval of this final report was as follows:
Cutrer, Mazzu, Howard, Takashima, and Wilson voted "aye".

Powell and Fisher were absent and there were no abstentions.

Respectfully Submitted:

ZONING AND PLANNING COMMISSION OF THE
CITY OF WEST UNIVERSITY PLACE, TEXAS

Chair, Zoning and Planning Commission

Existing Provisions within the Code of Ordinances for Curb Cuts:

Sec. 70-27. - Curb cuts and driveways; concrete.

- a) *Curb cuts, etc.* Only one curb cut and only one driveway is allowed along the front street line of any building site less than 60 feet wide, measured along the front street line.
- b) *Two or more curb cuts.* If there are two or more connected curb cuts or driveways on a building site (for example, when there is a circular driveway), the following apply:
 - 1) At the front street line, no part of a curb cut or driveway may be closer than two feet to a side property line. In the street area, no part of the curb cut or driveway may cross the imaginary extension of a side property line, unless the affected neighboring owner consents in writing. The building official may make exceptions to these rules when there is no practical alternative or when necessary to prevent harm to a tree.
 - 2) Measured along the edge of the main traveled roadway:
 - a. The opening width of the driveway and curb cut shall be as specified in table 7-5(a) in appendix A of the City Code of Ordinances of the City of West University Place:
 - b. The inside edges must be at least 24 feet apart;
 - c. The width of the "island" area may be covered with hard surfaced material if installing a new or replacing an existing public sidewalk; and
 - d. The curb cuts must be located along the front street line.
 - 3) No driveway may be wider than what is allowed or specified in table 7-5a in appendix A of the Code of Ordinances.
 - 4) Within the street area, the edges of each driveway must be perpendicular to the edge of the main traveled roadway.
- c) *"Open ditch" areas, culverts.* If a driveway is connected to a roadway where there is no curb and gutter, there must be a concrete culvert beneath the driveway. The inside diameter of the culvert must be at least 12 inches, and the length must be at least 14 feet. The public works director may eliminate or modify the culvert requirement at a specific location, but only to the extent the specified culvert is not necessary for adequate area drainage.
- d) *Reinforcement.* All concrete used in constructing driveways shall be reinforced by using, at a minimum, one of the following:
 - 1) #3 deformed steel reinforcing bars spaced 12 inches or closer; or
 - 2) #4 deformed steel reinforcing bars spaced 16 inches or closer.Sidewalks outside driveway areas may be reinforced by one of these methods or by 6x6x6 wire mesh, at a minimum.
- e) *Certain temporary driveway permits.* The director is authorized to issue permits for temporary driveway access to a site, if primary access to the site is interrupted by construction or another temporary condition. In addition to the requirements of section 8-104 of the zoning ordinance, appended in this Code, such a permit must require:
 - 1) Barricading or removal of any temporary driveway on a residential street within 24 hours following resumption of primary access to the site; and
 - 2) Restoration of each area affected by temporary driveway access to its pre-existing condition, within 14 days following resumption of primary access to the site.

Such a permit may also contain additional restrictions and conditions designed to reduce impacts on street areas, utilities, nearby land uses or traffic.

Sec. 7-101. - Regulations, tables, etc. - Table 7-5a: Parking, driveways, etc. - Note 5. Curb cuts.

Note 5. Curb cuts. The ZBA may issue a special exception for additional curb cuts. Exception: The Administrative Official may authorize additional curb cuts for a corner site when in compliance with the requirements for two curb cuts for circular driveways specifically allowed by Chapter 70 of the Code of Ordinances. These additional curb cuts are not prohibited and do not require a special exception.

Amended Provisions within the Code of Ordinances for Curb Cuts:

Sec. 70-27. - Curb cuts and driveways; concrete.

- a) *Curb cuts, etc.* Only one curb cut and only one driveway is allowed along the front street line of any building site ~~less than 60 feet wide, measured along the front street line unless permitted by Section 7 of the Zoning Ordinance.~~
- b) *Alignment.* ~~Two or more curb cuts. If there are two or more connected curb cuts or driveways on a building site (for example, when there is a circular driveway), the following apply:~~
- ~~1) At the front street line, no part of a curb cut or driveway may be closer than two feet to a side property line. In the street area, no part of the curb cut or driveway may cross the imaginary extension of a side property line, unless the affected neighboring owner consents in writing. The building official may make exceptions to these rules when there is no practical alternative or when necessary to prevent harm to a tree.~~
 - ~~2) Measured along the edge of the main traveled roadway:~~
 - ~~a. The opening width of the driveway and curb cut shall be as specified in table 7-5(a) in appendix A of the City Code of Ordinances of the City of West University Place;~~
 - ~~b. The inside edges must be at least 24 feet apart;~~
 - ~~c. The width of the "island" area may be covered with hard surfaced material if installing a new or replacing an existing public sidewalk; and~~
 - ~~d. The curb cuts must be located along the front street line.~~
 - ~~3) No driveway may be wider than what is allowed or specified in table 7-5a in appendix A of the Code of Ordinances.~~
 - ~~4) Within the street area, the edges of each driveway must be perpendicular to the edge of the main traveled roadway.~~
- c) *"Open ditch" areas, culverts.* If a driveway is connected to a roadway where there is no curb and gutter, there must be a concrete culvert beneath the driveway. The inside diameter of the culvert must be at least 12 inches, and the length must be at least 14 feet. The public works director may eliminate or modify the culvert requirement at a specific location, but only to the extent the specified culvert is not necessary for adequate area drainage.
- d) *Reinforcement.* All concrete used in constructing driveways shall be reinforced by using, at a minimum, one of the following:
- 1) #3 deformed steel reinforcing bars spaced 12 inches or closer; or
 - 2) #4 deformed steel reinforcing bars spaced 16 inches or closer.
- Sidewalks outside driveway areas may be reinforced by one of these methods or by 6x6x6 wire mesh, at a minimum.
- e) *Certain temporary driveway permits.* The director is authorized to issue permits for temporary driveway access to a site, if primary access to the site is interrupted by construction or another temporary condition. In addition to the requirements of section 8-104 of the zoning ordinance, appended in this Code, such a permit must require:
- 1) Barricading or removal of any temporary driveway on a residential street within 24 hours following resumption of primary access to the site; and
 - 2) Restoration of each area affected by temporary driveway access to its pre-existing condition, within 14 days following resumption of primary access to the site.

Such a permit may also contain additional restrictions and conditions designed to reduce impacts on street areas, utilities, nearby land uses or traffic.

Sec. 7-101. - Regulations, tables, etc. - Table 7-5a: Parking, driveways, etc. - Note 5. Curb cuts.

~~Note 5. Curb cuts. The ZBA may issue a special exception for additional curb cuts. Exception: The Administrative Official may authorize additional curb cuts for a corner site when in compliance with the requirements for two curb cuts for circular driveways specifically allowed by Chapter 70 of the Code of Ordinances. These additional curb cuts are not prohibited and do not require a special exception.~~

- a) Circular driveways. If a SFD building site has 60 feet or greater frontage measured along the front street line, then two curb cuts for a circular driveway are permitted if:
- 1) Both curb cuts are on the same street and located along the front street line;
 - 2) At the front street line, no part of the curb cuts or driveways are closer than two feet to a side property line;
 - 3) In the street area, no part of the curb cuts or driveways cross the imaginary extension of a side property line, unless the affected neighboring owner consents in writing;
 - 4) Measured along the edge of the main traveled roadway, the inside edges of the curb cuts and driveways at the property line are at least 24 feet apart;
 - 5) Within the street area, the edges of each driveway are perpendicular to the edge of the main traveled roadway and;
 - 6) The proposed driveways are no wider than what is allowed or specified in table 7-5a in appendix A of the Code of Ordinances.
- b) Corner lots. Regardless of street frontage, corner lots shall be expressly prohibited from constructing a driveway which connects two intersecting streets (i.e., cutting the corner). If a SFD building site is 60 feet or greater in width and meets the requirements for a circular driveway as specified in Table 7-5a, Note 5(a) (1-6), corner lots shall be permitted up to two curb cuts along the front street line, but in no case may exceed a total of three per building site (i.e., two curb cuts for a circular driveway along the front street line and one curb cut for a straight driveway on the side street that services a functioning garage utilized for the off-street parking of motor vehicles) if:
- 1) The additional curb cut(s) will not cause the building site to exceed a total of two curb cuts along the front street line;
 - 2) Each curb cut is at least 15 feet from the intersection of the street rights-of-way and;
 - 3) The proposed driveway will not cause the building site to exceed the maximum impervious coverage requirement stipulated in Table 7-3: Open & Pervious Areas.
- c) Through lots. Through lots shall be permitted one additional curb cut per abutting street not serving as the primary entrance to the residence. The additional curb cut(s) must service a functioning garage utilized for the off-street parking of motor vehicles.
- d) Busy streets. Bissonnet Street, Buffalo Speedway, West Holcombe Boulevard, Bellaire Boulevard, and Kirby Drive shall be permitted one additional curb cut for a circular driveway if the building site is 50 feet or greater in width.
- e) The ZBA may issue a special exception for additional curb cuts in a different design or location than prescribed by this ordinance.

Zoning & Planning Commission
City of West University Place, Texas
3800 University Boulevard
West University Place, Texas, 77005

April 13, 2023

Honorable Mayor &
Members of the City Council
City of West University Place
3800 University Boulevard
Houston, Texas 77005

Subject: Final report on the current Zoning Ordinance of the City
of West University Place, Texas ("City") relating to the
3/7 Exception for Narrow Lots.

To the Honorable Mayor & Members of City Council:

The Zoning and Planning Commission (the "Commission") of the City submits this, its final report, having proposed modifications to the Zoning Ordinance for the 3/7 Exception which applies to narrow lots.

Existing Ordinance provisions for the 3/7 Exception. The Zoning Ordinance defines side yards as the part of a building site included in the required yard (or setback area) measured from any side property line. For SF building sites located in the SF-1, SF-2, or SF-3 zoning districts, the Zoning Ordinance requires interior side yards and street side yards are to be the greater of 10% of the building site width or 5 feet. For narrow lots (lots measuring less than 55 feet in width), the 3/7 Exception may be applied, which permits such building sites to designate alternate side setback areas in a form approved by the administrative official and meeting certain criteria enumerated in Note 2, Table 7-2: Yards (or 'setbacks').

Analysis. In pursuit of investigating the merits of the continued existence of the narrow site "3/7" exception, the Commission has proposed modifications to the Zoning Ordinance at this time. The proposed modifications add greater clarity to the existing exception verbiage and add further requirements for building sites to be eligible for the exception. Principally, an additional restriction was added to the exception requiring proposed garages to be located in the rear yard, as this was determined to be the rationale of the Commission when the exception was originally created. To offset this additional restriction, a special exception process was created for building sites desiring alternate side setback areas while locating a garage outside the rear yard.

Recommendation. Based on the review given by the Commission regarding the 3/7 Exception, it has been recommended that changes be made to the Zoning Ordinance at this time. This review concluded that the narrow site "3/7" exception continues to provide a beneficial utility to the City, but existing provisions in the Zoning Ordinance need to be updated to ensure that the verbiage of the exception is in line with the intent of the Commission.

The Vote. The vote on approval of this final report was as follows:

Cutrer, Mazzu, Howard, and Takashima voted "aye".

Wilson voted "nay".

Powell and Fisher were absent and there were no abstentions.

Respectfully Submitted:

ZONING AND PLANNING COMMISSION OF THE
CITY OF WEST UNIVERSITY PLACE, TEXAS

Chair, Zoning and Planning Commission

Existing Provisions within the Zoning Ordinance for the 3/7 Exception

Sec. 7-101. - Regulations, tables, etc. - Table 7-2: Yards (or 'setbacks')

Note 2. Narrow Site "3/7" Exception. Alternate side yard areas apply to a building site meeting all four of the following criteria: (A) The building site is less than 55 feet wide. (B) The use is single-family (detached) use. (C) Outside the rear yard, no main wall surface of any building is closer than 10 feet to any main wall surface of a "prior building" on another building site (unless there are "prior buildings" on both sides, each within seven feet of the property line, in which case the minimum separation from a "prior building" is eight feet). A "prior building" is a building in existence, under construction or covered by a current building permit when a building permit is issued for the subsequent building. (D) The owner has designated alternate side setback areas in a form approved by the administrative official and in accordance with all of the following criteria: (1) Minimum setback, interior: 3 feet. (2) Minimum setback, street side: 5 feet. (3) Minimum setbacks, both sides combined: greater of 10 feet or 20% of the building site width. (4) On each side, the setback is uniform in width along its entire length. See Table 7-5a regarding "alternating driveway" rule.

Amended Provisions within the Zoning Ordinance for the 3/7 Exception

Sec. 7-101. - Regulations, tables, etc. - Table 7-2: Yards (or 'setbacks')

Note 2. Narrow Site "3/7" Exception. Alternate side yard areas apply to a building site meeting all five of the following criteria:

- A. The building site is less than 55 feet in width and no more than 6,000 square feet in area.
- B. The use is single-family (detached) use.
- C. Outside the rear yard, no main wall surface of any building is closer than 10 feet to any main wall surface of a 'prior building' on an adjacent building site. A 'prior building' is a principal building in existence, under construction or covered by a current building permit when a building permit is issued for a subsequent building. A 'subsequent building' is a principal building that was permitted for construction after an adjacent prior building was permitted, and that is located on a building site that has a common side property line with the adjacent prior building.
 - 1) Exception: If there are prior buildings on both sides of a subsequent building, each within 7 feet of the common side property lines, the minimum separation between main wall surfaces is 8 feet.

D. The owner has designated alternate side setback areas in a form approved by the administrative official and in accordance with all of the following criteria:

- 1) Minimum setback, interior: 3 feet.
- 2) Minimum setback, street side: 5 feet.
- 3) Minimum setbacks, both sides combined: greater of 10 feet or 20% of the building site width.
- 4) On each side, the setback is uniform in width along its entire length. See Table 7-5a regarding "alternating driveway" rule.

E. The proposed garage shall be located in the rear yard. The ZBA may issue or modify a special exception to locate the proposed garage outside the rear yard if all the following criteria are met. The special exception criteria conferred by Section 11-102(b) shall not be utilized when determining whether this special exception should be granted. The scope of the decision shall be limited to criteria enumerated below:

- 1) Locating the proposed garage outside the rear yard will not unduly alter the character of the immediate neighborhood;
- 2) The location will not restrict access to the principal or neighboring properties for fire or life rescue;
- 3) The proposed special exception will not cause any significant increase in on-street parking, will not cause any substantial traffic congestion, will not cause any substantial increase in traffic or an unreasonable burden upon utility systems or upon any other public facility or public service;
- 4) A Protected Tree(s) that would otherwise be removed due to a garage being constructed in the rear yard would be preserved; and
- 5) The submission of a Tree Disposition Plan and Tree Survey approved by the City's Urban Forester.

West University Place – City Council – 5/08/23



TX BBG CONSULTING, INC.



Artificial Turf



TX BBG CONSULTING, INC.

Artificial Turf – Current / Redline / To Read

- **Table 7-3: Open & Pervious Areas, Note 7 (Current:)**

Note 7. All pervious areas in a front yard must be natural vegetation or landscape areas that receive rainwater and allow it to pass through or be absorbed.

- **Table 7-3: Open & Pervious Areas, Note 7 (Redline:)**

Note 7. All pervious areas in a front yard must be natural vegetation or landscapedd area that receivess rainwater and allowss it to pass through or be absorbed. Artificial turf may be used in lieu of grass for landscaped areas, provided it is a natural green color that is consistent with the character of the neighborhood. Final approval of artificial turf shall be subject to the approval of the Administrative Official.

- **Table 7-3: Open & Pervious Areas, Note 7 (To Read:)**

Note 7. All pervious areas in a front yard must be natural vegetation or landscaped area that receives rainwater and allows it to pass through or be absorbed. Artificial turf may be used in lieu of grass for landscaped areas, provided it is a natural green color that is consistent with the character of the neighborhood. Final approval of artificial turf shall be subject to the approval of the Administrative Official.



Book Sharing Exchanges



TX BBG CONSULTING, INC.

Book Sharing Exchanges – Table / Note / Definition

- **Table 7-6: Projections Schedule (New Entry for Book Sharing Exchanges:)**

Type of Structure		Maximum Allowed Projection (In Inches), Measured From The Inside Edge Of The Yard				Special Rules For Calculating Open & Pervious Areas
		Front Yard	Rear Yard	Side Yard	SF Bufferyard	
Certain Accessory Structures	<u>Book Sharing Exchanges (1 per building site)</u>	<u>No limit generally, but see Note 14</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>The area does not count as either open or pervious area.</u>

- **Table 7-6: Projections Schedule, Note 7 (New:)**

Note 14. Book Sharing Exchange(s). No part of the structure may project into the Right-of-Way. Installation subject to guidance and final approval by the Administrative Official.

- **Article 2. – Definitions and Interpretations - Sec. 2-102. – Certain Terms (New:)**

Book Sharing Exchange(s). Book Sharing Exchange means a detached accessory structure usually consisting of an enclosed box sitting on top of a small stand which contains a door and is designed to hold a small number of books that are intended for use by members of the public. Such structures are generally known and referred to as “Little Free Libraries ®”.



3/7 Exception



TX BBG CONSULTING, INC.

3/7 Exception – Current

- **Current:**

Note 2. Narrow Site “3/7 Exception. Alternate side yard areas apply to a building site meeting all four of the following criteria: (A) The building site is less than 55 feet wide. (B) The use is single-family (detached) use. (C) Outside the rear yard, no main wall surface of any building is closer than 10 feet to any main wall surface of a "prior building" on another building site (unless there are "prior buildings" on both sides, each within seven feet of the property line, in which case the minimum separation from a "prior building" is eight feet). A "prior building" is a building in existence, under construction or covered by a current building permit when a building permit is issued for the subsequent building. (D) The owner has designated alternate side setback areas in a form approved by the administrative official and in accordance with all of the following criteria: (1) Minimum setback, interior: 3 feet. (2) Minimum setback, street side: 5 feet. (3) Minimum setbacks, both sides combined: greater of 10 feet or 20% of the building site width. (4) On each side, the setback is uniform in width along its entire length. See Table 7-5a regarding "alternating driveway" rule.

3/7 Exception – Redline

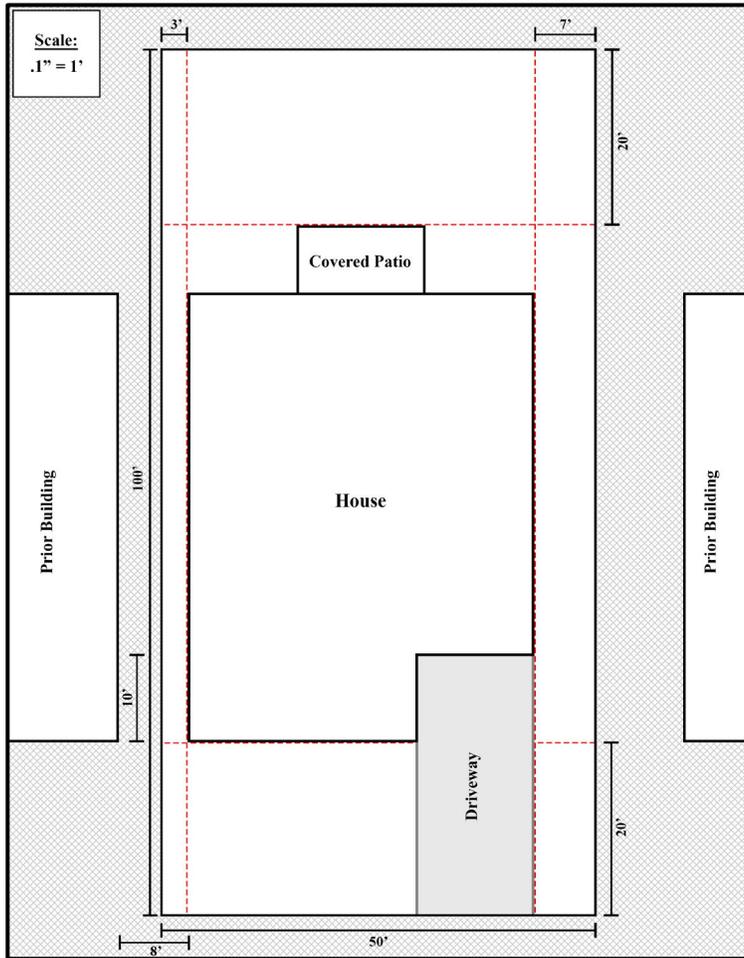
Note 2. Narrow Site “3/7” Exception. Alternate side yard areas apply to a building site meeting all ~~four~~ five of the following criteria:

- A. The building site is less than 55 feet ~~wide~~ in width and no more than 6,000 square feet in area.
- B. The use is single- family (detached) use.
- C. Outside the rear yard, no main wall surface of any building is closer than 10 feet to any main wall surface of a "prior building" on ~~another~~ an adjacent building site ~~(unless there are "prior buildings" on both sides, each within seven feet of the property line, in which case the minimum separation from a "prior building" is eight feet)~~. A "prior building" is a principal building in existence, under construction or covered by a current building permit when a building permit is issued for ~~the a~~ subsequent building. A ‘subsequent building’ is a principal building that was permitted for construction after an adjacent prior building was permitted, and that is located on a building site that has a common side property line with the adjacent prior building.
- D. The owner has designated alternate side setback areas in a form approved by the administrative official and in accordance with all of the following criteria:
 - 1) Minimum setback, interior: 3 feet.
 - 2) Minimum setback, street side: 5 feet.
 - 3) Minimum setbacks, both sides combined: greater of 10 feet or 20% of the building site width.
 - 4) On each side, the setback is uniform in width along its entire length. See Table 7-5a regarding "alternating driveway" rule.
- E. The proposed garage shall be located in the rear yard. The ZBA may issue or modify a special exception to locate the proposed garage outside the rear yard if all the following criteria are met. The special exception criteria conferred by Section 11-102(b) shall not be utilized when determining whether this special exception should be granted. The scope of the decision shall be limited to criteria enumerated below:
 - 1) Locating the proposed garage outside the rear yard will not unduly alter the character of the immediate neighborhood and;
 - 2) The location will not restrict access to the principal or neighboring properties for fire or life rescue and;
 - 3) The proposed special exception will not cause any significant increase in on-street parking, will not cause any substantial traffic congestion, will not cause any substantial increase in traffic or an unreasonable burden upon utility systems or upon any other public facility or public service and;
 - 4) A Protected Tree(s) that would otherwise be removed due to a garage being constructed in the rear yard would be preserved and;
 - 5) The submission of an approved Tree Disposition Plan and Tree Survey by the City’s Urban Forester.

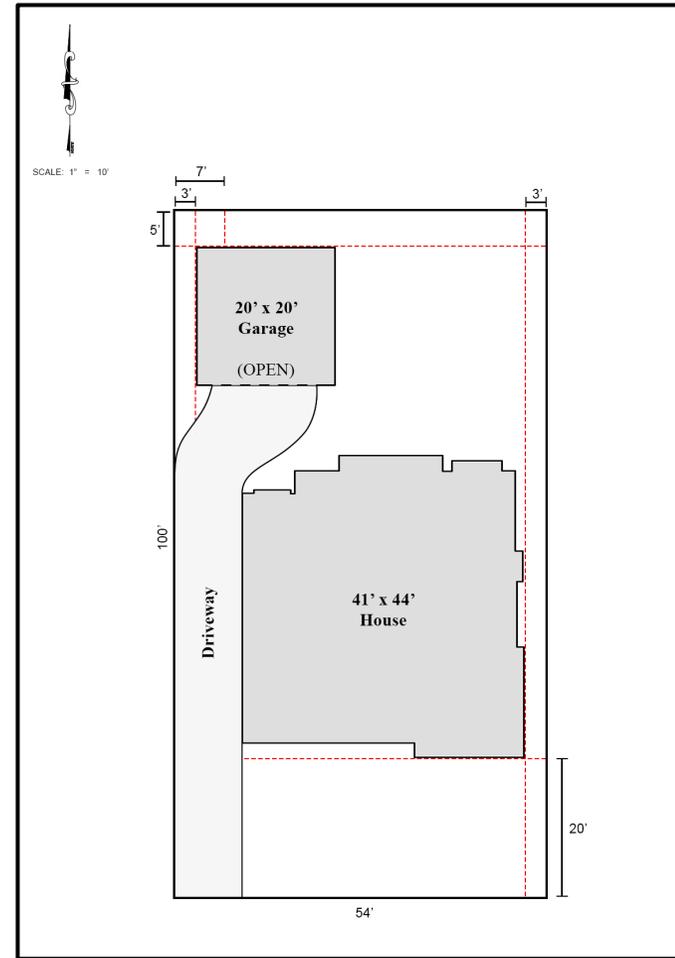
3/7 Exception – To Read

Note 2. Narrow Site “3/7” Exception. Alternate side yard areas apply to a building site meeting all five of the following criteria:

- A. The building site is less than 55 feet in width and no more than 6,000 square feet in area.
- B. The use is single-family (detached) use.
- C. Outside the rear yard, no main wall surface of any building is closer than 10 feet to any main wall surface of a ‘prior building’ on an adjacent building site. A ‘prior building’ is a principal building in existence, under construction or covered by a current building permit when a building permit is issued for a subsequent building. A ‘subsequent building’ is a principal building that was permitted for construction after an adjacent prior building was permitted, and that is located on a building site that has a common side property line with the adjacent prior building.
 - 1) Exception: If there are prior buildings on both sides of a subsequent building, each within 7 feet of the common side property lines, the minimum separation between main wall surfaces is 8 feet.
- D. The owner has designated alternate side setback areas in a form approved by the administrative official and in accordance with all of the following criteria:
 - 1) Minimum setback, interior: 3 feet.
 - 2) Minimum setback, street side: 5 feet.
 - 3) Minimum setbacks, both sides combined: greater of 10 feet or 20% of the building site width.
 - 4) On each side, the setback is uniform in width along its entire length. See Table 7-5a regarding “alternating driveway” rule.
- E. The proposed garage shall be located in the rear yard. The ZBA may issue or modify a special exception to locate the proposed garage outside the rear yard if all the following criteria are met. The special exception criteria conferred by Section 11-102(b) shall not be utilized when determining whether this special exception should be granted, and the scope of the decision shall be limited to criteria enumerated below:
 - 1) Locating the proposed garage outside the rear yard will not unduly alter the character of the immediate neighborhood and;
 - 2) The location will not restrict access to the principal or neighboring properties for fire or life rescue and;
 - 3) The proposed special exception will not cause any significant increase in on-street parking, will not cause any substantial traffic congestion, will not cause any substantial increase in traffic or an unreasonable burden upon utility systems or upon any other public facility or public service and;
 - 4) A Protected Tree(s) that would otherwise be removed due to a garage being constructed in the rear yard would be preserved and;
 - 5) The submission of an approved Tree Disposition Plan and Tree Survey by the City’s Urban Forester.



No longer permitted under new code language without Special Exception



Permitted under new code language



Curb Cuts



TX BBG CONSULTING, INC.

Curb Cuts – Current

- **Table 7-5a, Note 5 (Current:)**

Note 5. Curb cuts. The ZBA may issue a special exception for additional curb cuts. Exception: The Administrative Official may authorize additional curb cuts for a corner site when in compliance with the requirements for two curb cuts for circular driveways specifically allowed by Chapter 70 of the Code of Ordinances. These additional curb cuts are not prohibited and do not require a special exception.

Curb Cuts – Redline

- **Table 7-5a, Note 5 (Current:)**

~~Note 5. Curb cuts. The ZBA may issue a special exception for additional curb cuts. Exception: The Administrative Official may authorize additional curb cuts for a corner site when in compliance with the requirements for two curb cuts for circular driveways specifically allowed by Chapter 70 of the Code of Ordinances. These additional curb cuts are not prohibited and do not require a special exception.~~

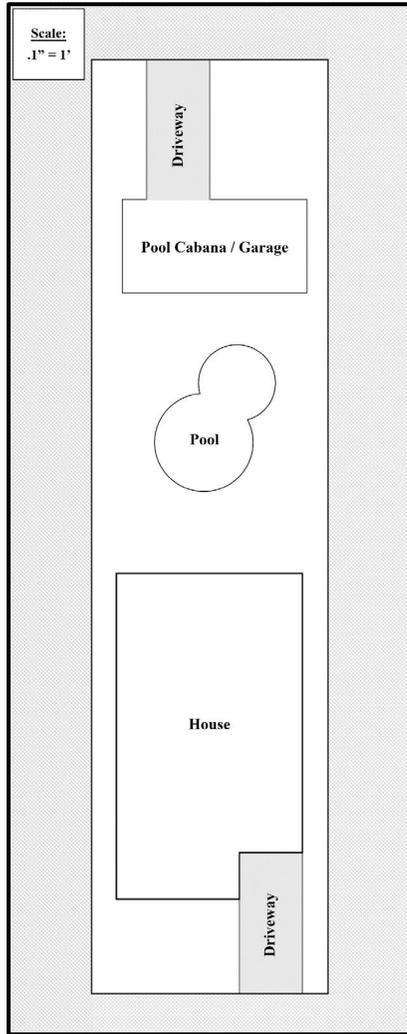
- a) **Circular driveways.** ~~If a SFD building site has 60 feet or greater frontage measured along the front street line, then two curb cuts for a circular driveway are permitted if:~~
 - 1) ~~Both curb cuts are on the same street and located along the front street line;~~
 - 2) ~~At the front street line, no part of the curb cuts or driveways are closer than two feet to a side property line;~~
 - 3) ~~In the street area, no part of the curb cuts or driveways cross the imaginary extension of a side property line, unless the affected neighboring owner consents in writing;~~
 - 4) ~~Measured along the edge of the main traveled roadway, the inside edges of the curb cuts and driveways at the property line are at least 24 feet apart;~~
 - 5) ~~Within the street area, the edges of each driveway are perpendicular to the edge of the main traveled roadway and;~~
 - 6) ~~The proposed driveways are no wider than what is allowed or specified in table 7-5a in appendix A of the Code of Ordinances.~~
- b) **Corner lots.** ~~Regardless of street frontage, corner lots shall be expressly prohibited from constructing a driveway which connects two intersecting streets (i.e., cutting the corner). If a SFD building site is 60 feet or greater in width and meets the requirements for a circular driveway as specified in Table 7-5a, Note 5(a)(1-6), corner lots shall be permitted up to two curb cuts along the front street line, but in no case may exceed a total of three per building site (i.e., two curb cuts for a circular driveway along the front street line and one curb cut for a straight driveway on the side street that services a functioning garage utilized for the off-street parking of motor vehicles) if:~~
 - 1) ~~The additional curb cut(s) will not cause the building site to exceed a total of two curb cuts along the front street line;~~
 - 2) ~~Each curb cut is at least 15 feet from the intersection of the street rights-of-way and;~~
 - 3) ~~The proposed driveway will not cause the building site to exceed the maximum impervious coverage requirement stipulated in Table 7-3: Open & Pervious Areas.~~
- c) **Through lots.** ~~Through lots shall be permitted one additional curb cut per abutting street not serving as the primary entrance to the residence. The additional curb cut(s) must service a functioning garage utilized for the off-street parking of motor vehicles.~~
- d) **Busy streets.** ~~Bissonnet Street, Buffalo Speedway, West Holcombe Boulevard, Bellaire Boulevard, and Kirby Drive shall be permitted one additional curb cut for a circular driveway if the building site is 50 feet or greater in width.~~
- e) ~~The ZBA may issue a special exception for additional curb cuts in a different design or location than prescribed by this ordinance.~~

Curb Cuts – To Read

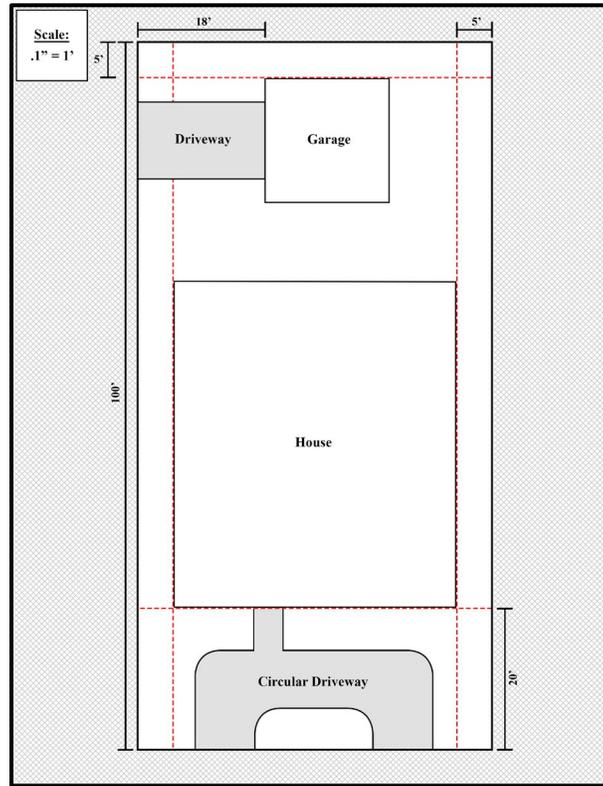
- **Table 7-5a, Note 5 (To Read:)**

Note 5. Curb cuts.

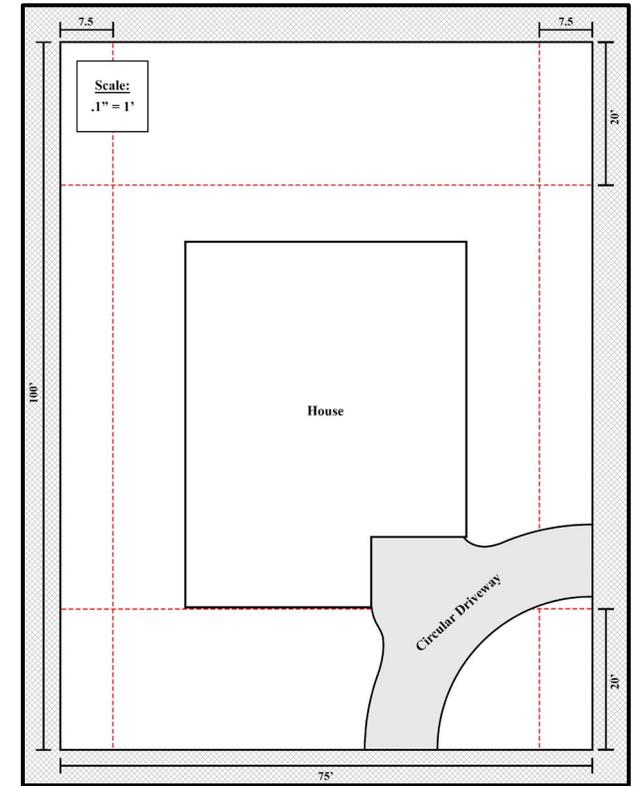
- a) Circular driveways. If a SFD building site has 60 feet or greater frontage measured along the front street line, then two curb cuts for a circular driveway are permitted if:
 - 1) Both curb cuts are on the same street and located along the front street line;
 - 2) At the front street line, no part of the curb cuts or driveways are closer than two feet to a side property line;
 - 3) In the street area, no part of the curb cuts or driveways cross the imaginary extension of a side property line, unless the affected neighboring owner consents in writing;
 - 4) Measured along the edge of the main traveled roadway, the inside edges of the curb cuts and driveways at the property line are at least 24 feet apart;
 - 5) Within the street area, the edges of each driveway are perpendicular to the edge of the main traveled roadway and;
 - 6) The proposed driveways are no wider than what is allowed or specified in table 7-5a in appendix A of the Code of Ordinances.
- b) Corner lots. Regardless of street frontage, corner lots shall be expressly prohibited from constructing a driveway which connects two intersecting streets (i.e., cutting the corner). If a SFD building site is 60 feet or greater in width and meets the requirements for a circular driveway as specified in Table 7-5a, Note 5(a)(1-6), corner lots shall be permitted up to two curb cuts along the front street line, but in no case may exceed a total of three per building site (i.e., two curb cuts for a circular driveway along the front street line and one curb cut for a straight driveway on the side street that services a functioning garage utilized for the off-street parking of motor vehicles) if:
 - 1) The additional curb cut(s) will not cause the building site to exceed a total of two curb cuts along the front street line;
 - 2) Each curb cut is at least 15 feet from the intersection of the street rights-of-way and;
 - 3) The proposed driveway will not cause the building site to exceed the maximum impervious coverage requirement stipulated in Table 7-3: Open & Pervious Areas.
- c) Through lots. Through lots shall be permitted one additional curb cut per abutting street not serving as the primary entrance to the residence. The additional curb cut(s) must service a functioning garage utilized for the off-street parking of motor vehicles.
- d) Busy streets. Bissonnet Street, Buffalo Speedway, West Holcombe Boulevard, Bellaire Boulevard, and Kirby Drive shall be permitted one additional curb cut for a circular driveway if the building site is 50 feet or greater in width.
- e) The ZBA may issue a special exception for additional curb cuts in a different design or location than prescribed by this ordinance.



Through Lot Configuration - Permitted



Busy Street Configuration - Permitted



"Cutting the Corner" Configuration – Explicitly Not Permitted



AGENDA MEMO

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

Meeting Date	05.08.2023	Agenda Item	10
Approved by City Manager	Yes	Presenter(s)	D. Cameron, Director
Reviewed by City Attorney	NA	Department	Public Works
Subject	On-Call Traffic Engineering Services		
Attachments	1. Professional Services Agreement 2. Recommendation of Award		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

During the course of the year, the City will have the need for the specialized services of Professional Traffic Engineer to review issues related to traffic. Typical services utilized by the City are for traffic safety, four-way stop review and speed studies. The agreement for the previous firm has ended and the City issued a Request for Qualifications (RFQ)in for On-Call Traffic Engineering Services.

The City received six (6) Statements of Qualifications (SOQs) from interested firms. After review of the SOQs, reference checks, and a subsequent interview with the highest ranked firm, the City Engineer (IDS Engineering) and staff, recommend Kimley-Horn and Associates, Inc., for the City’s on-call traffic engineering services.

The scope of services include, but is not limited to, the following:

- Mobility plans
- Signalization Warrant Studies
- Signal Timing
- Access Management
- Intersection design
- Traffic Safety Evaluations
- Cost Estimates for Identified Projects
- Signing and Pavement Marking
- Traffic Calming
- Traffic Signal Design
- Traffic Control Plans
- Traffic Impact Studies
- Data Collection (Traffic Counts, etc.)
- Public Outreach

Funding for these services covered by this agreement will be appropriated during the City’s annual budget process or on a case-by-case basis as requested by the City.

Recommended Action

Staff recommends that City Council approve an agreement with Kimley-Horn Associates, Inc. for On-Call Traffic Engineering Services for the period of one year with the option of two one-year renewals; and authorize the City Manager to execute the agreement.



The City of West University Place

PROFESSIONAL SERVICES AGREEMENT

Revised 11/11/2021

This Professional Services Agreement (Contract) is made between the City of West University Place, Texas (City), and Contractor. The City and Contractor agree to the terms and conditions of this Contract, which consists of the following parts:

- I. Summary of Contract Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Special Terms and Conditions
- V. Additional Contract Documents

I. Summary of Contract Terms.

Contractor: Kimley Horn

Description of Services/Scope of Work: On-Call Traffic Engineer Services

Base Contract Price: The fees for the services under this Agreement will be based on either a fixed fee basis or the actual hours of services furnished multiplied by the Contractor’s billing rates, plus all reasonable expenses directly related to the services.

Length of Contract: One (1) year with two (2) one-year renewals.

Repairs/Additional Work in addition to Base Contract Price: ***Any additions to the Scope of Work must be submitted in writing and approved by the City via Addendum.***

Effective Date: 5/8/2023

Termination Date: 5/8/2024

Renewal: ***As per written agreement only***

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF WEST UNIVERSITY PLACE:*

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

____ Council Approved on ____ / ____ / ____

____ City Manager

____ Department Head

____ Division Head

*Contract Signature Authority:

Division Head -\$2,999 or less

Department Head - \$3,000 to \$14,999

City Manager - \$15,000 to \$50,000

Over \$50,000 – Council approval required

Attest: City Secretary

III. Standard Contractual Provision.

A. Definitions.

Contract means this Professional Services Agreement.

Services means the services for which the City solicited bids or received proposals as described in this Contract.

B. Services and Payment. Contractor will furnish Services to the City in accordance with the terms and conditions specified in this Contract. Contractor will bill the City for the Services provided at intervals of at least 30 days, except for the final billing. The City shall pay Contractor for the Services in accordance with the terms of this Contract, but all payments to be made by the City to Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the applicable provisions of Chapter 2251 of the Government Code.

C. Termination Provisions.

(1) *City Termination for Convenience.* The City may terminate this Contract during its term at any time for the City's own convenience where the Contractor is not in default by giving ninety (90) days written notice to Contractor. If the City terminated this Contract under this paragraph, the City will pay the Contractor for all services rendered in accordance with this Contract to the date of termination.

(2) *Termination for Default.* Either party to this Contract may terminate this Contract if the other party fails to comply with its terms. The party alleging the default will give the other party notice of the default in writing citing the terms of the Contract that have been breached and what action the defaulting party must take to cure the default. If the party in default fails to cure the default as specified in the notice within 30 days, the party giving the notice of default may terminate this Contract by written notice to the other party, specifying the date of termination. Termination of the Contract under this paragraph does not affect the right of either party to seek remedies for breach of the Contract as allowed by law, including any damages or costs suffered by either party.

(3) *Multi-Year Contracts and Funding.* If this Contract extends beyond the City's fiscal year in which it becomes effective or provides for the City to make any payment during any of the City's fiscal years following the City's fiscal year in which this Contract becomes effective and the City fails to appropriate funds to make any required Contract payment for that successive fiscal year and there are no funds from the City's sale of debt instruments to make the required payment, then this Contract automatically terminates at the beginning of the first day of the City's successive fiscal year of the Contract for which the City has not appropriated funds or otherwise provided for funds to make a required payment under the contract.

D. Liability and Indemnity. Any provision of any attached contract document that limits the Contractor's liability to the City or releases the Contractor from liability to the City for actual or compensatory damages, loss, or costs arising from the performance of this Contract or that provides for contractual indemnity by one party to the other party to this Contract is not applicable or effective under this Contract. Except where an Additional Contract Document provided by the City provides otherwise, each party to this Contract is responsible for defending against and liable for paying any claim, suit, or judgment for damages, loss, or costs arising from that party's negligent acts or omissions in the performance of this Contract in accordance with applicable law. This provision does not affect the right of either party to this contract who is sued by a third party

of acts or omissions arising from this Contract to bring in the other party to this Contract as a third-party defendant as allowed by law.

- E. Assignment. The Contractor shall not assign this Contract without the prior written consent of the City.
- F. **Law Governing and Venue**. **This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Harris County, Texas.**
- G. Entire Contract. This Contract represents the entire Contract between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.
- H. Independent Contractor. Contractor shall perform the work under this Contract as an independent contractor and not as an employee of the City. The City has no right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor under this Contract. The City and Contractor agree that the work performed under this Contract is not inherently dangerous, that Contractor will perform the work in accordance with the professional skill and care ordinarily provided by competent engineers practicing in the same or similar locality and under the same or similar circumstances and professional license and as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer, and that Contractor will take proper care and precautions to insure the safety of Contractor's officers and employees.
- I. Dispute Resolution Procedures. The Contractor and City desire an expeditious means to resolve any disputes that may arise between them regarding this Contract. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.
- J. Attorney's Fees. Should the City bring suit against the Contractor for breach of contract or for any other cause relating to this Contract, the City shall be entitled to seek an award of attorney's fees or other costs relating to the suit.
- K. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.
- L. Work Product. Any work product generated as a result of this Contract shall be the property of the City.

IV. Special Terms or Conditions.

- A. State Disclosure Requirements. As required by Section 2252.908, Texas Government Code, if this Contract requires an action or vote by the City before the contract may be signed, or has a value of at least \$1 million, then the City may not enter into such Contract unless the Contractor submits a disclosure of interested parties to the City at the time the Contractor submits the signed Contract to the City. The Contractor agrees to submit such disclosure as required by Section 2252.908 of the Texas Government Code on the form 1295, prescribed by the Texas Ethics Commission, unless the Contractor is a publicly traded entity or a wholly owned subsidiary of same, in which case no disclosure is required. The Contractor agrees to access the Texas Ethics Commission website and complete the form 1295, receive a confirmation number and a PDF version of the completed form 1295, execute and notarize a hard copy version of the completed form 1295, and submit it, along with the confirmation number, to the City.
- B. Other State Requirements. The Contractor hereby certifies that it and its parent company, wholly-owned or majority-owned subsidiaries, and other affiliates comply with and agree to abide by the requirements of Texas Government Code Chapter 2252 (foreign terrorist organizations prohibited), Chapter 2264

(undocumented workers), Chapter 2270 (boycott-Israel), and Chapter 2274, Texas Government Code (boycotts-energy company; discrimination – firearms entity or trade association).

V. *Additional Contract Documents.* The following specified documents attached to this Contract are part of this Contract, except as follows: any provision contained in any of the Contractor's Additional Contract Documents specified below that conflicts with a Contract provision does not apply to this contract.

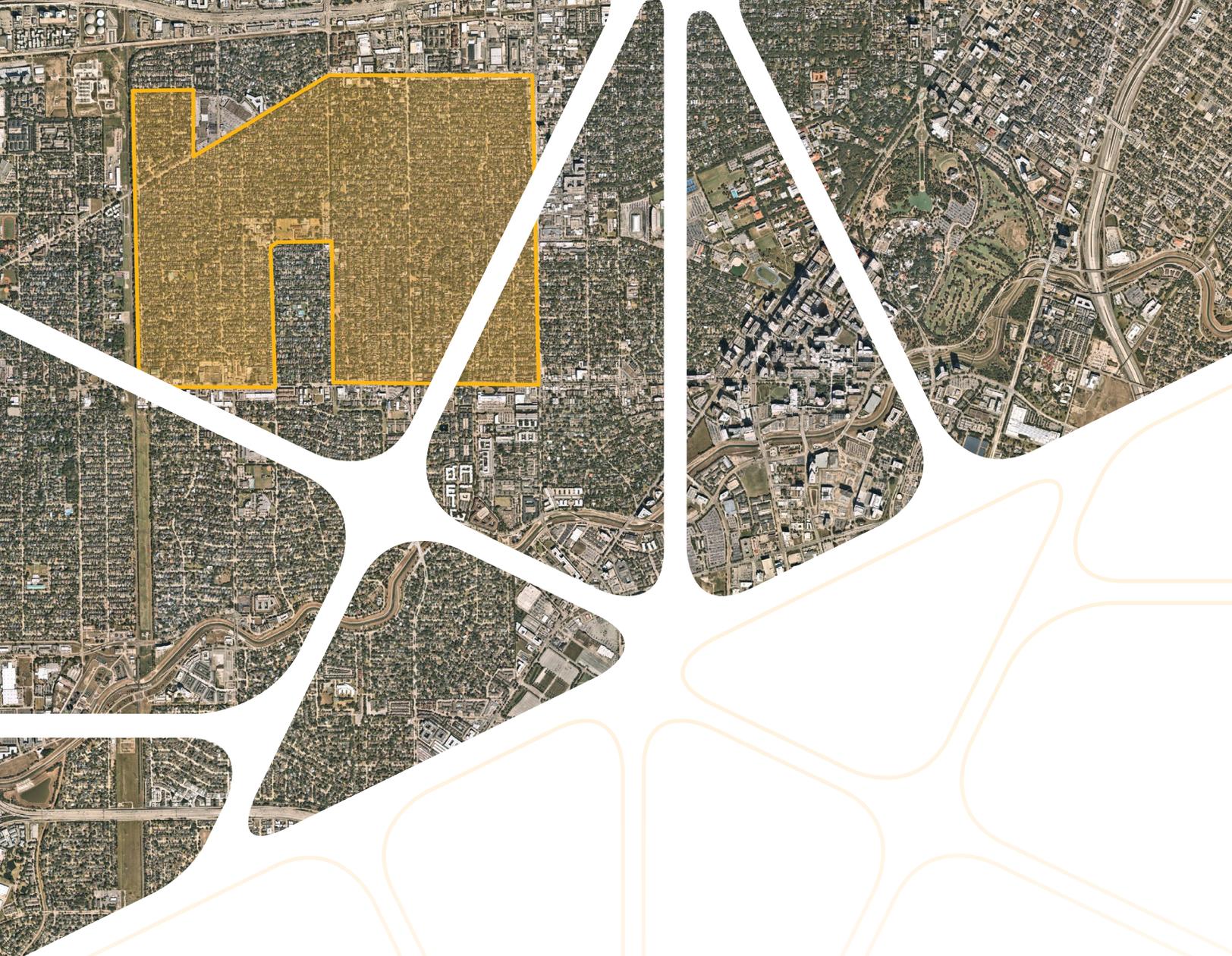
A. Contractor's Additional Contract Documents:

1. Statement of Qualifications

B. City's Additional Contract Documents:

1. REQUIRED INSURANCE PROVISIONS FOR DESIGNATED PROFESSIONAL SERVICE CONTRACTS

END OF DOCUMENT



DECEMBER 2022

STATEMENT OF QUALIFICATIONS

TRAFFIC ENGINEERING SERVICES

PW22-05

Prepared for
**The City of West
University Place**

Prepared by
Kimley»Horn
Expect More. Experience Better.

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A. Cover Letter

City of West University Place
Edward Orozco, Public Works Manager
3826 Amherst Street
West University Place, TX 77005

December 14, 2022

RE: RFQ PW22-05 | Traffic Engineering Services

Dear Mr. Orozco and Selection Committee Members,

The City of West University Place is a city within a city—known as a safe, beautiful place to raise children, it is one of the most coveted places to live in the Houston area. In order to continue providing a place for your citizens to safely live, travel, and navigate, you need to partner with a local consultant to provide traffic engineering services. Kimley-Horn and Associates, Inc. (Kimley-Horn) is that consultant. As you read through our qualifications, please keep the following merits of the Kimley-Horn team in mind:



Understand the City's Needs and Requirements. Kimley-Horn is no stranger to West University Place. Our wastewater engineers recently completed a master plan for the City's wastewater treatment plant and are providing services for the improvements that will follow. With ongoing and upcoming Capital Improvements projects along major city streets and the adoption of the Facilities Master Plan in mid-2022, several City buildings (including the library) may be relocated, which may change traffic patterns. We can seamlessly expand our current services and assist the City plan, design, implement, and respond to any traffic related items. We know City staff and are knowledgeable about your processes and requirements.



Experience with Adjacent Jurisdictions. The City of West University Place is bound by the City of Houston on three sides, and traffic signal or access modifications on adjoining Houston streets may spill over on to City of West University Place. Kimley-Horn has active contracts and long standing relationships with City of Houston, Metro, and TxDOT that we can leverage to identify mutually beneficial solution to any traffic issues.



Proven Track Record. Vivek has a proven track record of serving municipalities in an on-call role and leveraging Kimley-Horn's deep bench of resources and wide range of expertise providing a one-stop shop.



Vested Interest in West University Place. Our project manager, Vivek Deshpande and his family live in West University Place and enjoy the diverse, vibrant, well-planned, and family-oriented community feel that the City offers. He and his family regularly walk to the Colonial Park, bike with their daughter for drop off at the West University Elementary School, and drive through the City to work. Vivek has a vested interest to make mobility for automobiles, bicycles, pedestrians, and transit through the City more accessible, efficient, and safer.

We look forward to continuing to work with the City of West University Place. If you have questions or would like to discuss our high-quality service and traffic engineering expertise, please contact our project manager Vivek at 281.406.1670 or vivek.deshpande@kimley-horn.com.

Sincerely,

Kimley-Horn and Associates, Inc.

Vivek Deshpande, P.E.
Project Manager

Aaron Rader, P.E.
Vice President/Authorized to Bind the Firm

B. Firm Profile

Name: Kimley-Horn and Associates, Inc.

Address: 11233 Shadow Creek Parkway, Suite 450, Pearland, TX 77584

Phone: 281.895.1210

History of the Firm

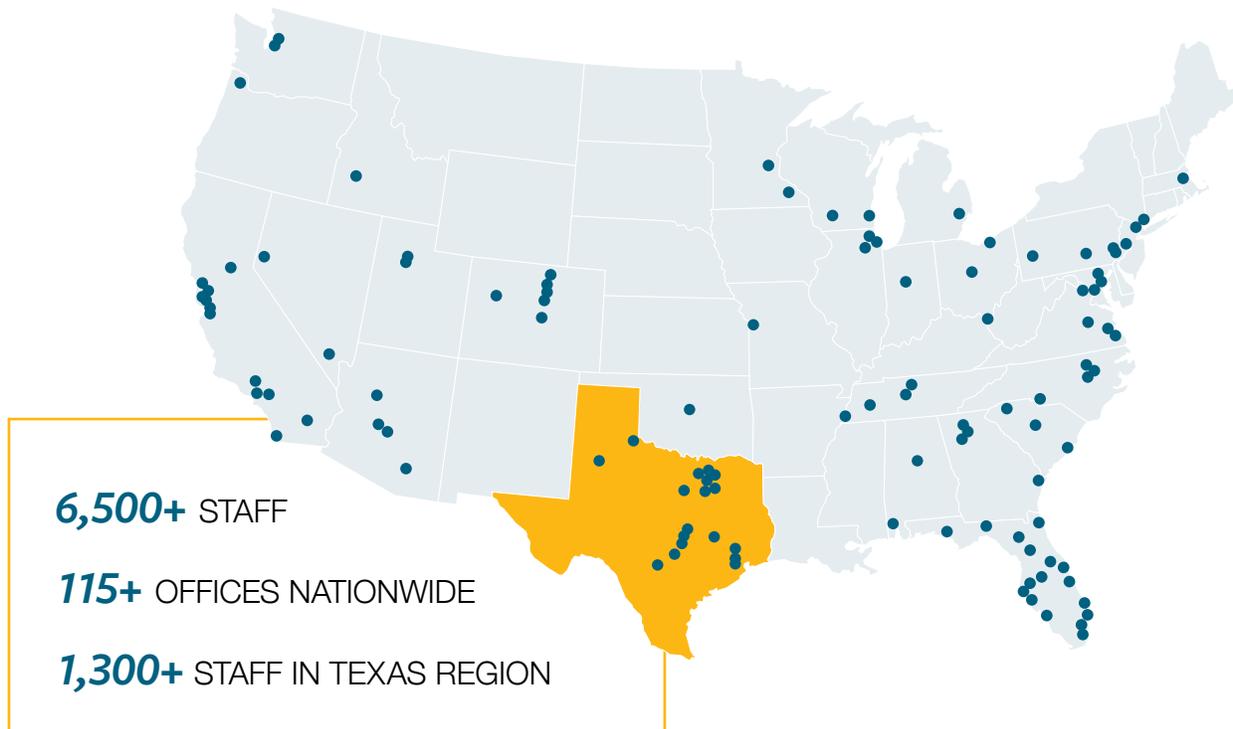
Kimley-Horn and Associates, Inc. (Kimley-Horn), founded 55 years ago by transportation engineers, is a multidisciplinary consulting firm composed of transportation engineers and planners, civil engineers, structural engineers, electrical engineers, roadway engineers, water resource engineers, landscape architects, environmental professionals, and construction phase specialists. Working as a coordinated team, we develop workable, constructible designs within project objectives and budgets. Kimley-Horn is able to bring you the resources of a large national firm combined with the understanding of a small local organization.

We offer complete traffic and transportation engineering services in-house. Kimley-Horn has completed thousands of traffic and transportation engineering and operations projects, ranging from major area-wide signal systems involving hundreds of intersections to single intersection safety audits, designs, and analyses. Our expertise includes:

- Traffic engineering
- Design of signs, pavement markings, and lighting
- Intelligent Transportation Systems (ITS)
- Transportation planning
- Roadway and bridge design
- Roundabouts
- Interchange and intersection safety studies and designs
- Bicycle and pedestrian facility planning and design
- Site civil and utility design
- Hydraulic and stormwater management design
- Environmental assessments and permitting
- Streetscape and landscape design
- Public involvement
- Funding and grant applications

Structure and Size of the Firm

Kimley-Horn is a privately owned corporation. We have a staff of more than 6,500 who serve a wide range of clients across many disciplines from more than 115 offices nationwide, including 19 in our Texas region.



B. Firm Profile

Personnel Directly Responsible for Services

Please see the matrix below for the key personnel responsible for services for the City of West University Place.

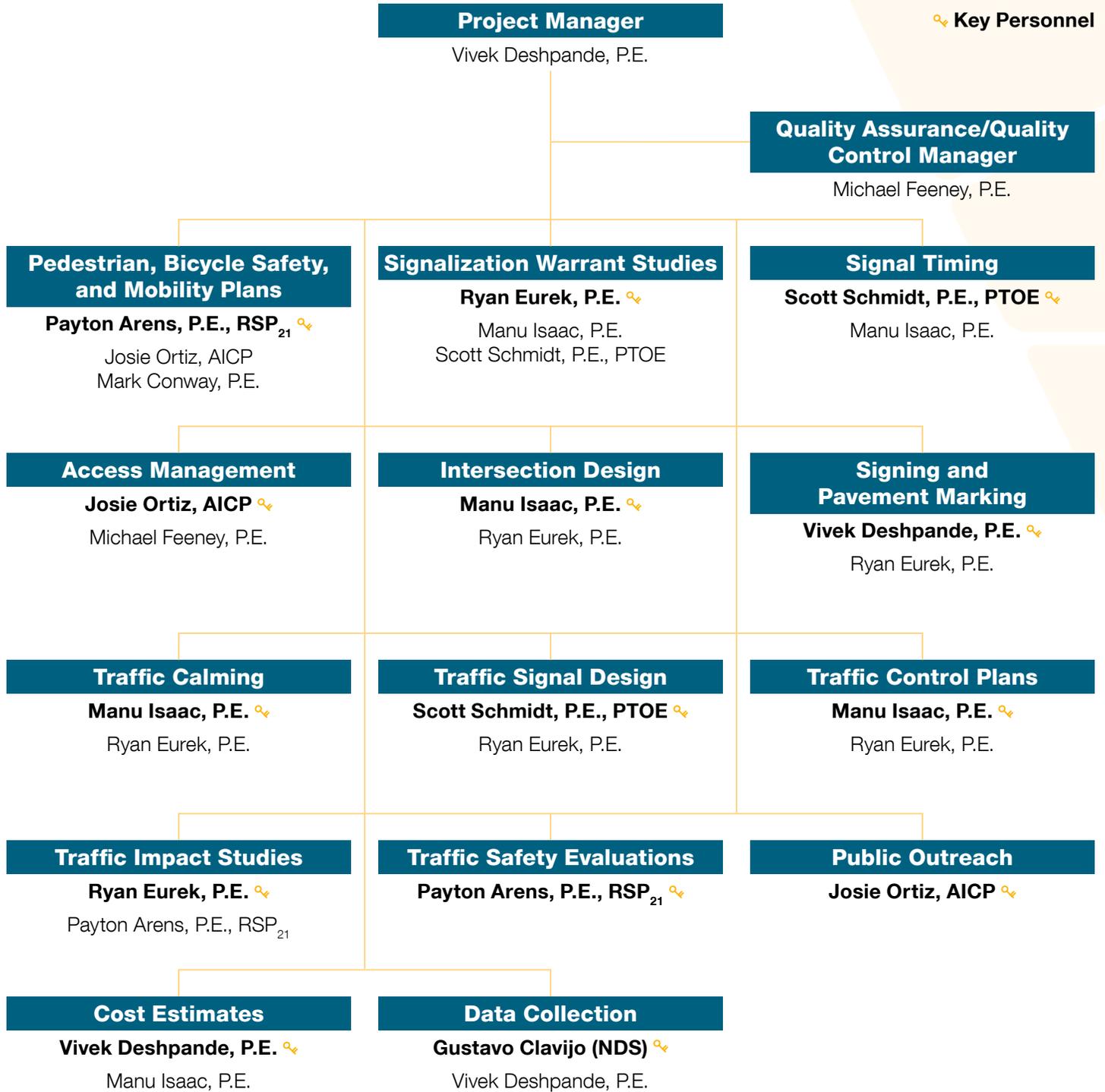
★ DIRECTLY RESPONSIBLE

	Vivek Deshpande, P.E.	Michael Feeney, P.E.	Manu Isaac, P.E.	Ryan Eurek, P.E.	Scott Schmidt, P.E., PTOE	Payton Arens, P.E., RSP21	Josie Ortiz, AICP	Mark Conway, P.E.	Gustavo Clavijo (NDS)
Pedestrian and Bicycle Safety and Mobility Plans			○			★	○	○	
Signalization Warrant Studies			○	★	○				
Signal Timing			○		★				
Access Management		○					★		
Intersection Design			★	○					
Signing and Pavement Marking	★		○	○	○				
Traffic Calming	○		★	○	○	○			
Traffic Signal Design			○	○	★	○		○	
Traffic Control Plans			★	○					
Traffic Impact Studies			○	★		○			
Traffic Safety Evaluations						★			
Public Outreach							★		
Cost Estimates	★		○						
Data Collection	○								○

C. Key Personnel Resumes

Organization Chart

All key personnel listed on the below organizational chart will have direct responsibilities while working on traffic and transportation services for West University Place. These team members are devoted employees who are currently employed by Kimley-Horn and National Data & Surveying Services (NDS) and specialize in specific disciplines that maybe be required for upcoming projects. Full page resumes for everyone can be found on the following pages.



C. Key Personnel Resumes

Vivek Deshpande, P.E.

*Project Manager; Signing and Pavement Marking Task Lead;
Cost Estimates Task Lead*

Vivek specializes in the field of transportation planning and traffic operations. He has more than 16 years of experience in serving various municipal and state clients in Texas, leading all aspects of a project from traffic analysis, recommending improvements, developing Plans, Specifications, and Estimate (PS&E) for the proposed improvements, letting, and construction phase services. Vivek has extensive experience in working as extension of staff on tasks ranging from addressing citizen traffic complaints, preparing education material for public outreach, developing standard operating procedures and training modules for city staff, reviewing traffic studies and design plans for City staff, and identifying grant opportunities and assisting with preparing applications. For two years, Vivek led a team to staff and operate City of Austin Traffic Management Center (TMC) controlling over 1,000 traffic signals, 600 cameras, and other signal equipment.

65% AVAILABILITY

PROFESSIONAL CREDENTIALS

Master of Science,
Civil Engineering,
University of Minnesota

Master of Urban and
Regional Planning,
Transportation, University
of Minnesota

Bachelor of Science,
Civil Engineering,
Indian Institute of
Technology, Madras

Professional Engineer in
Texas (#105960)

TxDOT Pre- Certification
Categories: 7.1.1, 7.3.1,
8.3.1

Institute of Transportation
Engineers (ITE), Member

RELEVANT EXPERIENCE

- City of Missouri City Traffic Engineering On-Call – Missouri City, TX
- City of Missouri City Traffic Management Center Staff Augmentation – Missouri City, TX
- Pflugerville Traffic Engineering On-Call – Pflugerville, TX
- Williamson County Traffic Engineering On-Call – Williamson County, TX
- Corridor Signal Re-Timing Projects (50 intersections) – City of Round Rock On-Call Engineering Services – Round Rock, TX
- Signal Design Projects (13 locations) – Round Rock On-Call Engineering Services – Round Rock, TX
- East Riverside Drive Corridor Improvements Preliminary Engineering Report – Austin, TX
- Airport Blvd Corridor Improvements Preliminary Engineering Report – Austin, TX
- Pflugerville – TxDOT Signal System Takeover – Pflugerville, TX
- Leander – TxDOT Signal System Takeover – Leander, TX
- SH 29-University Avenue Right-Turn Lane Improvements – Georgetown, TX
- RM 2222 ITS Design, TXDOT Austin District – Austin TX
- City of Austin Mobility Management Center (MMC) Staffing and Expansion – Austin, TX
- Hopkins Street Corridor Improvements, San Marcos, TX
- US 59 ITS Design, TXDOT Lufkin District – Lufkin, TX
- SH 6 Safety Illumination, TXDOT Bryan District – Grimes County, TX
- Colorado Sand Extension, Continuous Lighting, City of Pflugerville – Pflugerville, TX
- University Boulevard Widening Signal and Illumination Design – Round Rock, TX
- O'Connor Drive Traffic Study and Signal Design PS&E – Williamson County, TX
- Austin Advanced Traffic Management System (ATMS) (KITS) – Austin, TX

C. Key Personnel Resumes



35% AVAILABILITY

PROFESSIONAL CREDENTIALS

Master of Science,
Civil Engineering,
Virginia Polytechnic Inst. &
State University

Bachelor of Science,
Civil Engineering,
Virginia Polytechnic Inst. &
State University

Professional Engineer
in Texas (#90417) and
New York

TxDOT Precertifications:
1.1.1, 1.2.1, 1.3.1, 1.4.1,
1.5.1, 1.6.1, 2.7.1, 3.2.1,
4.2.1, 7.1.1, 7.3.1, 7.4.1,
7.5.1, 8.1.1, 8.3.1, 8.4.1,
8.6.1, 9.1.1

Institute of Transportation
Engineers, Fellow

League of American
Bicyclists, Member

Michael Feeney, P.E.

QA/QC Manager

Michael is a leader in the traffic engineering, transportation planning, and transit arena with more than 30 years of experience in project management, traffic engineering, transportation and transit planning, ITS, and GIS. He has extensive experience dealing with local, state, and federal agencies as well as projects requiring multiple agency coordination. His specific responsibilities have included planning, organizing, and preparing engineering reports, studies, designs, and contract documents on both public and private sector projects. Michael's experience includes corridor and regional studies and plans, intersection improvements, bicycle and pedestrian planning and design, capacity improvements, as well as projects involving public outreach and multi-stakeholder coordination.

RELEVANT EXPERIENCE

- TxDOT Statewide Intersections Contract – TxDOT Design Division Safe Routes to School – La Marque, TX
- TIRZ 17/Memorial City Redevelopment Authority – Mobility Study and Intersection Improvements – Houston, TX
- Houston-Galveston Area Council (H-GAC) Pedestrian & Bicyclist Special District Studies – Houston, TX
- Broadway Traffic Signal Warrant Analysis – Galveston, TX
- Master Thoroughfare Plan – Sugar Land, TX
- Red Bluff Road Interchange Alternatives Analysis – Seabrook, TX
- University Boulevard Corridor Analysis – Sugar Land, TX
- Fairmont Parkway Corridor Study – Harris County, TX
- Precinct 2 Transportation Master Plan – Harris County, TX
- H-GAC Livable Centers Studies (2), Upper Kirby and Near Northside – Houston, TX
- H-GAC SH 146 Corridor Study – Baytown and Mont Belvieu, TX
- Broadway (FM 518) Corridor Plan – Pearland, TX
- Brazoria County Thoroughfare Plan – Brazoria County, TX
- City of Pearland Thoroughfare Plan Adjustments – Pearland, TX
- Liberty County Mobility Study – Liberty County, TX
- Southeast Harris County Subregional Plan, Harris County, TX
- Mesa Street Corridor Study – El Paso, TX
- Red Bluff Road Interchange Alternatives Analysis – Seabrook, TX
- Gulf Coast Rail District Commuter Rail Feasibility Study – Houston, TX
- Ports Area Transportation Improvements – Harris County, TX
- Barbours Cut Boulevard Reconstruction – La Porte, TX
- VIA Rapid Transit Corridors Planning – San Antonio, TX
- Mesa Street Corridor Study – El Paso, TX

C. Key Personnel Resumes



35% AVAILABILITY

PROFESSIONAL CREDENTIALS

Master of Science,
Civil Engineering,
Texas A&M University

Bachelor of Technology,
Civil Engineering,
University of Kerala

Diploma, Construction
Engineering and
Management, Trivandrum
College of Engineering,
India

Professional Engineer in
Texas (#87756)

Institute of Transportation
Engineers (ITE), Member

TexITE Past President

TxDOT Pre-Certification
Categories: 4.1.1, 7.1.1,
7.3.1, 7.4.1, 7.5.1, 8.1.1,
8.3.1, 8.4.1, 9.1.1

Manu Isaac, P.E.

*Intersection Design Task Lead; Traffic Calming Task Lead;
Traffic Control Plans Task Lead*

Manu has more than 27 years of experience in traffic and transportation engineering within Texas. He is widely recognized as a leader in the field of traffic operations, especially for signal timing, pedestrian/bicycle designs, and traffic engineering studies. Manu's varied experience includes wayfinding signage, transportation planning, traffic management plans, traffic signal design, minor roadway design, signal communication design, Intelligent Transportation Systems design, and illumination. He has led several signal timing optimization projects, traffic signal warrant studies, traffic impact analysis, traffic circulation studies, traffic safety analysis, and parking studies. He has also developed traffic control plans and traffic management plans for various special events and construction projects. He has a proven record of building and managing relationships with key clients by delivering high quality deliverables that exceed client expectations.

RELEVANT EXPERIENCE

- TxDOT On-Call Traffic Signal Timing – TxDOT Houston District, TX
- City of Houston Traffic Signal and ITS Design Contract – Houston, TX
- City of Bellaire Newcastle Traffic Signals Evaluation and Retiming – Bellaire, TX
- METRO English Street Neighborhood Cut-Through/Speeding Traffic Study – Houston, TX
- City of Conroe Traffic Engineering On-Call – Conroe, TX
- Traffic Engineering On-Call Services – Bunker Hill Village, TX
- Citywide Traffic Signal Timing Optimization – League City, TX
- League City Parkway Traffic Signal Improvements – League City, TX
- SH 96 at South Shore Boulevard Intersection Improvements – League City, TX
- Pedestrian and Bicycle Facilities Design – Sugar Land, TX
- Cartwright Road Safety Improvement Study and Design – Sugar Land, TX
- Sugar Land Comprehensive Wayfinding Sign Program – Sugar Land, TX
- Missouri City Mobility and ITS Master Plan – Missouri City, TX
- FM 1092 Traffic Signal Timing Optimization – Missouri City, TX
- 61st Street Traffic Engineering Study and Signal Timing Optimization – Galveston, TX
- Broadway Avenue Traffic Signal Repairs – Galveston, TX
- Comprehensive Traffic Engineering Study – Deer Park, TX
- Harris County Precinct 3 Comprehensive Traffic Engineering Study – Houston, TX
- METRO Solutions Uptown Line and University Line, Traffic Analysis & Signal Design – Houston, TX
- Garth Road Fiber Optic Signal Communication Design and Signal Timing – Baytown, TX
- Decker Road Speed Study – Baytown, TX
- Main and Alexander Fiber Optic Traffic Signal Communication Design – Baytown, TX

C. Key Personnel Resumes



55% AVAILABILITY

PROFESSIONAL CREDENTIALS

Bachelor of Science,
Civil Engineering,
Texas A&M University

Professional Engineer in
Texas (#115640)

Institute of Transportation
Engineers (ITE), Member

Ryan Eurek, P.E.

Signalization Warrant Studies Task Lead; Traffic Impact Analysis Task Lead

Ryan has more than 13 years of experience in traffic and transportation engineering. His experience includes regional planning, traffic signal timing, traffic signal warrant analyses, traffic operational analyses, school circulation studies, and various other traffic and safety studies. He has been involved with the completion of a variety of services, including traffic signal designs, signing and pavement marking designs, traffic control plans, roadway median modifications, temporary signal designs, traffic impact analyses, traffic surveys, citywide fiber optic inventory, traffic signal inventories, and providing inspection as part of construction phase services. Ryan is proficient in a variety of traffic engineering, transportation planning, GIS, and computer-aided design software packages.

RELEVANT EXPERIENCE

- H-GAC SH 6 Access Management Studies – H-GAC Region, TX
- Any Way Speed Study – Lake Jackson, TX
- City of Houston Traffic Signal Design Package #4, #8, and #11 – Houston, TX
- Traffic Signal Inventory and Assessment – Conroe, TX
- Lexington at E. Cypresswood Intersection Study – Houston, TX
- Telge Road Traffic Study – Houston, TX
- Flashing Yellow Arrow Implementation – Sugar Land, TX
- League City Traffic Signal Timing – League City, TX
- SH 3/FM 517 Access Management Study – League City-Dickinson, TX
- 81st at Stewart Traffic Signal Design – Galveston, TX
- Broadway Traffic Signal Repairs – Galveston, TX
- SH 105 and SH 75 Signal Timing – Conroe, TX
- Citywide Fiber Optic Inventory and Assessment – Houston, TX
- BF 1960 Access Management Study – Humble, TX
- Comprehensive Wayfinding Sign Program – Sugar Land, TX
- SH 105 Downtown Traffic Signal Designs – Conroe, TX
- FM 1314 at Crighton Road Traffic Signal Design – Conroe, TX
- METRO English Street Traffic Study – Houston, TX
- Riverstone Connection Study, Sugar Land, TX – Sugar Land, TX
- Brazos River Turnaround Traffic Study – Sugar Land, TX

C. Key Personnel Resumes



55% AVAILABILITY

PROFESSIONAL CREDENTIALS

Bachelor of Science,
Civil Engineering,
Texas A&M University

Professional Engineer in
Texas (#105151)

Professional Traffic
Operations Engineer
(#3035)

Institute of Transportation
Engineers (ITE), Member

Scott Schmidt, P.E., PTOE

Signal Timing Task Lead; Traffic Signal Design Task Lead

Scott brings 17 years of traffic and transportation engineering experience in the local Houston area. His experience includes various traffic studies, including signal warrant analysis, multi-way stop analysis, traffic impact analysis, delay studies, speed studies, and traffic safety studies. He is well-versed in signal timing optimization and implementation, traffic simulation modeling, traffic signal designs, and signing and pavement marking designs. He has performed local signal timing optimization for multiple corridors and has worked with various traffic modeling programs such as Synchro, TSPPD (True-Traffic), PASSER, HCS2000, and VISSIM. He has developed optimized signal timings and implemented these timings at hundreds of intersections for a variety of clients such as City of Baytown, City of Conroe, City of Galveston, City of Sugar Land, City of League City, TxDOT, and Harris County. Scott's design experience includes traffic signals, signing and pavement markings, signal communication, illumination, and ITS designs.

RELEVANT EXPERIENCE

- 61st Street and Seawall Boulevard Traffic Study and Signal Timing Optimization – Galveston, TX
- FM 518, SH 96, SH 646 2019 Signal Timing – League City, TX
- FM 1092 Traffic Signal Timing Optimization – Missouri City, TX
- FM 1960 Signal Timing, TxDOT Houston District – Houston, TX
- FM 270 at Austin Traffic Signal Design – League City, TX
- FM 3083 at Pollock Traffic Signal Design – Conroe, TX
- FM 518 & SH 96 Signal Timing Optimization – League City, TX
- FY 2017 On-Call Traffic Engineering Services – Baytown, TX
- HCTRA VISSIM Traffic Model, Westpark Toll Road – Houston, TX
- Loop 336 at SH 75 Traffic Signal Design – Conroe, TX
- SH 105 Signal Timing Optimization, Conroe, TX
- Signal Timing Optimization of SH 6 Corridor – Missouri City, TX
- Stonehedge Drive Sight Distance Study – Baytown, TX
- Traffic Signal Design, FM 270 at Austin – League City, TX

C. Key Personnel Resumes



60% AVAILABILITY

PROFESSIONAL CREDENTIALS

Bachelor of Science,
Civil Engineering,
University of Texas at
Austin

Professional Engineer in
Texas (#128628)

Road Safety Professional
(#638)

Road Safety Professional
Infrastructure, Level 2
(#134)

Institute of Transportation
Engineers (ITE), Member

PAYTON ARENS, P.E., RSP₂₁

*Pedestrian and Bicycle Safety and Mobility Plans Task Lead;
Traffic Safety Evaluations Task Lead*

Payton has nine years of experience in transportation planning, operations, and design. He has performed a variety of services, including intersection and signal design, capacity and crash data analysis, bikeway design, traffic control plans, and design of signing and pavement markings. He has completed various designs for City of Houston, TxDOT, and other agencies throughout the region. Payton has applied knowledge of infrastructure design manuals, Texas Manual of Uniform Traffic Control Devices (TMUTCD), Highway Capacity Manual, and Highway Safety Manual. He is also familiar with national best-practices in complete street design documented per ITE's Designing Walkable Urban Thoroughfares and NACTO's Urban Street Design Guide.

RELEVANT EXPERIENCE

- H-GAC Intersection Safety Assessments – H-GAC Region, TX
- West Dallas Street Bicycle Lane Design – Houston, TX
- McKinney Street Road Diet – Houston, TX
- HGAC Brazoria County Thoroughfare Plan – Brazoria County, TX
- Broadway Corridor Development Plan – Pearland, TX
- Citywide Pedestrian and Bike Facility Designs – Sugar Land, TX
- TC Jester at 18th Street Intersection Redesign and Safety Improvements – Houston, TX
- McKinney Street Road Diet – Houston, TX
- Memorial at Gessner intersection Redesign – Bunker Hill Village, TX
- Max Road Schematic and TIP Grant Application – Pearland, TX
- 61st Street Corridor Study – Galveston, TX
- Broadway Pedestrian Signal Repairs – Galveston, TX
- Development of Mid-Block Crossing Guidelines – Sugar Land, TX
- Citywide Traffic Signal Rebuild Package 11 – Houston, TX
- Regional Commuter Rail Feasibility Study – Houston, TX
- Garth Road PER – Baytown, TX
- H-GAC SH 146 Subregional Plan – Cities of Baytown and Mont Belvieu, TX
- Decker Drive Speed Study – Baytown, TX
- GCRD Fort Bend Freight Rail Bypass Options Cost-Benefit Analysis – Fort Bend, TX
- Comprehensive Wayfinding Sign Program – Sugar Land, TX
- First Colony Hike and Bike Trail Study – Sugar Land, TX

C. Key Personnel Resumes



50% AVAILABILITY

PROFESSIONAL CREDENTIALS

Masters of Urban and Regional Planning, Humphrey School of Public Affairs, University of Minnesota – Twin Cities

Bachelor of Urban Studies, University of Minnesota – Twin Cities

American Institute of Certified Planners (# 29338)

Josie Ortiz, AICP

Access Management Task Lead; Public Outreach Task Lead

Josie has more than nine years of experience in land use and transportation planning, both in the public and private sectors. Her areas of expertise include comprehensive, thoroughfare, land use, and neighborhood planning. Her community engagement expertise includes in-person focus groups, workshops, open houses, and charrettes, as well as municipal meetings. Josie also has experience creating, maintaining, and communicating results from a variety of online engagement tools including Social Pinpoint, Engagement HQ, SurveyMonkey, and MetroQuest. She is also proficient in ArcGIS and municipal code review. Josie has led engagement efforts at the project site, neighborhood, city-wide, and regional levels.

RELEVANT EXPERIENCE

- Comprehensive Plan – Santa Fe, TX
- Mobility & ITS Master Plan – Missouri City, TX
- Comprehensive Plan – Pearland, TX
- Mobility Study – Liberty County, TX
- Southeast Harris County Subregional Study – Harris County, TX
- Future Land Use Map – Farmersville, TX
- Thoroughfare Plan Map – Farmersville, TX
- Hike & Bike Trail Map – Farmersville, TX
- Thoroughfare Plan Update – Brazoria County, TX
- Transportation Master Plan – Greenwood Village, CO*
- Interstate 25 and Belleview Avenue Interchange Improvement Study – Greenwood Village, CO*
- Neighborhood Traffic Management Program – Greenwood Village, CO*
- Bike Plan – Houston, TX*
- General Plan – Houston TX*
- Major Thoroughfare and Freeway Plan – Houston, TX*
- Transit Corridor Ordinance Database – Houston, TX*
- Green Line LRT Access Management – Minneapolis, MN*

** Project completed prior to joining Kimley-Horn.*

C. Key Personnel Resumes



40% AVAILABILITY

PROFESSIONAL CREDENTIALS

Professional Engineer in Texas (#68707)

ITS Texas Board of Directors, Past President

ITS America ATMS Subcommittee, Past Member

ITS America State Council, Past Member

Institute of Transportation Engineers (ITE), Member

Texas Society of Professional Engineers, Member

National Society of Professional Engineers, Member

Mark Conway, P.E.

Intelligent Transportation Systems (ITS) Specialist

Mark has more than 36 years of ITS engineering experience, including research, planning, design, project management, implementation, integration, operations, maintenance, and evaluation. He spent nine years with TxDOT and more than 27 years in the private sector working on numerous and varying ITS projects and assignments. He has engineered over \$400 million worth of advanced transportation management and ITS projects including countless PS&Es. Mark has a unique and proven ability to develop and implement complex technology projects for public sector clients.

RELEVANT EXPERIENCE

- City of Houston Traffic/ITS On-Call Services – Houston, TX
- Houston METRO Traffic/ITS On-Call Services – Houston, TX
- City of Missouri City ITS Phases 1 & 2 – Missouri City, TX
- TxDOT SH 288 Toll Road ITS Services – Houston, TX
- City of El Paso Traffic/ITS On-Call Services – El Paso, TX
- TxDOT Grand Parkway (F&G) ITS Services – Houston, TX
- TxDOT El Paso Traffic/ITS On-Call Services – El Paso, TX
- TxDOT Laredo Traffic/ITS On-Call Services – Laredo, TX
- TxDOT Austin ITS On-Call Services – Austin, TX
- TxDOT Dallas ITS On-Call Services – Dallas, TX
- City of El Paso Alternate Routes PER & PS&E – El Paso, TX
- Uptown Houston Development Authority ITS On-Call – Houston, TX
- City of Missouri City ITS Master Plan – Missouri City, TX
- Dallas Area Rapid Transit (DART) ITS On-Call – Dallas, TX
- City of Plano Traffic Signal Timing – Plano, TX
- TxDOT Traffic Safety Division ITS On-Call Services – Austin, TX
- TxDOT Austin District High Water Warning System – Austin, TX
- City of El Paso Fiber/WAN Build-Out – El Paso, TX
- DFW Airport Automated Parking System – Dallas/Fort Worth, TX
- Fort Bend Parkway Electronic Toll Collection System PER – Fort Bend, TX
- Harris County ITS Implementation Plan – Harris County, TX
- City of Hoover Closed Loop Signal System & TMC – Hoover, AL
- Westpark Tollway Electronic Toll Collection System – Houston, TX
- TxDOT Houston SH 6 Corridor Feasibility Study – Sugar Land, TX

C. Key Personnel Resumes

Kimley-Horn Support Staff



Kendall Nunez, EIT 75% AVAILABILITY

Kendall's experience includes traffic impact analyses, intersection crash analyses, ITS design, traffic signal design, signing and pavement marking design, and traffic control plans. She has worked on a variety of projects, including traffic signal design, wrong-way detection, and traffic studies for city, county, and state agencies. In her work, she utilizes various programs such as MicroStation, Synchro, and ArcGIS.



Lauren Schindler, EIT 70% AVAILABILITY

Lauren's experience includes signal design, signing and pavement marking design, intelligent transportation system (ITS) design, and traffic studies. She has been involved with a variety of projects including traffic surveys, intersection modifications, wrong-way detection, and wayfinding signage. Additionally, Lauren has experience with public engagement, including the Missouri City Mobility and ITS Master Plan, where public input was vital to the project. Lauren is also well versed with most engineering design software including MicroStation, AutoCAD Civil 3D, Synchro, and SignCAD.



Andi Vickers, EIT 70% AVAILABILITY

Andi's experience includes comprehensive planning, multi-modal transportation planning, traffic impact analyses, and trip generation studies. She has worked on various projects including two long-range mobility studies for H-GAC as well as traffic impact analyses for multiple city, county, and state agencies. Andi engages with the public regularly as part of her planning work, both virtually and in person. She gives presentations at public and advisory committee meetings, creates and leads activities for citizens to participate in at public workshops, and communicates with stakeholders via phone and email. Additionally, Andi has developed multiple online engagement tools, including websites and surveys through Social Pinpoint and interactive maps through ArcGIS Online. Her work requires the use of various programs such as ArcGIS Pro, Adobe Creative Suite, Microsoft Publisher, AutoCAD, and Synchro.



Addison Booth, EIT 70% AVAILABILITY

Addison has four years of project experience in traffic and transportation engineering. Her experience includes traffic impact analyses, intersection crash analyses and safety studies, traffic management plans, signal timing optimization, corridor studies, traffic signal design, minor roadway intersection design, and signing and striping design. She has worked on various traffic projects including traffic signal and minor roadway design for multiple municipalities including TxDOT, City of Houston, Harris County, City of League City, City of Conroe, and City of Waco. Her work requires the use of various drafting and modeling programs such as MicroStation, AutoCAD, Synchro, AutoTurn, and HCS.



Travis Gajkowski, EIT 60% AVAILABILITY

Travis has more than five years of experience in traffic and transportation engineering in the local Houston area. His experience includes traffic impact analyses, traffic signal timing optimization and implementation, traffic simulation modeling, traffic signal designs, signing and pavement marking designs, traffic signal warrant analysis, and traffic studies. He has worked with multiple public agencies including TxDOT, City of Houston, Harris County, League City, City of Conroe, and City of Baytown to implement signal timing optimization across multiple corridors, design intersections and traffic signals, and mitigate the impact of new developments on traffic progression. His expertise includes various modeling and drafting software including Synchro, VISSIM, MicroStation, and Tru-Traffic.

C. Key Personnel Resumes



40% AVAILABILITY



National Data & Surveying Services

PROFESSIONAL CREDENTIALS

Bachelor of Science,
Business Administration

Institute of Transportation
Engineers (ITE), Member

Gustavo Clavijo

Data Collection

Gustavo's expertise includes field operations, project coordination, and study development. For over five years, he managed the largest team of data collectors companywide from NDS's corporate office in Los Angeles, California before opening the Louisiana office in 2019. In 2021, Gustavo opened NDS's first office in Texas. He has successfully managed thousands of turning movement counts, machine counts, and has also assisted in the successful coordination and collection of specialized studies.

RELEVANT EXPERIENCE

- Kimley-Horn
 - 2021 – 2022 Houston & Dallas, TX
 - 330 Turning Movement Counts
 - 70 ATR Volume Counts
 - 9 Drone Surveillance Studies
- LJA ENGINEERING
 - 2022- Houston & Dallas, TX
 - 106 Turning Movement Counts
 - 57 ATR Volume Counts
- WSP
 - 2022- Lake Charles, LA
 - 46 (7-Day) Mainline Classification Counts
 - 62 Ramp (7-Day) ATR Classification Counts
- NEEL-SCHAFFER
 - 2021 – 2022 Louisiana
 - 267 Turning Movement Counts
 - 138 ATR Classification Counts
 - 4- Radar (Spot Speed Survey)
- VECTURA CONSULTING SERVICES
 - 2019 – 2022 Louisiana
 - 283 Turning Movement Counts
 - 133 ATR Classification Counts
- CITY OF LOS ANGELES
 - 2014 – 2019 - Los Angeles, CA
 - 300 Annual Turning Movement Counts with classification (cars, heavy trucks, buses, pedestrians defined by age class, and bicycles)
 - 500 Automated Traffic Recorder Counts

C. Key Personnel Resumes

Licensing/Certification

Kimley-Horn is properly registered with the office of the Secretary of State (No. 48819-6) and with the Texas Board of Registration (No. 928) to provide traffic and transportation engineering design services for West University Place. A complete list of Texas licenses is as follows:

- Secretary of State 48819-6
- Board of Professional Engineers F-000928
- Board of Architectural Examiners BR1030
- Board of Professional Land Surveying 10115500

Each of the team members listed on the organizational chart possesses the appropriate skills and is duly licensed by the State of Texas to practice the required services for contracts resulting from this statement of qualifications. License numbers are included in each individual's resume.

D. Relevant Experience

Each of the projects below were completed in the last five years.

Missouri City Staff Augmentation / Missouri City, TX

Kimley-Horn has been working as a trusted advisor to the City of Missouri City. As part of the project, Vivek worked out of the City's Traffic Management Center two days a week with the primary objectives to: train the City's signal technicians on operating Centracs, which is the City's Advanced Transportation Management System (ATMS), troubleshoot citizen complaints on signal operations, and develop and implement special signal timing plans when school gets out. Working as an extension of city staff, Vivek led provided the following on-call traffic engineering services for the City:



- Developed new pavement striping plans along Glenn Lakes Lane for two+ miles from SH 6 to Mission Valley Drive. The striping included a buffered bicycle lane with on-street parking, which allowed for narrowing down the travel lane and acted as a traffic calming measure
- Reviewed multiple signal design plans to make sure the design was correct and completed to City's standards and preferences
- Reviewed multiple traffic impact analysis studies conducted by other consultants to check details of anticipated intersection operations and proposed off-site improvements
- Coordinated with Fort Bend County staff for proposed improvements along County roads in the City
- Scheduled demonstrations from different vendors so City staff could evaluate new technology for traffic signal equipment
- Reviewed multiple signal design plans to make sure the design was correct and completed to City's standards and preferences

Client: City of Missouri City

Services Provided and Demonstrated Experience: Signal technician training; review traffic impact study and signal design plans; striping plans for bicycles

Pflugerville On-Call Traffic Engineering / Pflugerville, TX

As part of the 2018 Pflugerville On-Call Traffic Engineering project, Kimley-Horn was selected to assist the City in taking over traffic signal operations and maintenance at 22 locations from TxDOT within the city limits as Pflugerville exceeded a population of 50,000. Kimley-Horn completed an existing signal inventory, coordination with TxDOT, planning signal upgrades, evaluating appropriate signal controller, firmware, ATMS, and signal communication system. Our team assisted the City in negotiating agreements for annual reimbursement for signal maintenance at highways through the City. Our team is currently working as extension of staff and is helping with the deployment of wireless communication system for traffic signals.

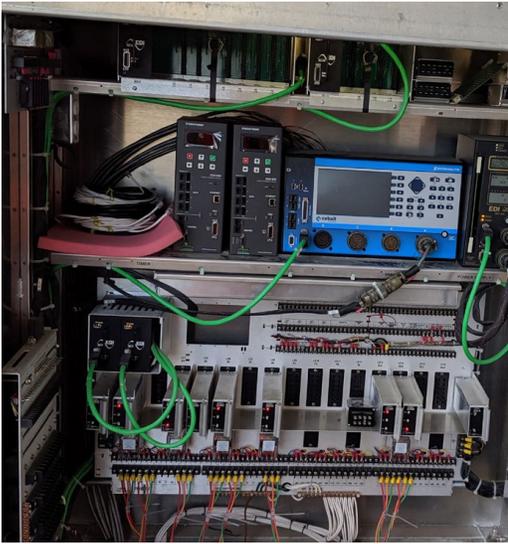
Kimley-Horn also conducted signal warrant studies for the locations and led the design of plans, specifications, and estimates (PS&E), bidding phase, and construction phase services for traffic signals at Heatherwilde Boulevard/Cheyenne Valley Drive, Grand Avenue Parkway/Black Locust Drive, and Heatherwilde Boulevard/New Meister Lane. As project manager, Vivek also developed, implemented, and fine-tuned coordinated signal timing plans along Heatherwilde Boulevard between Cheyenne Valley Drive and Kingston Lacy Boulevard. He coordinated with TxDOT and the City to change signal phasing at SH 45/Heatherwilde Boulevard to increase efficiency of traffic flow through the corridor.

Client: City of Pflugerville

Services Provided and Demonstrated Experience: TxDOT coordination; signal designs; PS&E; bidding and construction phase services; signal timing

D. Relevant Experience

Citywide Traffic Signal Timing | League City, TX



Kimley-Horn completed signal timing optimization of multiple corridors comprising over 40 signals within the City. Timings were implemented along FM 518, FM 518E/FM 2094, FM 646, and SH 96. A short synopsis of the various timing assignments and a summary of the various tasks are listed below.

FM 518, FM 646 and SH 96: For these signalized corridors, we conducted field investigations to determine existing roadway geometry details such as the number of through-lanes and turn-lanes at each intersection, widths of the travel lanes and current speed limits. We performed an intense signal inventory of each signalized intersection to identify all existing traffic signal equipment and observe the current traffic signal operation. As part of traffic data collection, we collected turning movement counts and determined peak hours for the AM, Midday, and PM time periods.

Using the collected data, we developed and updated Synchro traffic models. A cycle length analysis was performed to evaluate and compare various measures of effectiveness (MOE's) like total and average delay, number of stops, total travel time, and emissions for various cycle lengths. Recommended cycle lengths for each peak period were selected, and the overall level of

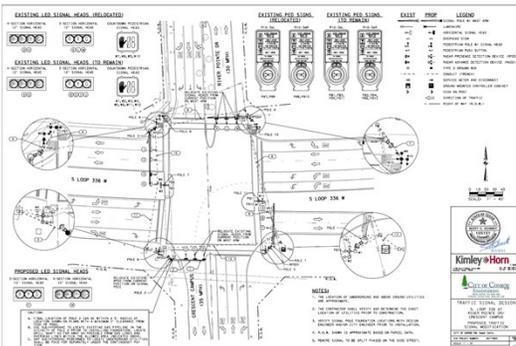
service (LOS), delay and volume to capacity (v/c) ratio for each intersection was evaluated to make sure the proposed timing plans provided efficient intersection conditions. We later optimized intersection offsets and lead-lag sequences using TSPPD (Tru-Traffic) to achieve the best possible green bands and progression patterns along the corridor. We developed new signal timing plans and implemented signal timings into field controllers and fine-tuned each intersection for actual field conditions. The calculated annual cost savings to the general public based on man-hours of time and reduced delay was over \$2.2 million dollars. Because Clear Springs High School is located along Palomino, the SH 96 corridor was on an expedited schedule and the proposed timings were installed before school reopened.

FM 518E/FM 2094: We performed field investigations and collected turning movement counts and determined each of the intersection's peak hours for the AM, Midday, and PM time periods. We also designed and updated Synchro traffic models based on existing roadway and collected traffic data. Kimley-Horn performed a cycle length analysis to evaluate and compare various measures of effectiveness (MOE's) like total and average delay, number of stops, total travel time, and emissions for various cycle lengths. We further optimized intersection offsets and lead-lag sequences using TSPPD (Tru-Traffic) to achieve the best possible green bands and progression patterns along the corridor. We implemented the timings and fine-tuned them in the field for actual field conditions. This corridor was a challenge due to the intersection spacing and the low amount to traffic during off-peak periods. We selected small cycle lengths to minimize delay for vehicles waiting on the side street.

Client: City of League City

Services Provided and Demonstrated Experience: Traffic studies; traffic signal timing

Traffic Engineering and Transportation Design and Studies | Conroe, TX



Kimley-Horn has been providing traffic engineering and transportation design services to Conroe for over a decade. Our wide spectrum of professional traffic engineering services includes numerous traffic studies and design plans for the City of Conroe that include traffic signal warrant analysis (TSWA), traffic operational analysis, traffic signal designs, signing and striping plans, and fiber optic designs.

Kimley-Horn has designed more than 20 signals for the City of Conroe, including over a dozen in the last three years. One of our recent projects were four traffic signal upgrades/signal modifications along SH 336 along with addition of a left-turn lane (LTL) at one intersection. Prior to it we designed three signals along SH 105 (Phillips/Davis Street) that used decorative poles and

mast arms but still met all TxDOT standards. On all of our designs we accommodated several City requirements such as the use of a radar vehicle detection system and a signal controller that is compatible with the City's TACTICS system. As part of signal designs, we prepared plans, specifications, and cost estimates, along with construction bid documents necessary for bidding.

D. Relevant Experience

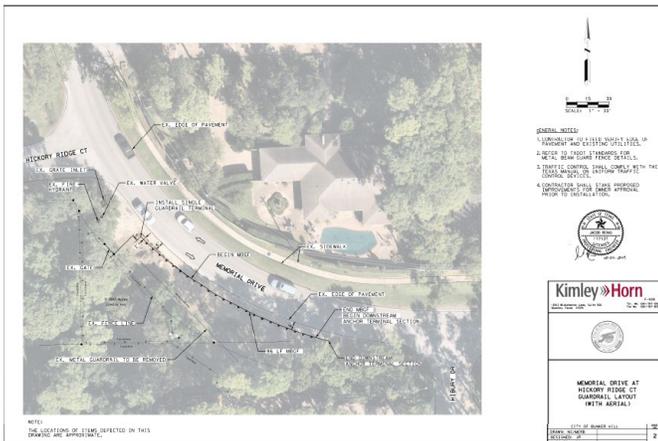
Kimley-Horn designed a traffic signal at the intersection of SH 336 at Conroe Medical Drive which included both roadway striping plans and fiber optic plans. The striping plans were needed to revise the lane configuration along SH 336 to provide an eastbound (EB) LTL by utilizing the extra pavement along the shoulders. The fiber optic plans were needed to connect the current fiber optic lines from just east of the project, to west of the project, where the fiber optic line could be tied into the existing fiber optic line to make a closed loop system.

Kimley-Horn has helped Conroe with multiple phases of Flashing Yellow Arrow (FYA) upgrades where we did quick analyses to determine which signals were applicable for FYA and then provided full PS&E plan sets for over fifty intersections. For this project, Kimley-Horn provided a critical review of traffic operations for intersections located throughout the City and determined required modifications including wiring and signal controller cabinet configuration.

Client: City of Conroe

Services Provided and Demonstrated Experience: Traffic signal design; minor roadway design; FYA analysis and design; roadway striping; fiber optic design

On-Call Traffic Engineering Services | Bunker Hill Village, TX



Kimley-Horn has served as the City of Bunker Hill Village's on-call traffic engineer for the past 12 years. In the last five years, we have assisted the City with traffic studies, signing and striping plans, minor intersection improvements, and traffic safety enhancements. Traffic studies that have been completed for the City include multi-way stop analysis, traffic signal warrant analysis (TSWA), intersection geometry/lane assignment evaluation, and traffic operational analysis for signalized intersections. We have also completed two separate studies to analyze existing traffic controls, signage and sight triangles at the intersections of Memorial at Knipp Road and Rainier Drive. These studies evaluated existing conditions, used collected traffic data to analyze intersection, and prepared sight triangles to see if there are any obstructions. Based on these studies, several recommendations to improve

traffic safety and operations at these intersections were provided and implemented.

Kimley-Horn helped the City of Bunker Hill Village with an intersection evaluation at Memorial and Bunker Hill Road which had high accident rates due to its unique intersection geometry. Crash Record Analysis indicated that the majority were wrong way driving incidents and single vehicle off-road fixed object collisions due to poor intersection layout. Kimley-Horn designed an improved intersection configuration that provided a short right-turn bay instead of the bypass lane and also realigned the side street approach. Design included the addition of a retaining wall to support the right-turn lane on an embankment and a metal beam guard fence for the drop-off/safety measure for pedestrians along an adjacent sidewalk. Due to City Council's desire to immediately implement changes at this location, Kimley-Horn was asked to complete the design in an expedited manner. **We accomplished the design from survey to design package ready for construction in less than three weeks.** Based on the success of the first project, Kimley-Horn was also asked to provide design plans, estimates, and specifications for the installation of a right-turn lane at Memorial Drive and Strey Lane. The intersection improvements at these two locations have been widely complimented by the City Council and local residents based on the huge traffic operational and traffic safety benefits it has provided.

Other traffic safety enhancement projects completed for the City include a guard rail design for a sharp curve along Memorial Drive where numerous run-off the roadway crashes have occurred. Kimley-Horn designed a metal beam guard fence per TxDOT guidelines with safety end treatments at both ends. This guard rail was installed within a month of design and Kimley-Horn provided construction support during installation.

Client: City of Bunker Hill Village

Services Provided and Demonstrated Experience: Signing and pavement markings; traffic studies; minor roadway design

E. Project Approach

Kimley-Horn understands that serving the City of West University Place as an on-call engineer requires a combination of diverse traffic and transportation engineering expertise and a specific understanding of the City's needs.

1. Pedestrian and Bicycle Safety and Mobility Plans

Kimley-Horn offers a complete suite of urban mobility planning and design resources. We design for bicycles and pedestrians with comfort in mind, accounting for the speed of vehicular traffic, number of heavy trucks, and number of driveways/conflicts to establish a level of separation that creates a heightened sense of safety. Through experience gained on similar on-call projects, Kimley-Horn recommends a six-step approach to bicycle and pedestrian infrastructure:

- 1) Data Collection and In-Field Survey
- 2) Corridor Evaluation and Plan Alignment
- 3) Discussion of Options and Concept Layout
- 4) Coordination and Community Engagement
- 5) Design Services
- 6) Construction Services

Locally, Kimley-Horn is incorporating several of these principles and currently in the process of developing a **Mobility and Intelligent Transportation System (ITS) Master Plan for the City of Missouri City**. Kimley-Horn is a national expert in developing Americans with Disabilities Act (ADA) Transition Plans, which are required as part of Title II compliance by all government entities employing more than 50 people. Locally, Kimley-Horn recently completed an ADA Transition plan for the City of Angleton.

2. Signalization Warrant Studies

Vivek and the Kimley-Horn team has a deep understanding of the nuances of each of the nine signal warrants in the current Texas Manual for Uniform Traffic Control Devices (TMUTCD) and extensive experience in applying those criteria. For a traffic signal warrant analysis (TSWA), we will conduct field investigation for existing intersection details; conduct data collection, including traffic counts, crash data, and railroad crossing information (if applicable); and perform an analysis per the latest TMUTCD. We have a long-trusted history of working with NDS who will assist us in different traffic data collection tasks, when needed. Kimley-Horn has **developed several tools and spreadsheets that allow completing warrant analysis accurately and in an expedited manner**. In addition to TSWA, we have experience in conducting multi-way stop analyses, speed studies, sight distance analysis, delay, and circulation studies. We have also conducted studies to justify Pedestrian Hybrid Beacon (PHB) signal and Rectangular Rapid Flashing Beacon (RRFB).

3. Signal Timing

Currently, there are five existing traffic signals within the City: three on Buffalo Speedway and two on Wesleyan Street that are operated and maintained in coordination with the City of Houston and Metro. Vivek and the Kimley-Horn team are leaders in monitoring, troubleshooting, developing, and implementing signal timing plans. From 2016-2018, **Vivek worked as the on-site manager for the City of Austin Traffic Management Center (TMC)** and led a team of Kimley-Horn engineers to staff and operate over 1,000 traffic signals in the city. We will leverage our experience to assist the City on a variety of tasks such as:

- 1) Check basic interval timing for Yellow, All-Red, Ped Walk, Flash Don't Walk, Minimum Green, Passage Time, etc.
- 2) Identify issues with existing traffic signal timing, if any, and determine appropriate new signal phasing or timing
- 3) Leverage our relationships with the City of Houston, Metro, and TxDOT Houston District to implement changes to signal timings outside City limits that may impact operations for signals within the city
- 4) Use advanced concepts such as Advanced Traffic Signal Performance Measures (ATSPM), where available, to maximize efficiency
- 5) Provide recommendations on state-of-the-art technology for signal cabinet, controller, vehicle detection, and communication system equipment all of which may impact signal timings

4. Access Management

The City of West University Place is laid out in a grid pattern, which improves overall access to land-uses. However, providing multiple full access points on the main street may lead to delays as vehicles turn left/right, create an increased number of conflict points for traffic, and decrease overall throughput on the main street. We understand the importance of **maintaining a balance between providing access points and improving traffic flow along the corridor**.

5. Intersection Design

As traffic volumes increase at any intersection, the movements that get impacted the most are the left and right turns from/to the main street. Kimley-Horn team has worked on multiple projects where recommendations to improve intersection operations and safety led to modified lane geometry for one or more approaches by adding left/right turn lanes, driveway closures/relocations, adding/removing median, adding a new leg to an intersection, or retrofitting existing intersection to a roundabout/

E. Project Approach

traffic circle or other innovative intersections such as a Continuous Green-T or Michigan Left-Turns. These projects often have a high benefit-to-cost ratio, but also require multidisciplinary improvements, including pavement widening, traffic signal modification, drainage inlet/pipe relocation, utility relocation, public engagement, additional right-of-way, and coordination with other agencies such as TxDOT, County, and adjacent cities. Kimley-Horn has a history of successfully delivering such projects—this allows us to work closely with the community and help deliver a project to improve overall access and operations.

6. Signing and Pavement Marking

Vivek has led the Kimley-Horn team to complete signing and pavement marking plans for several roadway projects, intersection improvements, roundabouts, and traffic signal designs. We understand that **clear, consistent signing and pavement marking design is critical for safe traffic operations along a roadway and intersections**. In the pedestrian realm, we would design the placement of crosswalks and stop bars with both vehicular and pedestrian traffic in mind. Our designs will comply with the latest West University Place and/or TxDOT standards and TMUTCD guidelines. Prior to any design, we will evaluate existing or proposed roadway/intersection configuration and find the appropriate lane configuration and signing/stripping treatment to meet the traffic/pedestrian/bicycle needs of each facility.

7. Traffic Calming

In 2021, the City conducted a citywide speed study and implemented posted speed limit of 25 mph for all streets (except Buffalo Speedway and Bissonnet). However, speeding on internal roads especially by cut-through traffic remains a concern for the City. Being a resident of West University Place, Vivek is uniquely positioned to observe speeding patterns in the area, understand causes, and identify potential mitigation measures. Kimley-Horn has successfully implemented a variety of traffic calming measures depending on the context of the roadway, including a chicane, speed cushion, speed hump, road diet, mini roundabout, and intersection corner bulb-out. **Vivek recently completed a traffic calming and pavement striping project in Missouri City, where he developed striping plans for a buffered bicycle lane with on-street parking and one lane of traffic in each direction.** The narrow lanes allowed for the slowing down of traffic while also providing dedicated lanes for bicycles. All these factors made that road a less viable option for cut-through traffic.

8. Traffic Signal Design

The Kimley-Horn team has vast experience with every stage of traffic signal design: developing designs for a new traffic signal, assisting the cities with letting the project, procurement of traffic signal poles, and assisting with construction of the signal. Vivek understands the challenges of designing a new traffic signal in an urban, built-out, residential neighborhood where right-of-way, utility constraints, and context may create unique design challenges; for instance, future signal re-builds on Wesleyan Street at University Boulevard and Rice Boulevard, as identified in the CIP. We understand that the **signals are for all modes, and, depending on the context, design appropriate equipment and technology**: span-wire or mast-arm signal poles, ADA-compliant ramps, accessible pedestrian signal (APS) units, preemption equipment for emergency vehicles, bicycle signals, and transit signal priority. In order to remotely monitor traffic signal operations and leverage the latest intelligent transportation system (ITS) equipment, traffic signal communication via fiber, wireless radio, or cellular modem is critical. We have extensive knowledge in selecting and designing communication systems for traffic signals. Finally, we have long-standing relationships with multiple signal contractors in the greater Houston area, which allows us to help the City obtain multiple competitive bids on any project.

9. Traffic Control Plans

The City has several large utility projects planned or recently completed. As a resident of West University Place, Vivek has driven through these construction zones on a daily basis and understands local travel patterns and bottlenecks. Kimley-Horn develops traffic control plans with the following objectives: **maintain safety of traffic and on-site construction crew, minimize impact to traffic flow in the area, and provide advanced clear notification to residents of upcoming changes to travel patterns.** Kimley-Horn is always looking to leverage technology and out-of-the-box approaches to supplement conventional design plans. We have assisted cities in becoming part of programs such as Waze Connected Cities or Connected Citizens—the City can provide advanced notice to Waze about long-term road or lane closures in an area so Waze and other programs can stop routing traffic through the area, which helps congestion in construction zones especially during AM and PM peak-periods.

10. Traffic Impact Studies

Kimley-Horn routinely conducts traffic impact analysis (TIA) studies for cities, economic development authorities, and private developers. We are currently working for several cities as an extension of city staff and review TIAs submitted to the City for proposed developments inside the City. The critical aspects of a TIA are selecting appropriate land-use code as published in the 11th Edition of the Trip Generation Manual published by the Institute of Transportation Engineers (ITE): access points to the proposed development, impact to traffic operations within the study area, and identifying appropriate off-site improvements to mitigate any impacts resulting from the development. **Kimley-Horn is a statewide expert at conducting and helping cities adopt roadway impact fee and rough proportionality ordinances.** This provides

E. Project Approach

a tool for the City and developers to consistently apply appropriate level of mitigation measures to new developments. This may also provide a revenue stream for the City that they can use to get new roadway infrastructure on their capital improvements plan constructed.

11. Traffic Safety Evaluation

With TxDOT adopting Road to Zero (RTZ) (zero fatalities by 2050) in 2019, Kimley-Horn has been actively working for TxDOT and other agencies on safety projects. Kimley-Horn led the effort for TxDOT to write the new Traffic and Safety Analysis Procedural (TSAP) Manual, which is scheduled to be rolled out in Fall 2023. Locally, Payton Arens is our licensed Road Safety Professional (RSP₂) and recently led the **Kimley-Horn team in conducting intersection safety audits for 50 intersections across the H-GAC area**. Through our projects, we have a proven fine-tuned approach to screening and identifying high-crash locations based on crash frequency, rate, and severity; collect traffic, lane geometry and other related data for the location; conduct field walk-through with the city/county to confirm findings; identify potential improvements to mitigate the conditions; and develop preliminary design plans for the improvements. Using our detailed knowledge of the TxDOT process and requirements, we routinely assist cities in submitting applications for upcoming safety grant funds or routine programs such as Highway Safety Improvement Program (HSIP).

12. Data Collection

Kimley-Horn has added NDS to our team for all traffic data collection tasks. We have worked on numerous projects with NDS and have a good mutual understanding of data formats and templates that help us expedite data processing. Kimley-Horn team can collect all traffic data ranging from different types of turning movement, mid-block, classification peak period, daily counts, travel time runs, parking counts, and queuing. **As a resident of West University Place, Vivek can personally perform field observation visits on a short notice.**

13. Public Outreach

We understand that stakeholder input is a very important component to many public works projects. Kimley-Horn is sensitive to the pivotal role of meaningful public involvement programs that enable area residents to establish their priorities. Community involvement determines the overall design program, funding strategies, and implementation priorities. Kimley-Horn provides all public outreach services, ranging from updates at council meetings to holding public project workshops. We are known for developing innovative public engagement approaches to projects that increase neighborhood participation. Since the stakeholder input varies from project to project, **Kimley-Horn will meet with the West University Place staff and identify a list of stakeholders and the appropriate method of contact.** An outreach plan will be assembled and provided to the City for approval prior to any stakeholder meetings. Following meetings with stakeholders, minutes will be distributed to document any comments, questions, or concerns.

14. Cost Estimates

One of the challenges in the last year due to overall inflation has been that the contractor bids have been much higher than the engineer's opinion of probable construction cost (OPCC) on several projects. This may lead to budget shortfalls from what was assumed during planning. Kimley-Horn uses an appropriate combination of TxDOT's statewide and district-wide three-month rolling average unit prices and other contractor unit prices obtained from recent projects. We understand that the **basis of a reasonable cost estimate starts with a set of detailed and clear set of design plans, standards, and specifications.** Being a one-stop shop working in multiple disciplines and markets, Kimley-Horn routinely leverages access to recent bids, average costs, and pricing trends in the construction industry.

Quality Assurance/Quality Control Procedures

Quality Assurance/Quality Control (QA/QC) is much more than providing reviews and checking computations. Quality is a mindset that is shared by every member of the Kimley-Horn team. Each project review also includes some elements of internal value engineering. Each individual will focus on accuracy and completeness, but also on value, optimization, simplicity, operations, maintenance, and constructibility in all stages of the design process. With this thorough QC process, we will identify potential issues or time-saving solutions early to keep projects on schedule and in line with your expectations. To do this, Kimley-Horn follows a quality initiative that includes the following procedures:

- The project manager will be given complete authority and responsibility to direct all project efforts including quality activities
- A “kick-off” meeting will be held with key project individuals to clearly define the scope of work
- Project decisions will be documented by a “paper trail,” and documents will be supported by appropriate data that clearly shows the choices evaluated and the basis for our recommendations
- Supporting calculations, text, or data used to develop a document will be signed and dated by the individual involved when the work is performed. All telephone conversations and meetings that include or impact project decisions will be documented. Minutes of meetings will be prepared and distributed to attendees promptly for confirmation

E. Project Approach

- Documents will be reviewed and/or checked by qualified individuals who are not directly performing the work. The individual doing this will sign and date the documents and prepare a record of review and check findings. The findings will be resolved by the originator of the documents and checked again until corrected
- The project manager or quality control advisors will monitor and evaluate the review for the project. The review will specifically cover such items as clarity, accuracy, completeness, and complete scope compliance. Any follow-up activity required will be noted and initiated as appropriate
- Technical reviews, progress reports, communications, problem reporting/resolution, variance approvals, and all documentation will adhere to West University Place requirements
- Project activities will be closely monitored through Kimley-Horn's Management Information System (MIS), which allows our project manager and the project team to obtain a "snapshot" of the project at any time. This ability to continuously monitor budgets, labor expenditures, expenses, project schedules, and deadlines is a critical component of our quality program
- As part of our quality improvement program, special quality tasks are established by individual project managers at no cost to the client

This quality approach to managing projects is intended to give our client the peace of mind that your project not only meets the high-quality standards that you demand, but that it is delivered on-time and within budget.

F. Available Resources and Consultant Location

Staffing and Personnel

Kimley-Horn knows that the key to managing successful projects begins with the availability and responsiveness of the consultants serving the City. Kimley-Horn uses a proactive management system known as "cast-aheads" to detail every project's personnel needs and to determine each staff person's workload and availability. The process begins with relevant project managers and staff meeting to examine the existing backlog, upcoming deadlines, and production schedules. We then match project needs with staff availability weekly, making this system an accurate tool for keeping our projects on schedule and within budget. Kimley-Horn's business model is focused on meeting the needs of our clients, and with the use of our cast-aheads, we will be able to allocate the appropriate resources to meet project milestones and to keep the project on schedule.

We have reviewed our current cast-ahead schedule and determined that each team member listed is available to perform the required services upon notice of award. Please see [each individual's resume](#) for availability percentages.

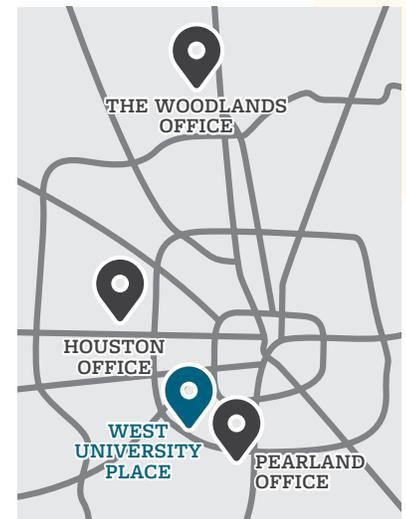
Technology and Tools

We will utilize the latest traffic analytical tools—the Highway Capacity Manual, Synchro™, SimTraffic, and VISSIM™—to perform technical operations analyses and translate these analyses into easy-to-understand language for public officials and stakeholders. For transportation designs, we will use MicroStation and AutoCAD along with other software such as SignCAD and AutoTurn to make sure that our designs are clean and accurate. Our innovative answers and exact designs will ultimately mitigate traffic bottlenecks and keep the transportation network moving within West University Place. For evaluating intersections, our team utilizes Cap-X and if there are traffic safety issues, we use our own tools to analyze data from TxDOT's Crash Record Information System (CRIS) quickly and accurately to provide solutions.

Current and Projected Workload

The Kimley-Horn team has the following projects as part of its current workload. Based on our cast-aheads system, our team will be available to serve the City of West University Place.

1. Houston Metro Traffic Signal Timing
2. TxDOT Houston District Traffic Engineering
3. City of Houston Intelligent Transportation System Master Plan
4. Missouri City Traffic Engineering On-Call



Our key personnel are located in both our Houston and Pearland offices, which are equidistant from West University Place.

G. References

Our clients know that with Kimley-Horn, they experience better. How do we know this? They consistently tell us we deliver remarkable results, and we are good people to work with—and we live for that. We invite you to contact them personally regarding our work history and quality of service. The following references correspond to our project experience included on pages 3-5.

City of Missouri City

Contact Name: Ameena Padiath, P.E.,
PTOE, Traffic Engineer
Phone: 281.403.8573
Email: ameena.padiath@
missouricitytx.gov

City of Pflugerville

Contact Name: Patricia Davis,
City Engineer
Phone: 512.990.6342
Email: patriciad@pflugervilletx.gov

City of Conroe

Contact Name: Tommy Woolley,
Assistant Director of Projects/
Transportation
Phone: 936.522.3122
Email: twoolley@cityofconroe.org

City of League City

Contact Name: David Tickell,
Public Works Manager
Phone: 281.554.1083
Email: david.tickell@leaguecitytx.gov

City of Bunker Hill Village

Contact Name: Karen H. Glynn,
P.E., City Administrator
Phone: 713.467.9762
Email: kglynn@bunkerhilltx.gov

H. Information on Unsatisfactory Service and Legal Proceedings

Unsatisfactory Performance

Kimley-Horn has not had any contracts cancelled or terminated for unsatisfactory performance.

Legal Proceedings

Kimley-Horn and its subsidiaries have provided services in all 50 states and numerous countries. Because of the many and varied projects we have completed, we are subject to various legal proceedings from time to time and in the ordinary course of business. It is not practical to provide a complete list as part of this proposal. None of the pending matters, if decided against Kimley-Horn, would have a material impact on our financial statements or impair in any way our ability to serve our clients. Generally, these matters are covered by insurance, and we consider them to be without merit. If you would like to discuss our legal matters in more detail, please contact Kimley-Horn's General Counsel, Richard Cook, at 919.677.2058.

The cases litigated in Texas since 2016 involving municipal projects are as follows:

Brandon Cruz v. JLB Contracting, LLC, et al including the City of Saginaw: District Court of Dallas Texas 160th District; Case No. DC-18-19227; filed 2018; traffic accident; personal injuries claimed; Kimley-Horn dismissed; closed 2019.

Province Real Estate Holdings, LTD. v. CH-B Trinity Falls, LP et al, including McKinney Municipal Utility District No. 1: District Court of Collin County 429th Judicial District; Case No. 429-03347-2014; filed 2014; property damage claim; Kimley-Horn dismissed; closed 2016.

Leigh Theres v CH Realty VI-TDC MF Fort Worth Waterslide LP, et al, including the City of Fort Worth: In the 342nd Judicial District Court of Tarrant County, Texas; Case No. 342-313877-19; filed 2019; served 2020; alleged personal injury claim; Kimley-Horn dismissed; closed 2020

I. Conflicts of Interest

Kimley-Horn does not have a conflict of interest with the City of West University Place.

CITY OF WEST UNIVERSITY PLACE

REQUIRED INSURANCE PROVISIONS FOR DESIGNATED PROFESSIONAL SERVICE CONTRACTS

The Contractor shall comply with each and every condition contained herein. The Contractor shall provide and maintain, until the work covered in the contract is completed and accepted by The City of West University Place, the minimum insurance coverages as follows:

1. Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/completed operations aggregate), and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract.
2. Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$500,000 each-occurrence each accident/\$500,000 by disease each-occurrence/\$500,000 by disease aggregate.
3. Commercial Automobile Liability insurance **at minimum** combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.
4. Errors & Omissions coverage as follows:
 - a. Professional Liability with minimum limits of \$1,000,000 each wrongful act and a \$2,000,000 annual aggregate.
 - b. Contractor and employee's of Contractor must be bonded. (when applicable)
 - c. This coverage must be maintained for at least two (2) years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term the contract.

PLEASE NOTE: The required limits may be satisfied by any combination of primary, excess, or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following-form. The Contractor may maintain reasonable and customary deductibles, subject to approval by the City of West University Place.

Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of West University Place accepts **no responsibility** arising from the conduct, or lack of conduct, of the Subcontractor.

A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of West University Place shall be named as an additional insured with respect to General Liability and Automobile Liability.
2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of West University Place shall be contained in the Workers Compensation, and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify the City of West University Place of any material change in the insurance coverage. For Workers Compensation and Professional Liability insurance, Contractor shall immediately notify the City of West University Place of any material changes.
5. All insurance policies shall be endorsed to the effect that the City of West University Place will receive at least thirty (30) days' written notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name the City of West University Place as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by the City of West University Place.
9. Insurance must be purchased from insurers having a minimum AmBest financial rating of A.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance; be an admitted carrier in the State of Texas. Certificates of Insurance shall be prepared and executed by the insurance company or it's authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Shall specifically set forth the notice-of-cancellation or termination provisions to the City of West University Place.

Upon request, Contractor shall furnish the City of West University Place with certified copies of all insurance policies.

A valid certificate of insurance verifying each of the coverage's required above shall be issued directly to the City of West University Place within ten (10) business days after contract award by the successful contractor's insurance agent of record or insurance company. The certificate of insurance shall be sent to:

City of West University Place
City Secretary's Office
3800 University Blvd.
West University Place, TX 77005

Reduction or Waiver of Insurance Requirements

The City may at any time reduce or waive all or part of the insurance requirements established by this document for any contractor that has entered into an agreement with the City to provide the services for which this insurance applies, if the City determines that the reduction or waiver will not unreasonably expose the City to a risk of liability or loss. An authorized City representative must authorize any reduction or waiver of these insurance requirements in writing before the reduction or waiver is effective.



February 22, 2023

Mr. Danny Cameron
Public Works Director
City of West University Place
3826 Amherst Street
West University Place, Texas 77005

Reference: RFQ for Traffic Engineering Services, PW22-05

Dear Mr. Cameron:

The City of West University Place issued an RFQ for Traffic Engineering Services. Statement of Qualifications (SOQs) were received from six firms on December 14, 2022. After a review of the SOQs, reference checks, and subsequent interview with the highest ranked firm, IDS recommends that the City enter into an agreement with Kimley-Horn and Associates, Inc. to provide Traffic Engineering Services for City of West University Place.

If you have any questions or comments, please call.

Sincerely,

A handwritten signature in blue ink that reads "Carol D. Harrison".

Carol D. Harrison, P.E., PMP, ENV SP
City Engineer, City of West University Place

\\idseg.com\fs\Projects\2300\234800100 City Engineer for City of West U Place\Traffic\RFQ for On-Call Traffic\PW22-05
Recommendation of Award_Kimley Horn.docx



AGENDA MEMO

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

Meeting Date	05.08.2023	Agenda Item	11
Approved by City Manager	Yes	Presenter(s)	D Cameron, Director
Reviewed by City Attorney	Yes	Department	Public Works
Subject	Weslayan Street Corridor Study		
Attachments	Professional Services Agreement		
TBD	Expenditure Required:	\$75,000	
	Amount Budgeted:	\$75,000	
	Account Number:	101-5010-74090	
	Additional Appropriation Required:	None	
	Additional Account Number:	None	

Executive Summary

Weslayan Street is a two-way minor arterial that runs north-south through the City of West University Place. Near the southern border of the city for 800 feet, the corridor splits into two (2) two-way segments – Weslayan Street and Stella Link Road. The two-lane, curb and gutter roadway has a pavement width of 30 feet throughout the entire section within the city limits.

As a follow up to the 2021 Citywide Traffic Study, the city is reviewing the Weslayan Street/Stella Link corridor for safety and traffic flow improvements.

The following is the cost to complete the proposed following scope of work:

Task 1	Speed Related Issues on Weslayan St. & Stella Link Rd.	\$8,335
Task 2	Traffic Signal Coordination	\$26,075
Task 3	Intersection Evaluation – Browning St. & Weslayan St.	\$9,965
Task 4	Intersection Evaluation – Weslayan St. & Stella Link Rd.	\$15,330
Task 5	Council Workshops	\$9,035
	Subtotal Est. Cost:	\$68,740
	Contingency	\$6,260
	Total Est. Cost:	\$75,000

Funding for this work will come from department vacancies and operations savings and/or investment earnings which are projected to be over budget. If investment earnings are to be used, staff will return with a budget amendment for Council’s consideration.

Recommended Action

Staff recommends that City Council approve a Professional Services Agreement with Kimley Horn in the amount not to exceed \$75,000 and authorize the City Manager to execute the agreement.



The City of West University Place

PROFESSIONAL SERVICES AGREEMENT

Revised 11/11/2021

This Professional Services Agreement (Contract) is made between the City of West University Place, Texas (City), and Contractor. The City and Contractor agree to the terms and conditions of this Contract, which consists of the following parts:

- | | |
|--------------------------------------|----------------------------------|
| I. Summary of Contract Terms | IV. Special Terms and Conditions |
| II. Signatures | V. Additional Contract Documents |
| III. Standard Contractual Provisions | |

I. Summary of Contract Terms.

Contractor: Kimley Horn

Description of Services/Scope of Work: Weslayan Traffic Study

Base Contract Price: \$68,740.00

Length of Contract: One (1) year

Repairs/Additional Work in addition to Base Contract Price: **Any additions to the Scope of Work must be submitted in writing and approved by the City via Addendum.**

Effective Date: 5/8/2023

Termination Date: 5/8/2024

Renewal: **As per written agreement only**

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF WEST UNIVERSITY PLACE:*

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

____ Council Approved on ____/____/____

____ City Manager

____ Department Head

____ Division Head

*Contract Signature Authority:

Division Head - \$2,999 or less

Department Head - \$3,000 to \$14,999

City Manager - \$15,000 to \$50,000

Over \$50,000 – Council approval required

Attest: City Secretary

III. Standard Contractual Provision.

A. Definitions.

Contract means this Professional Services Agreement.

Services means the services for which the City solicited bids or received proposals as described in this Contract.

B. Services and Payment. Contractor will furnish Services to the City in accordance with the terms and conditions specified in this Contract. Contractor will bill the City for the Services provided at intervals of at least 30 days, except for the final billing. The City shall pay Contractor for the Services in accordance with the terms of this Contract, but all payments to be made by the City to Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the applicable provisions of Chapter 2251 of the Government Code.

C. Termination Provisions.

(1) *City Termination for Convenience.* The City may terminate this Contract during its term at any time for the City's own convenience where the Contractor is not in default by giving ninety (90) days written notice to Contractor. If the City terminated this Contract under this paragraph, the City will pay the Contractor for all services rendered in accordance with this Contract to the date of termination.

(2) *Termination for Default.* Either party to this Contract may terminate this Contract if the other party fails to comply with its terms. The party alleging the default will give the other party notice of the default in writing citing the terms of the Contract that have been breached and what action the defaulting party must take to cure the default. If the party in default fails to cure the default as specified in the notice within 30 days, the party giving the notice of default may terminate this Contract by written notice to the other party, specifying the date of termination. Termination of the Contract under this paragraph does not affect the right of either party to seek remedies for breach of the Contract as allowed by law, including any damages or costs suffered by either party.

(3) *Multi-Year Contracts and Funding.* If this Contract extends beyond the City's fiscal year in which it becomes effective or provides for the City to make any payment during any of the City's fiscal years following the City's fiscal year in which this Contract becomes effective and the City fails to appropriate funds to make any required Contract payment for that successive fiscal year and there are no funds from the City's sale of debt instruments to make the required payment, then this Contract automatically terminates at the beginning of the first day of the City's successive fiscal year of the Contract for which the City has not appropriated funds or otherwise provided for funds to make a required payment under the contract.

D. Liability and Indemnity. Any provision of any attached contract document that limits the Contractor's liability to the City or releases the Contractor from liability to the City for actual or compensatory damages, loss, or costs arising from the performance of this Contract or that provides for contractual indemnity by one party to the other party to this Contract is not applicable or effective under this Contract. Except where an Additional Contract Document provided by the City provides otherwise, each party to this Contract is responsible for defending against and liable for paying any claim, suit, or judgment for damages, loss, or costs arising from that party's negligent acts or omissions in the performance of this Contract in accordance with applicable law. This provision does not affect the right of either party to this contract who is sued by a third party of acts or omissions arising from this Contract to bring in the other party to this Contract as a third-party defendant as allowed by law.

- E. Assignment. The Contractor shall not assign this Contract without the prior written consent of the City.
- F. **Law Governing and Venue**. **This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Harris County, Texas.**
- G. Entire Contract. This Contract represents the entire Contract between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.
- H. Independent Contractor. Contractor shall perform the work under this Contract as an independent contractor and not as an employee of the City. The City has no right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor under this Contract. The City and Contractor agree that the work performed under this Contract is not inherently dangerous, that Contractor will perform the work in accordance with the professional skill and care ordinarily provided by competent engineers practicing in the same or similar locality and under the same or similar circumstances and professional license and as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer, and that Contractor will take proper care and precautions to insure the safety of Contractor's officers and employees.
- I. Dispute Resolution Procedures. The Contractor and City desire an expeditious means to resolve any disputes that may arise between them regarding this Contract. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.
- J. Attorney's Fees. Should the City bring suit against the Contractor for breach of contract or for any other cause relating to this Contract, the City shall be entitled to seek an award of attorney's fees or other costs relating to the suit.
- K. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.
- L. Work Product. Any work product generated as a result of this Contract shall be the property of the City.

IV. Special Terms or Conditions.

- A. State Disclosure Requirements. As required by Section 2252.908, Texas Government Code, if this Contract requires an action or vote by the City before the contract may be signed, or has a value of at least \$1 million, then the City may not enter into such Contract unless the Contractor submits a disclosure of interested parties to the City at the time the Contractor submits the signed Contract to the City. The Contractor agrees to submit such disclosure as required by Section 2252.908 of the Texas Government Code on the form 1295, prescribed by the Texas Ethics Commission, unless the Contractor is a publicly traded entity or a wholly owned subsidiary of same, in which case no disclosure is required. The Contractor agrees to access the Texas Ethics Commission website and complete the form 1295, receive a confirmation number and a PDF version of the completed form 1295, execute and notarize a hard copy version of the completed form 1295, and submit it, along with the confirmation number, to the City.
- B. Other State Requirements. The Contractor hereby certifies that it and its parent company, wholly-owned or majority-owned subsidiaries, and other affiliates comply with and agree to abide by the requirements of Texas Government Code Chapter 2252 (foreign terrorist organizations prohibited), Chapter 2264 (undocumented workers), Chapter 2270 (boycott-Israel), and Chapter 2274, Texas Government Code (boycotts-energy company; discrimination – firearms entity or trade association).

V. Additional Contract Documents. The following specified documents attached to this Contract are part of this Contract, except as follows: any provision contained in any of the Contractor's Additional Contract Documents specified below that conflicts with a Contract provision does not apply to this contract.

A. Contractor's Additional Contract Documents:

1. Proposal

B. City's Additional Contract Documents:

1. REQUIRED INSURANCE PROVISIONS FOR DESIGNATED PROFESSIONAL SERVICE CONTRACTS

END OF DOCUMENT



May 2, 2023

Mr. Danny Cameron
Public Works Director
City of West University Place
3826 Amherst
West University Place, Texas 77005

Re: Professional Services Agreement for Wesleyan Street Corridor Traffic Study

Dear Mr. Cameron:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this letter agreement (the “Agreement”) to the City of West University Place, Texas (“Client” or the “City”) for providing traffic engineering services along Wesleyan Street Corridor

Project Understanding

The City of West University Place plans to conduct a corridor study along Wesleyan Street within City limits from Bissonnet Street to Bellaire Blvd to evaluate appropriate speed limits and identify any current speeding issues along the corridor; evaluate any traffic congestion or cut-through traffic issues along Browning Street and associated mitigation measures (if needed); evaluate existing traffic signal timings along the corridor, determine and implement proposed signal timing at the traffic signals to improve traffic flow through the corridor; and evaluate intersection geometry at Wesleyan Street and Stella Link Road. The City also plans to evaluate appropriate speed limit along University Blvd between Poor Farm Ditch and Kirby Drive, identify any current speeding issues, and evaluate appropriate traffic calming measures, if needed.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1: Wesleyan Street Speed Study

Kimley-Horn will conduct a speed study along Wesleyan Street between Bissonnet Street and Bellaire Blvd. to determine the appropriate speed limit along this corridor and identify any speeding related issues along the corridor.

- **Data Collection:**

Kimley-Horn will:

- Coordinate with data collection sub-consultant to collect bi-directional, 24-hour speed data using pneumatic tube counters for three (3) typical Weekdays at two (2) mid-block locations
- Obtain crash data using TxDOT CRIS along the study corridor for the last three years

- **Analysis:**

Kimley-Horn will:

- Use speed data to develop 85th percentile speed distribution
- Review speed data, crash history, side street connections to develop recommendations for appropriate speed limit along the study corridor
- Summarize findings of the speed study in a Technical Memorandum
- Submit draft memo to the City and update one (1) round of review comments from the City before finalizing the memo.

Meetings:

- One (1) meeting with the City

Deliverables:

- Technical memorandum

Services/Deliverables provided by the Client:

- Review and comment on the preliminary submittal.

Task 2: Wesleyan Street – Traffic Signal Timing Coordination

Kimley-Horn will evaluate existing traffic signal operations at four (4) signalized intersections along Wesleyan Street between Bissonnet Street and Bellaire Blvd. The traffic signal at Bissonnet Street and Wesleyan Street is operated and maintained by City of Houston and the signal at Stella Link Road and Bellaire Blvd is operated and maintained by the City of Southside Place. Kimley-Horn will develop proposed signal timing plans for the four signals to improve overall traffic progression through the corridor.

- **Data Collection:**

Kimley-Horn will:

- Conduct two (2) Weekday field observations – one (1) during AM peak and one (1) during PM peak-period to monitor existing traffic patterns along the study corridor
- Conduct travel time runs in the northbound and southbound direction during the AM, Midday, and PM peak periods
- Coordinate with data collection sub-consultant to collect existing Weekday turning movement counts during AM (6:30 – 9:30 am), Midday (11:00 am – 1:00 pm) and PM (3:00 – 7:00 pm) peak-periods at below intersections:
 - Wesleyan Street and Bissonnet Street
 - Wesleyan Street and Rice Blvd
 - Wesleyan Street and University Blvd
 - Stella Link Road and Bellaire Blvd
- Obtain existing signal timing plans at Wesleyan Street and Rice Blvd and Wesleyan Street and University Blvd signals from the City
- Coordinate with City of Houston to obtain existing timing plans at Bissonnet Street and Wesleyan Street
- Coordinate with City of Southside Place to obtain existing timing plans at Stella Link Road and Bellaire Blvd

- **Analysis:**

Kimley-Horn will:

- Develop traffic simulation model for the study corridor using Synchro software to develop AM, MIDDAY, and PM peak-period models
- Calibrate existing conditions models using travel time data and field observation
- Review existing and update (if necessary) basic interval timing at the four signals – Amber and All-Red clearance intervals, pedestrian walk and clearance intervals
- Coordinate with City of Houston and City of Southside Place to understand what signal timing parameters may be changed
- Review existing cycle lengths, offsets, and phasing
- Evaluate new signal phasing at the intersections, if applicable
- Evaluate new cycle length for AM, MIDDAY, PM, and Off-Peak periods
- Develop appropriate splits for each movement at the intersections
- Develop proposed offsets to maximize green band progression along Wesleyan street
- Implement proposed timing plans at the traffic signals at Wesleyan Street at Rice Blvd and Wesleyan Street at University Blvd.
- Coordinate with City of Houston and Southside Place to review proposed timing plans and discuss implementation of proposed signal timing, if applicable
- Conduct field fine tuning of proposed signal timings
- Conduct travel time runs along the corridor after implementation of proposed signal timing plans
- Summarize findings of study in a Technical Memorandum
- Submit draft memo to the City and update one (1) round of review comments from the City before finalizing the memo

Kimley-Horn shall not review or develop updated signal timing plans for signal along Bissonnet Street except at Wesleyan Street. Kimley-Horn shall not review or develop updated signal timing plans for signal along Bellaire Blvd except at Stella Link Road.

Meetings:

- One (1) meeting with the City
- One (1) meeting with the City of Houston
- One (1) meeting with the City of Southside Place

Deliverables:

- Field implementation of proposed signal timing plans
- Technical memorandum

Services/Deliverables provided by the Client:

- Existing signal timing plans at Rice Blvd and University Blvd.

Task 3: Browning Street Access Evaluation

As part of this scope, Kimley-Horn will evaluate traffic operations along Browning Street between Wesleyan Street and Auden Street, identify potential cut-through traffic patterns, and develop appropriate measures to mitigate cut-through traffic, if needed. Kimley-Horn will conduct the following tasks.

- **Data Collection:**

Kimley-Horn will:

- Conduct two (2) Weekday field observations – one (1) during AM peak and one (1) during PM peak-period to monitor existing traffic patterns along Browning Street
- Coordinate with data collection sub-consultant to collect existing Weekday turning movement counts during AM (6:30 – 9:30 am) and PM (3:00 – 7:00 pm) peak-periods at below intersections:
 - Wesleyan Street and Browning Street
 - Browning Street and College Street
 - Browning Street and Auden Street

Analysis:

Kimley-Horn will:

- Use field observations and traffic count data to identify potential cut-through traffic, if any
- Use Synchro traffic model to identify traffic congestion issues along Wesleyan Street at Browning Street and at Bissonnet Street due to southbound traffic making left-turn on to Browning Street.
- Evaluate alternative measures related to signage and markings along Wesleyan Street, and access control along Browning Street to mitigate traffic congestion and cut-through traffic issues
- Coordinate with the City to discuss alternative measures and update analysis appropriately
- Develop up to one (1) conceptual layout of proposed improvement at the intersection
- Summarize findings of the study in a Technical Memorandum
- Submit draft memo to the City and update one (1) round of review comments from the City before finalizing the memo.

Meetings:

- One (1) field meeting with the City during peak-period

Deliverables:

- Technical memorandum

Services/Deliverables provided by the Client:

- Review and comment on the preliminary submittal.

Task 4: Wesleyan Street – Stella Link Road Intersection Evaluation

Kimley-Horn will evaluate existing intersection geometry and operations at Wesleyan Street at Stella Link Road and develop concept for an alternative geometry. Kimley-Horn will conduct the following tasks.

- **Data Collection:**

Kimley-Horn will:

- Conduct two (2) Weekday field observations – one (1) during AM peak and one (1) during PM peak-period to monitor existing traffic patterns at the study intersection
- Coordinate with data collection sub-consultant to collect existing Weekday turning movement counts during AM (6:30 – 9:30 am), Midday (11:00 am – 1:00 pm) and PM (3:00 – 7:00 pm) peak-periods at the following intersections:
 - Wesleyan Street and Riley Street
 - Wesleyan Street and Stella Link Road

- Stella Link Road and Ruskin Street
 - Obtain crash data using TxDOT CRIS along the study corridor for the last three years
- **Analysis:**
Kimley-Horn will:
 - Use Synchro traffic model to identify queuing and delays at the above intersections
 - Develop up to two (2) conceptual layouts in 11x17 format as alternatives to existing geometry. Kimley-Horn will use available aerial imagery to develop the concepts, no topographic survey shall be conducted for this task
 - Conduct operations analysis for each alternative and develop a planning level estimate for the alternatives
 - Summarize findings of the study in a Technical Memorandum
 - Submit draft memo to the City and update one (1) round of review comments from the City before finalizing the memo.

Meetings:

- One (1) meeting with the City

Deliverables:

- Technical memorandum
- Conceptual layouts (up to two)

Services/Deliverables provided by the Client:

- Review and comment on the preliminary submittal.

Task 5: City Council Workshop

Kimley-Horn will coordinate with City staff to make appropriate project related status updates and presentations to the City Council. As part of this task:

Kimley-Horn will:

- Prepare presentation material for status updates on up to two (2) projects to City staff
- Update presentation per staff comments
- Make up to two (2) final presentations to the City Council. Kimley-Horn has assumed two (2) different projects and one (1) presentation for each of the two projects

Meetings:

- Up to two (2) Pre-Workshop meetings with City staff – one (1) each for up to two (2) projects
- Up to two (2) City Council Workshop – one (1) each for up to two (2) projects

Deliverables:

- City Council presentation

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates.

- Attending meetings with or on behalf of the Client not identified in the scope.
- Other Construction Contract Administration responsibilities not specifically provided for in the Scope of Services.
- Resident Project Representation.
- Preparation for or attendance of mediation between the Client and other parties.

Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives, provided, however, the City makes no representation or warranty regarding the reliability of any of the data, drawings, survey documents, and reports.

Schedule

We will provide our services as expeditiously as practicable at a mutually agreeable schedule. Below is a tentative schedule for the different tasks:

- Task 1: Wesleyan Street Speed Study – Approximately four (4) weeks after Notice to Proceed (NTP)
- Task 2: Wesleyan Street – Traffic Signal Timing Coordination – Approximately eight (8) weeks after NTP
- Task 3: Browning Street Access Evaluation – Approximately three (3) weeks after NTP
- Task 4: Wesleyan Street – Stella Link Road Intersection Evaluation – Approximately eight (8) weeks after NTP
- Task 5: City Council Workshop – As requested, approximately five (5) weeks before the Council meeting

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1 – 4 for the total lump sum (LS) fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Kimley-Horn will perform the scope of services under Task 5 on an hourly not to exceed (HR NTE) basis and will be billed based on the Standard Rate Schedule. The fee estimate for hourly task is for general budgeting purposes only. Kimley-Horn will not exceed the budget shown without prior approval from the Client.

Tasks		
Task 1: Wesleyan Street Speed Study	\$7,685.00	LS
<i>Traffic Counts Sub</i>	\$650.0	
TASK 1 SUBTOTAL	\$8,335.00	LS
Task 2: Wesleyan Street – Traffic Signal Timing Coordination	\$24,175.00	LS
<i>Traffic Counts Sub</i>	1,900.00	
TASK 2 SUBTOTAL	\$26,075.00	LS
Task 3: Browning Street Access Evaluation	\$8,545.00	LS
<i>Traffic Counts Sub</i>	\$1,420.00	
TASK 3 SUBTOTAL	\$9,965.00	LS
Task 4: Wesleyan Street – Stella Link Road Intersection Evaluation	\$13,910.00	LS
<i>Traffic Counts Sub</i>	\$1,420.00	
TASK 4 SUBTOTAL	\$15,330.00	LS
Task 5: City Council Workshop – <i>Up to Two (2) projects @ \$4,517.50 EA</i>	\$9,035.00	HR NTE
Total Kimley-Horn Fee	\$63,350.00	
<i>Total Traffic Counts Sub</i>	\$5,390.00	
TOTAL FEE	\$68,740.00	

All permitting, application, and similar project fees will be paid directly by the Client.

Closure

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

Please email all invoices to accountspayable@westutx.gov

Please copy charrison@idseg.com, dcameron@westutx.gov

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



Vivek Deshpande, P.E.
Project Manager



Aaron K. Rader, P.E.
Vice President



LIST OF SUBCONSULTANTS:

Traffic Data Collection: National Data and Surveying Services

Gustavo Clavijo – South Central Regional Manager

713-903-3966

gustavo@ndsdata.com

CITY OF WEST UNIVERSITY PLACE

REQUIRED INSURANCE PROVISIONS FOR DESIGNATED PROFESSIONAL SERVICE CONTRACTS

The Contractor shall comply with each and every condition contained herein. The Contractor shall provide and maintain, until the work covered in the contract is completed and accepted by The City of West University Place, the minimum insurance coverages as follows:

1. Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/completed operations aggregate), and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract.
2. Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$500,000 each-occurrence each accident/\$500,000 by disease each-occurrence/\$500,000 by disease aggregate.
3. Commercial Automobile Liability insurance **at minimum** combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.
4. Errors & Omissions coverage as follows:
 - a. Professional Liability with minimum limits of \$1,000,000 each wrongful act and a \$2,000,000 annual aggregate.
 - b. Contractor and employee's of Contractor must be bonded. (when applicable)
 - c. This coverage must be maintained for at least two (2) years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term the contract.

PLEASE NOTE: The required limits may be satisfied by any combination of primary, excess, or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following-form. The Contractor may maintain reasonable and customary deductibles, subject to approval by the City of West University Place.

Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of West University Place accepts **no responsibility** arising from the conduct, or lack of conduct, of the Subcontractor.

A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of West University Place shall be named as an additional insured with respect to General Liability and Automobile Liability.
2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of West University Place shall be contained in the Workers Compensation, and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify the City of West University Place of any material change in the insurance coverage. For Workers Compensation and Professional Liability insurance, Contractor shall immediately notify the City of West University Place of any material changes.
5. All insurance policies shall be endorsed to the effect that the City of West University Place will receive at least thirty (30) days' written notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name the City of West University Place as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by the City of West University Place.
9. Insurance must be purchased from insurers having a minimum AmBest financial rating of A.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance; be an admitted carrier in the State of Texas. Certificates of Insurance shall be prepared and executed by the insurance company or it's authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Shall specifically set forth the notice-of-cancellation or termination provisions to the City of West University Place.

Upon request, Contractor shall furnish the City of West University Place with certified copies of all insurance policies.

A valid certificate of insurance verifying each of the coverage's required above shall be issued directly to the City of West University Place within ten (10) business days after contract award by the successful contractor's insurance agent of record or insurance company. The certificate of insurance shall be sent to:

City of West University Place
City Secretary's Office
3800 University Blvd.
West University Place, TX 77005

Reduction or Waiver of Insurance Requirements

The City may at any time reduce or waive all or part of the insurance requirements established by this document for any contractor that has entered into an agreement with the City to provide the services for which this insurance applies, if the City determines that the reduction or waiver will not unreasonably expose the City to a risk of liability or loss. An authorized City representative must authorize any reduction or waiver of these insurance requirements in writing before the reduction or waiver is effective.



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

Meeting Date	05.08.2023	Agenda Item	12
Approved by City Manager	Yes	Presenter(s)	M. Kalka, Director
Reviewed by City Attorney	N/A	Department	Finance
Subject	2024-2028 Proposed Capital Improvement Program (CIP)		
Attachments	2024-2028 Proposed CIP		
Financial Information	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:	N/A	
	Additional Appropriation Required:	N/A	
	Additional Account Number:	N/A	

Executive Summary

Presentation and discussion regarding the City's Proposed 2024-2028 Capital Improvement Program and financing of the same including ARPA funds received as well as the proceeds from the sale of Ruffino Hill property.

In addition, staff will provide a high-level overview of current capital projects.

Recommended Action

Discuss the proposed 2024-2028 Capital Improvement Program, including funding options and current projects, and provide staff with feedback and direction.

PRELIMINARY
CITY OF WEST UNIVERSITY PLACE
2024 - 2028 CAPITAL IMPROVEMENT PROGRAM
TOTAL SUMMARY

USE	2024	2025*	2026*	2027*	2028*	TOTAL
DRAINAGE		63,987,000	17,386,000	34,693,000		116,066,000
FACILITIES & TECHNOLOGY	100,000	13,332,000	12,520,000	6,555,000		32,507,000
PARKS	418,000	202,000	79,000	206,000		905,000
STREETS	1,720,000	2,101,000	1,925,000	1,209,000	1,185,000	8,140,000
<i>Enterprise Funds – Public Utilities</i>						
WATER	12,213,000	14,684,000	12,205,000	2,952,000	2,370,000	44,424,000
WASTEWATER	9,294,000					9,294,000
TOTAL	\$ 23,745,000	\$ 94,306,000	\$ 44,115,000	\$ 45,615,000	\$ 3,555,000	\$ 211,336,000

SOURCE OF FUNDS	2024	2025*	2026*	2027*	2028*	TOTAL
GO or CO debt	895,000	66,641,000	31,143,000	41,893,000	606,000	141,178,000
METRO	675,000	694,000	688,000	564,000	579,000	3,200,000
Capital Reserve	484,709	9,366,007				9,850,716
W/S Debt	11,663,000	11,246,000	11,305,000	2,052,000	1,470,000	37,736,000
W/S Revenue - Cash	900,000	938,000	900,000	900,000	900,000	4,538,000
Grants		5,218,993				5,218,993
Other Funding Sources	9,127,291	202,000	79,000	206,000		9,614,291
TOTAL	\$ 23,745,000	\$ 94,306,000	\$ 44,115,000	\$ 45,615,000	\$ 3,555,000	\$ 211,336,000

*Allocations in 2025 - 2028 include 5% inflation per year

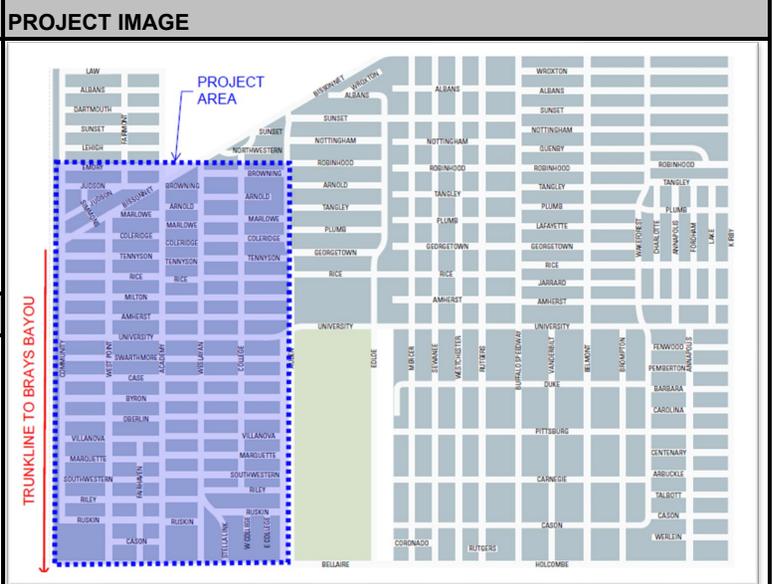
**CITY OF WEST UNIVERSITY PLACE
2024 - 2028 CAPITAL IMPROVEMENT PLAN
DRAINAGE**

PROJECT NO.	PROJECT NAME	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION
DR2101	West Side Paving & Drainage Improvements		63,987,000	17,386,000			81,373,000
DR2301	West Side Storm Water Detention				34,693,000		34,693,000
TOTAL		\$ -	\$ 63,987,000	\$ 17,386,000	\$ 34,693,000	\$ -	\$ 116,066,000

SOURCE OF FUNDS	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION	
GO or CO debt		63,987,000	17,386,000	34,693,000		116,066,000	
METRO							
Capital Reserve							
W/S Debt							
W/S Revenue - Cash							
Grants							
Other Funding Sources							
TOTAL		\$ -	\$ 63,987,000	\$ 17,386,000	\$ 34,693,000	\$ -	\$ 116,066,000

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
West Side Paving & Drainage Improvements	DR2101	Public Works - Drainage

PROJECT DESCRIPTION
 Drainage improvements will include a new storm sewer trunkline extending from Bissonnet to Brays Bayou, roadway paving and waterline replacement for various streets on the west side of the City. The project costs below do not include potential land acquisition.



PROJECT JUSTIFICATION
 The City completed a Preliminary Engineering Report that identified upgrades to improve drainage on the west side of town. Improvements will also include replacement of streets and various cast iron and/or undersized waterlines on the west side of town.

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS							PROJECT TOTAL
		BUDGETED THRU 2023	2024	2025	2026	2027	2028		
Prelim. Engineering Report									
Land/Right of Way									
Design/Surveying	\$5,857,000	\$4,600,000			\$1,257,000			\$5,857,000	
Construction	\$72,833,000			\$58,170,000	\$14,663,000			\$72,833,000	
Equipment and Furniture									
Technology									
Contingency	\$7,283,000			\$5,817,000	\$1,466,000			\$7,283,000	
TOTAL COSTS	\$85,973,000	\$4,600,000	\$0	\$63,987,000	\$17,386,000	\$0	\$0	\$85,973,000	

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES							PROJECT TOTAL
		BUDGETED THRU 2023	2024	2025	2026	2027	2028		
GO or CO debt	\$85,973,000	\$4,600,000		\$63,987,000	\$17,386,000			\$85,973,000	
METRO									
Capital Reserve									
W/S Debt									
W/S Revenue - Cash									
Grants									
Other Funding Sources ¹ -									
TOTAL SOURCES	\$85,973,000	\$4,600,000	\$0	\$63,987,000	\$17,386,000	\$0	\$0	\$85,973,000	

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME		PROJECT #	DEPARTMENT/DIVISION					
West Side Storm Water Detention		DR2301	Public Works - Drainage					
PROJECT DESCRIPTION		PROJECT IMAGE						
Construct storm water detention vaults at West U Recreation Center and Colonial Park.								
PROJECT JUSTIFICATION								
The City completed a Preliminary Engineering Report which identified upgrades to improve drainage on the west side of town. Improvements include storm water detention vaults located at West U Recreation Center and Colonial Park.								
PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	PROJECT TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$3,241,000					\$3,241,000		\$3,241,000
Construction	\$28,593,000					\$28,593,000		\$28,593,000
Equipment and Furniture								
Technology								
Contingency	\$2,859,000					\$2,859,000		\$2,859,000
TOTAL COSTS	\$34,693,000	\$0	\$0	\$0	\$0	\$34,693,000	\$0	\$34,693,000
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	PROJECT TOTAL
GO or CO debt	\$34,693,000					\$34,693,000		\$34,693,000
METRO								
Capital Reserve 3% per year								
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$34,693,000	\$0	\$0	\$0	\$0	\$34,693,000	\$0	\$34,693,000
¹ Explain & Identify Type of Other Sources: Project to continue to 2028.								
IMPACT ON OPERATING BUDGET				2025	2026	2027	2028	TOTAL

**CITY OF WEST UNIVERSITY PLACE
2024 - 2028 CAPITAL IMPROVEMENT PLAN
FACILITIES & TECHNOLOGY**

PROJECT NO.	PROJECT NAME	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION
FA2202	Enterprise Resource Planning Software Replacement		937,000				937,000
FA2401	Library/Community Building/Senior Center		11,043,000				11,043,000
FA2402	Radio Replacement	100,000	105,000				205,000
FA2501	Fire Station		1,247,000	11,827,000			13,074,000
FA2601	City Hall Renovation			693,000	6,555,000		7,248,000
TOTAL		\$ 100,000	\$ 13,332,000	\$ 12,520,000	\$ 6,555,000	\$ -	\$ 32,507,000

SOURCE OF FUNDS	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION	
GO or CO debt		1,247,000	12,520,000	6,555,000		20,322,000	
METRO							
Capital Reserve	100,000	9,366,007				9,466,007	
W/S Debt							
W/S Revenue - Cash							
Grants		2,718,993				2,718,993	
Other Funding Sources							
TOTAL		\$ 100,000	\$ 13,332,000	\$ 12,520,000	\$ 6,555,000	\$ -	\$ 32,507,000

PROJECT NAME		PROJECT #		DEPARTMENT/DIVISION				
Enterprise Resource Planning Software Replacement		FA2202		Administration				
PROJECT DESCRIPTION		PROJECT IMAGE						
A multiyear project to evaluate and upgrade the City's ERP System, the integrated software managing many of the City's main business processes, including financials, budgeting, utility billing, human capital management and community development.								
PROJECT JUSTIFICATION								
The City's current financial system no longer suits all operational needs, with modules that do not integrate currently, a lack of vendor support, and with the current system being phased out in the market. Upgrading the City's ERP system was approved as a high priority by City Council. In 2022, the City entered into a contract with BerryDunn to provide software consulting services to map out the City's current and future operational requirements, with the goal of consolidating software to improve data collection and operational efficiency. BerryDunn completed the City's needs analysis and the 1st phase includes moving forward with SaaS Financials with Tyler Technologies. The City will then be replacing the Utility Billing (UB) system, and look at the human capital management as part of Phase 1. Phase 2 then includes Community Development and Enterprise Asset Management and Phase 3 will include Recreation Management.								
PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying								
Construction								
Equipment and Furniture								
Technology	\$2,827,000	\$1,890,000		\$937,000				\$2,827,000
Contingency								
TOTAL COSTS	\$2,827,000	\$1,890,000	\$0	\$937,000	\$0	\$0	\$0	\$2,827,000
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve	\$2,827,000	\$1,890,000		\$937,000				\$2,827,000
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$2,827,000	\$1,890,000	\$0	\$937,000	\$0	\$0	\$0	\$2,827,000
¹ Explain & Identify Type of Other Sources: Project continues to 2028								
IMPACT ON OPERATING BUDGET				2025	2026	2027	2028	O & M TOTAL
				121,366	191,366	204,366	204,366	721,464

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Library/Community Building/Senior Center	FA2401	Administration - Public Works
PROJECT DESCRIPTION	PROJECT IMAGE	
Construct a new building(s) for services associated with the community building, senior services and library on the current Public Works site located at 3825 Milton and 3826 Amherst. The elements and design of the new building(s) has not been determined at this time. The final design, elements and features will be determined during the design phase of the project. Current estimates for the total size of the building(s) is 21,000 sq. ft. This project also includes the demolition of the part of existing Public Works Facility.		
PROJECT JUSTIFICATION		
Development of a City Facilities Master Plan was adopted as a top priority by City Council, with the Master Plan approved in April 2022. Design and construction of a Library/Community Building/Senior Center is the second step in implementation of the Master Plan.		

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$1,150,383	\$1,150,383						\$1,150,383
Construction	\$9,362,000			\$9,362,000				\$9,362,000
Equipment and Furniture	\$567,000			\$567,000				\$567,000
Technology								
Contingency	\$1,114,000			\$1,114,000				\$1,114,000
TOTAL COSTS	\$12,193,383	\$1,150,383	\$0	\$11,043,000	\$0	\$0	\$0	\$12,193,383
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve	\$8,324,007			\$8,324,007				\$8,324,007
W/S Debt								
W/S Revenue - Cash								
Grants	\$3,869,376	\$1,150,383		\$2,718,993				\$3,869,376
Other Funding Sources ¹ -								
TOTAL SOURCES	\$12,193,383	\$1,150,383	\$0	\$11,043,000	\$0	\$0	\$0	\$12,193,383

¹Explain & Identify Type of Other Sources: ARPA Funds - \$3,869,376

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	O & M TOTAL
		148,448	152,901	157,488	162,213

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Radio Replacement	FA2402	Information Technology
PROJECT DESCRIPTION	PROJECT IMAGE	
Replacement of a combination of approximately ninety handheld, vehicle mounted, and console radios for dispatch, fire, and police personnel over a four year budgetary cycle.		
PROJECT JUSTIFICATION		
The radios used by dispatch, fire, and police personnel are over ten years old and are in need of a phased replacement cycle. This project aims to replace the radios in batches over a four year span to prevent critical communications outages from occurring in these departments.		

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying								
Construction								
Equipment and Furniture								
Technology	\$205,000		\$100,000	\$105,000				\$205,000
Contingency								
TOTAL COSTS	\$205,000	\$0	\$100,000	\$105,000	\$0	\$0	\$0	\$205,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve	\$205,000		\$100,000	\$105,000				\$205,000
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$205,000	\$0	\$100,000	\$105,000	\$0	\$0	\$0	\$205,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	O & M TOTAL

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Fire Station	FA2501	Administration - Public Works
PROJECT DESCRIPTION	PROJECT IMAGE	
Construct a new 21,000 sq. ft. Fire Station at 6104 and 6108 Auden and relocate fire and emergency medical services to this new station. The final design, elements and features will be determined during the design phase of the project. Also included in this project is the demolition of the Community Building, Senior Center and Library.		
PROJECT JUSTIFICATION		
Development of a City Facilities Master Plan was adopted as a top priority by City Council, with the Master Plan approved in April 2022. Design and construction of a new Fire Station is the third step in implementation of the Master Plan.		

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$1,247,000			\$1,247,000				\$1,247,000
Construction	\$10,012,000				\$10,012,000			\$10,012,000
Equipment and Furniture	\$607,000				\$607,000			\$607,000
Technology								
Contingency	\$1,208,000				\$1,208,000			\$1,208,000
TOTAL COSTS	\$13,074,000	\$0	\$0	\$1,247,000	\$11,827,000	\$0	\$0	\$13,074,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt	\$13,074,000			\$1,247,000	\$11,827,000			\$13,074,000
METRO								
Capital Reserve								
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$13,074,000	\$0	\$0	\$1,247,000	\$11,827,000	\$0	\$0	\$13,074,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	O & M TOTAL
			152,901	157,488	162,213

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
City Hall Renovation	FA2601	Administration - Public Works
PROJECT DESCRIPTION	PROJECT IMAGE	
The relocation of the Fire Department would allow for the needed space to accommodate planned staff growth. It would also allow the relocation of the Public Works Administration, Community Development, and IT departments to City Hall where they could best serve the City. The renovation, approximately 24,200 sq. ft., would repurpose the vacated fire spaces including the apparatus bays to other City needs. Air handlers previously scheduled for replacement in 2023 will be replaced with this project.		
PROJECT JUSTIFICATION		
Development of a City Facilities Master Plan was adopted as a top priority by City Council, with the Master Plan approved in April 2022. Renovation of City Hall is the fourth and final step in implementation of the Master Plan.		

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$693,000				\$693,000			\$693,000
Construction	\$5,481,000					\$5,481,000		\$5,481,000
Equipment and Furniture								
Technology								
Contingency	\$1,074,000					\$1,074,000		\$1,074,000
TOTAL COSTS	\$7,248,000	\$0	\$0	\$0	\$693,000	\$6,555,000	\$0	\$7,248,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt	\$7,248,000				\$693,000	\$6,555,000		\$7,248,000
METRO								
Capital Reserve								
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$7,248,000	\$0	\$0	\$0	\$693,000	\$6,555,000	\$0	\$7,248,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	O & M TOTAL

**CITY OF WEST UNIVERSITY PLACE
2024 - 2028 CAPITAL IMPROVEMENT PLAN
PARKS**

PROJECT NO.	PROJECT NAME	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION
PK2402	Parks LED Lighting Improvements	418,000					418,000
PK2501	Recreation Center Playground Improvements		202,000				202,000
PK2601	Friends Park Improvements			79,000			79,000
PK2701	Recreation Center Jogging Track Improvements				206,000		206,000
TOTAL		\$ 418,000	\$ 202,000	\$ 79,000	\$ 206,000	\$ -	\$ 905,000

SOURCE OF FUNDS	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION	
GO or CO debt							
METRO							
Capital Reserve	384,709					384,709	
W/S Debt							
W/S Revenue - Cash							
Grants							
Other Funding Sources	33,291	202,000	79,000	206,000		520,291	
TOTAL		\$ 418,000	\$ 202,000	\$ 79,000	\$ 206,000	\$ -	\$ 905,000

PROJECT NAME		PROJECT #		DEPARTMENT/DIVISION				
Parks LED Lighting Improvements		PK2402		Parks and Recreation				
PROJECT DESCRIPTION		PROJECT IMAGE						
Change out the existing high intensity discharge lamp (HID) to LED lights and replace the existing controllers with new control link monitoring systems on the West U Recreation Center Fields, Wier Park Tennis Courts, Judson Park Tennis Courts, Colonial Park Tennis Courts, and Colonial Park Pool.								
PROJECT JUSTIFICATION								
This will allow us to save money on the usage of the lights by not only needing less energy to power the lights but with a quicker start and shutdown of the lights they wont have to be on as long. Estimated savings by switching to LED over a 25 year span is estimated to be \$37.537 or \$1,502 a year according to our current usage.								
PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying								
Construction	\$380,000		\$380,000					\$380,000
Equipment and Furniture								
Technology								
Contingency	\$38,000		\$38,000					\$38,000
TOTAL COSTS	\$418,000	\$0	\$418,000	\$0	\$0	\$0	\$0	\$418,000
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve	\$384,709		\$384,709					\$384,709
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -	\$33,291		\$33,291					\$33,291
TOTAL SOURCES	\$418,000	\$0	\$418,000	\$0	\$0	\$0	\$0	\$418,000
¹ Explain & Identify Type of Other Sources: Judson Park lighting from asset replacement fund \$33,291.								
IMPACT ON OPERATING BUDGET				2025	2026	2027	2028	TOTAL

PROJECT NAME		PROJECT #		DEPARTMENT/DIVISION				
Recreation Center Playground Improvements		PK2501						
PROJECT DESCRIPTION		PROJECT IMAGE						
Project will be based on assessment and citizen input. Items being considered include: new artificial turf for fall zones, update and paint playground equipment, repair fence, powder coat steel benches, paint fences, and update/replace shade covering.								
PROJECT JUSTIFICATION		Recommendation of Parks and Open Space Master Plan						
PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying								
Construction	\$184,000			\$184,000				\$184,000
Equipment and Furniture								
Technology								
Contingency	\$18,000			\$18,000				\$18,000
TOTAL COSTS	\$202,000	\$0	\$0	\$202,000	\$0	\$0	\$0	\$202,000
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -	\$202,000			\$202,000				\$202,000
TOTAL SOURCES	\$202,000	\$0	\$0	\$202,000	\$0	\$0	\$0	\$202,000
¹ Explain & Identify Type of Other Sources: Friends of West University Fund								
IMPACT ON OPERATING BUDGET				2025	2026	2027	2028	TOTAL

PROJECT NAME		PROJECT #		DEPARTMENT/DIVISION				
Friends Park Improvements		PK2601						
PROJECT DESCRIPTION		PROJECT IMAGE						
Project will be based on assessment and citizen input. Items being considered include: removal of eastern red cedar, install Friends Park Story Board Sign, level out interior turf ring and install new artificial turf, repair pavers areas, stain and improve gazebo and furnishings, solar lighting upgrades.								
PROJECT JUSTIFICATION								
Recommendation of parks and open space master plan.								
PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying								
Construction	\$72,000				\$72,000			\$72,000
Equipment and Furniture								
Technology								
Contingency	\$7,000				\$7,000			\$7,000
TOTAL COSTS	\$79,000	\$0	\$0	\$0	\$79,000	\$0	\$0	\$79,000
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -	\$79,000				\$79,000			\$79,000
TOTAL SOURCES	\$79,000	\$0	\$0	\$0	\$79,000	\$0	\$0	\$79,000
¹ Explain & Identify Type of Other Sources: Friends of West University Fund								
IMPACT ON OPERATING BUDGET				2025	2026	2027	2028	TOTAL

PROJECT NAME		PROJECT #		DEPARTMENT/DIVISION				
Recreation Center Jogging Track Improvements		PK2701		Parks and Recreation				
PROJECT DESCRIPTION		PROJECT IMAGE						
Renovate existing jogging track to improve the running /walking surface and overall durability of the track. This will be achieved by installing a rubberized composite material to the surface and containment edging quite similar to a competition running track. The track will be widened to 6ft in areas that will allow it otherwise it will stay at it's current 5 ft. width.								
PROJECT JUSTIFICATION								
The track is one of the most heavily used walking /jogging tracks in the city and had many divots, potholes and low areas causing the track to be unusable after rains. Currently staff has to continually clean the decomposed gravel from the parking areas and the gravel gets tracked into the building. Depending on if using Recreation Center for detention.								
PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying								
Construction	\$179,000					\$179,000		\$179,000
Equipment and Furniture								
Technology								
Contingency	\$27,000					\$27,000		\$27,000
TOTAL COSTS	\$206,000	\$0	\$0	\$0	\$0	\$206,000	\$0	\$206,000
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -	\$206,000					\$206,000		\$206,000
TOTAL SOURCES	\$206,000	\$0	\$0	\$0	\$0	\$206,000	\$0	\$206,000
¹ Explain & Identify Type of Other Sources: Park Donation - Fun Run Balance, 2022, 2023, 2024, & 2025 proceeds.								
IMPACT ON OPERATING BUDGET				2025	2026	2027	2028	TOTAL

**CITY OF WEST UNIVERSITY PLACE
2024 - 2028 CAPITAL IMPROVEMENT PLAN
STREETS**

PROJECT NO.	PROJECT NAME	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION
ST2201	Weslayan Traffic Signal Replacement	150,000					150,000
ST2303	City Gateway Signage						
ST2401	Roadway Pavement Improvements	1,195,000	1,707,000	1,512,000	920,000	881,000	6,215,000
ST2402	Sidewalk Replacement	375,000	394,000	413,000	289,000	304,000	1,775,000
TOTAL		\$ 1,720,000	\$ 2,101,000	\$ 1,925,000	\$ 1,209,000	\$ 1,185,000	\$ 8,140,000

SOURCE OF FUNDS	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION
GO or CO debt	895,000	1,407,000	1,237,000	645,000	606,000	4,790,000
METRO	675,000	694,000	688,000	564,000	579,000	3,200,000
Capital Reserve						
W/S Debt						
W/S Revenue - Cash						
Grants						
Other Funding Sources	150,000					150,000
TOTAL		\$ 1,720,000	\$ 2,101,000	\$ 1,925,000	\$ 1,209,000	\$ 8,140,000

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Weslayan Traffic Signal Replacement	ST2201	Public Works
PROJECT DESCRIPTION	PROJECT IMAGE	
Replacement of Traffic Signals at the intersection of Weslayan and Rice and Weslayan and University. Improvements will include upgrades to the traffic signal management equipment, pedestrian signals, cabinets and internal components and will have the decorative finish to match the new poles installed on Buffalo Speedway.		
PROJECT JUSTIFICATION		
Replacement of traffic hardware and cabinet components at both intersections on Weslayan which are nearing the end of their useful life. The proposed improvements will include the components recently installed on Buffalo Speedway which will standardize the signal equipment for all signals within the City. Staff will monitor market and go out for bid when beneficial to the City.		

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$80,000	\$65,400	\$14,600					\$80,000
Construction	\$500,000	\$409,600	\$90,400					\$500,000
Equipment and Furniture								
Technology								
Contingency	\$45,000		\$45,000					\$45,000
TOTAL COSTS	\$625,000	\$475,000	\$150,000	\$0	\$0	\$0	\$0	\$625,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO	\$130,200	\$130,200						\$130,200
Capital Reserve								
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -	\$494,800	\$344,800	\$150,000					\$494,800
TOTAL SOURCES	\$625,000	\$475,000	\$150,000	\$0	\$0	\$0	\$0	\$625,000

¹Explain & Identify Type of Other Sources: Asset Replacement Fund

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
City Gateway Signage	ST2303	Public Works/Parks
PROJECT DESCRIPTION	PROJECT IMAGE	
New gateway signage at entry points into the City.		
PROJECT JUSTIFICATION		
The installation of gateway signage will inform drivers and the general public when entering the corporate City limits of West University Place. This project will be a multi-year phased approach upon the completion of future road construction projects scheduled around the City.		

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$50,000	\$50,000						\$50,000
Construction			TBD	TBD				
Equipment and Furniture								
Technology								
Contingency			TBD	TBD				
TOTAL COSTS	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve	\$50,000	\$50,000						\$50,000
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Roadway Pavement Improvements	ST2401	
PROJECT DESCRIPTION	PROJECT IMAGE	
Conduct City roadway pavement improvements. In 2024-2026, projects will include total reconstruction of designated roadways. In 2027-2028, complete deferred maintenance activities including isolated panel replacement and/or slab leveling as identified in the Pavement Management Report.		
PROJECT JUSTIFICATION		
The City currently owns and maintains approximately 50 centerline miles of streets under their jurisdiction. The pavements were generally constructed between 1999 and 2005 with limited maintenance and rehabilitation work completed since installation. In March 2022, Terracon conducted pavement engineering evaluations and prepared an 8-year pavement management work plan for the City. The report notes deficiencies in the pavement system and provide recommended maintenance and rehabilitation activities. The recommendations include preventive maintenance (joint repair and/or curb replacement), immediate action (total reconstruction), and deferred maintenance (isolated panel replacement and/or slab re-leveling).		

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$738,000		\$177,000	\$252,000	\$269,000	\$20,000	\$20,000	\$738,000
Construction	\$4,977,000		\$925,000	\$1,322,000	\$1,130,000	\$818,000	\$782,000	\$4,977,000
Equipment and Furniture								
Technology								
Contingency	\$500,000		\$93,000	\$133,000	\$113,000	\$82,000	\$79,000	\$500,000
TOTAL COSTS	\$6,215,000	\$0	\$1,195,000	\$1,707,000	\$1,512,000	\$920,000	\$881,000	\$6,215,000

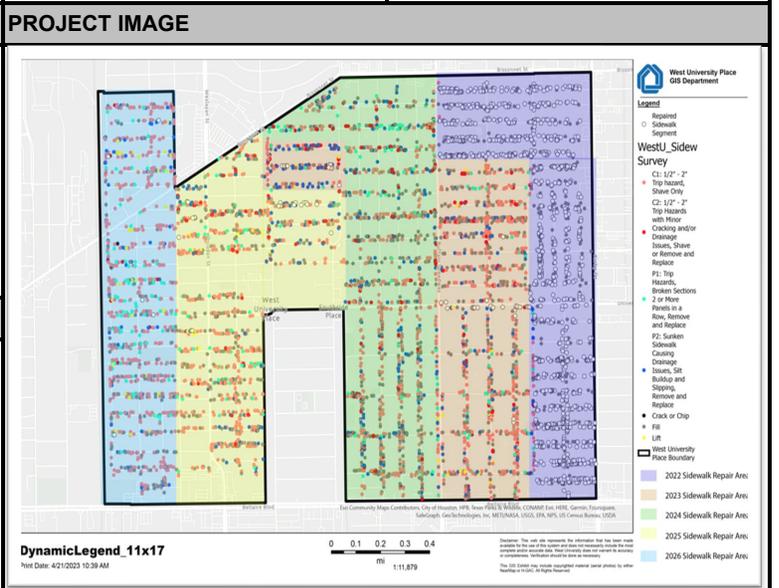
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt	\$4,790,000		\$895,000	\$1,407,000	\$1,237,000	\$645,000	\$606,000	\$4,790,000
METRO	\$1,425,000		\$300,000	\$300,000	\$275,000	\$275,000	\$275,000	\$1,425,000
Capital Reserve								
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$6,215,000	\$0	\$1,195,000	\$1,707,000	\$1,512,000	\$920,000	\$881,000	\$6,215,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Sidewalk Replacement	ST2402	Public Works - Streets

PROJECT DESCRIPTION
 Replace cracked and lifted sidewalks to provide safe pedestrian travel.



PROJECT JUSTIFICATION
 The Sidewalk Master Plan was completed nearly 13 years ago with the first areas of sidewalks installed nearly 20 years ago. The continual maturing of trees in the right of way (ROW) has caused sidewalks to buckle, crack and cause trip hazards.

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying								
Construction	\$1,625,000		\$375,000	\$394,000	\$413,000	\$289,000	\$304,000	\$1,775,000
Equipment and Furniture								
Technology								
Contingency								
TOTAL COSTS	\$1,625,000	\$0	\$375,000	\$394,000	\$413,000	\$289,000	\$304,000	\$1,775,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO	\$1,625,000		\$375,000	\$394,000	\$413,000	\$289,000	\$304,000	\$1,775,000
Capital Reserve								
W/S Debt								
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$1,625,000	\$0	\$375,000	\$394,000	\$413,000	\$289,000	\$304,000	\$1,775,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

**WEST UNIVERSITY PLACE
2024 - 2028 CAPITAL IMPROVEMENT PLAN
WATER**

PROJECT NO.	PROJECT NAME	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION
WA2201	Bellaire Elevated Storage Tank (EST) Replacement	7,693,000					7,693,000
WA2301	Water Well No. 8 - Inspection and Improvements	550,000					550,000
WA2401	Wakeforest Water Plant Distribution Line Replacement	1,170,000	7,265,000				8,435,000
WA2402	Cast Iron Water Line Replacement Program	2,800,000	2,539,000	3,806,000	2,952,000	2,370,000	14,467,000
WA2501	New Water Well & Well Collection Line		788,000	5,530,000			6,318,000
WA2502	Milton Water Plant Improvements		4,092,000				4,092,000
WA2601	Wakeforest Water Plant Improvements			2,869,000			2,869,000
TOTAL		\$ 12,213,000	\$ 14,684,000	\$ 12,205,000	\$ 2,952,000	\$ 2,370,000	\$ 44,424,000

SOURCE OF FUNDS	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION	
GO or CO debt							
METRO							
Capital Reserve							
W/S Debt	11,663,000	11,246,000	11,305,000	2,052,000	1,470,000	37,736,000	
W/S Revenue - Cash	550,000	938,000	900,000	900,000	900,000	4,188,000	
Grants		2,500,000				2,500,000	
Other Funding Sources							
TOTAL		\$ 12,213,000	\$ 14,684,000	\$ 12,205,000	\$ 2,952,000	\$ 2,370,000	\$ 44,424,000

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Bellaire Elevated Storage Tank (EST) Replacement	WA2201	Public Works - Water

PROJECT DESCRIPTION
 Construction of a new 300,000 gallon elevated storage tank (EST) and decommission existing Bellaire EST. The project will include the new EST, yard piping, a new disinfection system, new electrical controls and SCADA system, a new 12" water line extension to Bellaire Blvd and removal of the existing Bellaire EST. The project will also include some minor utility relocations and paving replacement.



PROJECT JUSTIFICATION
 The Bellaire EST was constructed in 1935 and has exceeded the typical life expectancy of elevated storage tanks. Replacing the Bellaire EST with the proposed 0.3 MG EST would provide the City with redundancy in the water system during peak hour demands and provides additional capacity that would allow flexibility to rehabilitate the Wakeforest EST and the City's GST's in the future.

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report	\$200,000	\$200,000						\$200,000
Land/Right of Way	TBD		TBD					TBD
Design/Surveying	\$500,000	\$320,000	\$180,000					\$500,000
Construction	\$6,830,000		\$6,830,000					\$6,830,000
Equipment and Furniture								
Technology								
Contingency	\$683,000		\$683,000					\$683,000
TOTAL COSTS	\$8,213,000	\$520,000	\$7,693,000	\$0	\$0	\$0	\$0	\$8,213,000

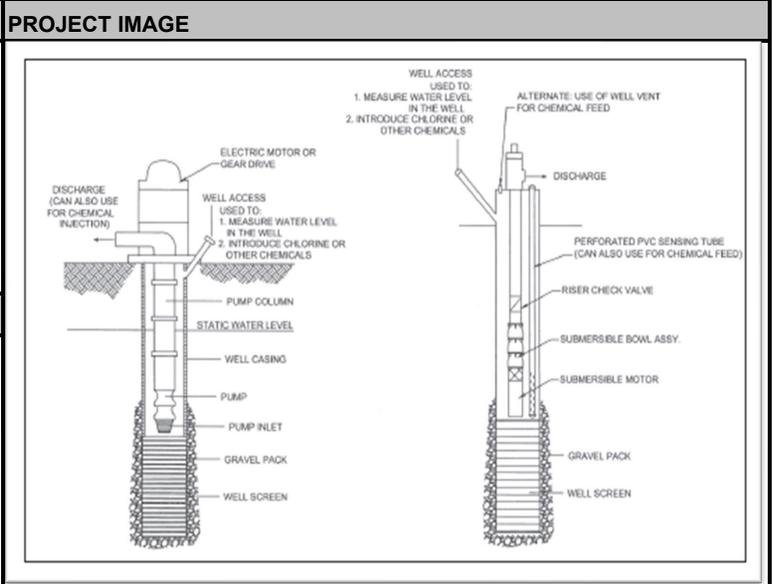
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt	\$7,693,000		\$7,693,000					\$7,693,000
W/S Revenue - Cash	\$520,000	\$520,000						\$520,000
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$8,213,000	\$520,000	\$7,693,000	\$0	\$0	\$0	\$0	\$8,213,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Water Well No. 8 Inspection and Improvements	WA2301	Public Works - Water

PROJECT DESCRIPTION
 Complete a down-hole video inspection to determine the current condition of the well, identify chemical or biological plugging problems, construction material failure, water quality, in order to schedule required maintenance to ensure the efficient performance of the well.



PROJECT JUSTIFICATION
 The City utilizes a mixture of 80% surface water from City of Houston and 20% groundwater from two City water wells. In order to ensure proper water supply when surface water supply is not available, it is essential that wells operate at peak efficiency. This program will conduct a comprehensive inspection of the well and make recommendations for future maintenance. Improvement work will be tentatively scheduled in 2024.

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report	\$150,000	\$150,000						\$150,000
Land/Right of Way								
Design/Surveying								
Construction	\$500,000		\$500,000					\$500,000
Equipment and Furniture								
Technology								
Contingency	\$50,000		\$50,000					\$50,000
TOTAL COSTS	\$700,000	\$150,000	\$550,000	\$0	\$0	\$0	\$0	\$700,000

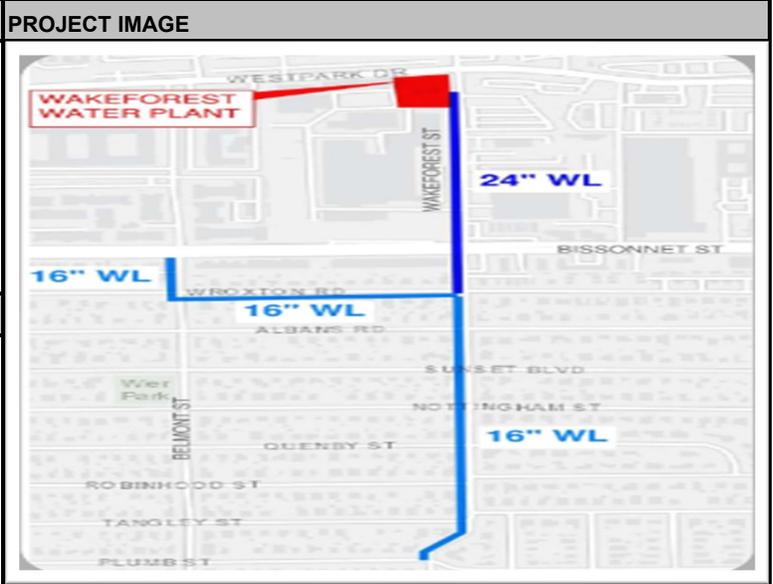
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt								
W/S Revenue - Cash	\$700,000	\$150,000	\$550,000					\$700,000
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$700,000	\$150,000	\$550,000	\$0	\$0	\$0	\$0	\$700,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Wakeforest Water Plant Distribution Line Replacement	WA2401	Public Works - Water

PROJECT DESCRIPTION
 Upsize diameter of 12" distribution line on Wakeforest from Wakeforest Plant to Plumb Street, along Wroxton from Wakeforest to Belmont, and along Belmont from Wroxton to Bissonnet. New distribution line will include 1470 linear feet of 24" water line 3060 linear feet of 16" water lines.



PROJECT JUSTIFICATION
 IDS Engineering Group completed extensive water modeling of the City's water system to determine improvements to ensure the City meets daily current and future demands. It was determined that upsizing the distribution line from the Wakeforest Water Plant will increase water pressure and available fire flows in portions of the distribution system and will reduce head loss in the system.

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$1,170,000		\$1,170,000					\$1,170,000
Construction	\$6,605,000			\$6,605,000				\$6,605,000
Equipment and Furniture								
Technology								
Contingency	\$660,000			\$660,000				\$660,000
TOTAL COSTS	\$8,435,000	\$0	\$1,170,000	\$7,265,000	\$0	\$0	\$0	\$8,435,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt	\$8,435,000		\$1,170,000	\$7,265,000				\$8,435,000
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$8,435,000	\$0	\$1,170,000	\$7,265,000	\$0	\$0	\$0	\$8,435,000

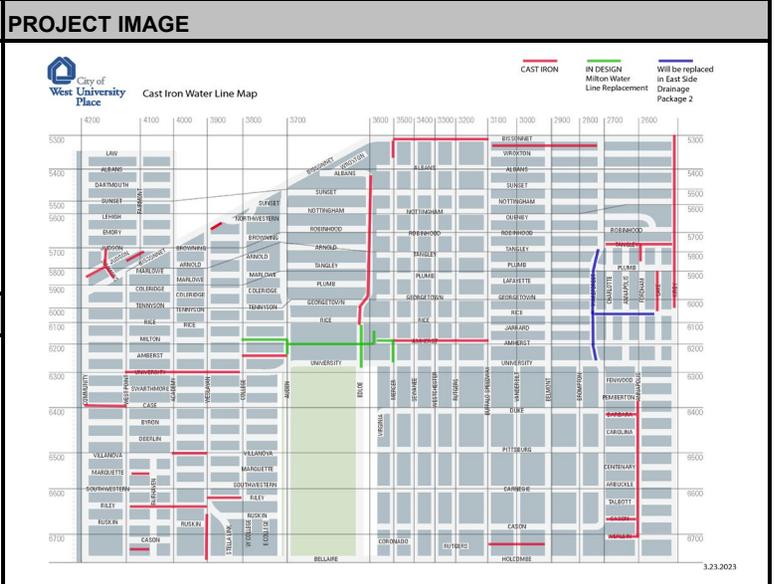
¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Cast Iron Water Line Replacement Program	WA2402	Public Works - Water

PROJECT DESCRIPTION

The City has identified cast iron water lines throughout the City that requires replacement. In 2024, the project will include ~4200 LF of cast iron water line replacement along Amherst and Edloe. In 2025, the project will include ~4250 LF of cast iron water line replacement along Annapolis, Cason, Werlein, and Barbara Ln. In 2026, the project will include ~5835 LF of cast iron water line replacement along Kirby Dr, Bissonnet St, Mercer St, and Stella Link. Additional cast iron water line segments throughout the City will be replaced in 2027 and 2028.



PROJECT JUSTIFICATION

The pre-1939 cast iron pipes are nearing the end of their expected service life. The pipes are susceptible to failure causing unnecessary disruption to residents, water waste and an increased cost of repairs. The new water lines will provide the City with a more robust water pipeline network, a lower risk of failure, fewer unplanned disruptions, and lower repair costs.

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$1,876,000		\$50,000	\$378,000	\$678,000	\$405,000	\$365,000	\$1,876,000
Construction	\$11,447,000		\$2,500,000	\$1,965,000	\$2,844,000	\$2,315,000	\$1,823,000	\$11,447,000
Equipment and Furniture								
Technology								
Contingency	\$1,144,000		\$250,000	\$196,000	\$284,000	\$232,000	\$182,000	\$1,144,000
TOTAL COSTS	\$14,467,000	\$0	\$2,800,000	\$2,539,000	\$3,806,000	\$2,952,000	\$2,370,000	\$14,467,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt	\$12,667,000		\$2,800,000	\$2,539,000	\$3,806,000	\$2,052,000	\$1,470,000	\$12,667,000
W/S Revenue - Cash	\$1,800,000					\$900,000	\$900,000	\$1,800,000
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$14,467,000	\$0	\$2,800,000	\$2,539,000	\$3,806,000	\$2,952,000	\$2,370,000	\$14,467,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME		PROJECT #		DEPARTMENT/DIVISION				
New Water Well & Well Collection Line		WA2501		Public Works - Water				
PROJECT DESCRIPTION		PROJECT IMAGE						
Construct new water well and well collection line routed to the Milton Water Plant.								
PROJECT JUSTIFICATION								
IDS Engineering Group completed extensive water modeling of the City's water system to determine improvements to ensure the City meets daily current and future demands for residents and ensures compliance with regulatory requirements by Texas Commission on Environmental Quality (TCEQ). A new water well and well collection line will provide resiliency for loss of surface water from City of Houston.								
PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$788,000			\$788,000				\$788,000
Construction	\$5,027,000				\$5,027,000			\$5,027,000
Equipment and Furniture								
Technology								
Contingency	\$503,000				\$503,000			\$503,000
TOTAL COSTS	\$6,318,000	\$0	\$0	\$788,000	\$5,530,000	\$0	\$0	\$6,318,000
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt	\$4,630,000				\$4,630,000			\$4,630,000
W/S Revenue - Cash	\$1,688,000			\$788,000	\$900,000			\$1,688,000
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$6,318,000	\$0	\$0	\$788,000	\$5,530,000	\$0	\$0	\$6,318,000
¹ Explain & Identify Type of Other Sources:								
IMPACT ON OPERATING BUDGET								

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Milton Water Plant Improvements	WA2502	Public Works - Water

PROJECT DESCRIPTION
 Upgrade pumps at Milton Water Plant. The Milton Water Plant currently has 4 booster pumps with 5,800 GPM total rated capacity. The pump improvements will replace the existing pumps with 4 new booster pumps rated at 2,000 GPM each for a total rated capacity of 8,000 GPM. Improvements will also include a new pump room building, suction and distribution piping, SCADA panel, and MCC.



PROJECT JUSTIFICATION
 IDS Engineering Group completed extensive water modeling of the City's water system to determine improvements to ensure the City meets daily current and future demands for residents and ensures compliance with regulatory requirements by Texas Commission on Environmental Quality (TCEQ). Milton pump upgrades will allow the City to meet peak demands with the largest pump out of service.

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$730,000			\$730,000				\$730,000
Construction	\$3,056,000			\$3,056,000				\$3,056,000
Equipment and Furniture								
Technology								
Contingency	\$306,000			\$306,000				\$306,000
TOTAL COSTS	\$4,092,000	\$0	\$0	\$4,092,000	\$0	\$0	\$0	\$4,092,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt	\$1,442,000			\$1,442,000				\$1,442,000
W/S Revenue - Cash	\$150,000			\$150,000				\$150,000
Grants	\$2,500,000			\$2,500,000				\$2,500,000
Other Funding Sources ¹ -								
TOTAL SOURCES	\$4,092,000	\$0	\$0	\$4,092,000	\$0	\$0	\$0	\$4,092,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME		PROJECT #		DEPARTMENT/DIVISION				
Wakeforest Water Plant Improvements		WA2601		Public Works - Water				
PROJECT DESCRIPTION		PROJECT IMAGE						
Upgrade pumps at Wakeforest Water Plant. The Wakeforest Water Plant currently has 2 booster pumps with 3,000 GPM total rated capacity. The pump improvements will replace the existing pumps with 2 new booster pumps rated at 2,000 GPM each for a total rated capacity of 4,000 GPM. Improvements will also include a new pump room building, suction and distribution piping, SCADA panel, and MCC.								
PROJECT JUSTIFICATION								
IDS Engineering Group completed extensive water modeling of the City's water system to determine improvements to ensure the City meets daily current and future demands for residents and ensures compliance with regulatory requirements by Texas Commission on Environmental Quality (TCEQ). Wakeforest pump upgrades will support future demands.								
PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying	\$510,000				\$510,000			\$510,000
Construction	\$2,144,000				\$2,144,000			\$2,144,000
Equipment and Furniture								
Technology								
Contingency	\$215,000				\$215,000			\$215,000
TOTAL COSTS	\$2,869,000	\$0	\$0	\$0	\$2,869,000	\$0	\$0	\$2,869,000
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt	\$2,869,000				\$2,869,000			\$2,869,000
W/S Revenue - Cash								
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$2,869,000	\$0	\$0	\$0	\$2,869,000	\$0	\$0	\$2,869,000
¹ Explain & Identify Type of Other Sources:								
IMPACT ON OPERATING BUDGET			2025	2026	2027	2028	TOTAL	

**CITY OF WEST UNIVERSITY PLACE
2024 - 2028 CAPITAL IMPROVEMENT PLAN
WASTEWATER**

PROJECT NO.	PROJECT NAME	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION
PW20RECLAM	Wastewater Reuse	8,944,000					8,944,000
WW2401	Sanitary Sewer Manhole Lining Project	250,000					250,000
WW2402	Sanitary Sewer Improvements	100,000					100,000
TOTAL		\$ 9,294,000	\$ -	\$ -	\$ -	\$ -	\$ 9,294,000

SOURCE OF FUNDS	2024	2025	2026	2027	2028	2024 - 2028 ALLOCATION
GO or CO debt						
METRO						
Capital Reserve						
W/S Debt						
W/S Revenue - Cash	350,000					350,000
Grants						
Other Funding Sources	8,944,000					8,944,000
TOTAL		\$ 9,294,000	\$ -	\$ -	\$ -	\$ 9,294,000

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Wastewater Reuse	PW20RECLAM	Public Works - Wastewater
PROJECT DESCRIPTION	PROJECT IMAGE	
Construct necessary infrastructure to allow the reuse of non-potable water by third party end users. Does not include land or easement acquisition costs.		
PROJECT JUSTIFICATION		
This project creates an additional revenue source for the City by selling the treated effluent to an end user for use versus dumping the water to Braes Bayou and receiving no additional benefit.		

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report	\$152,700	\$152,700						\$152,700
Land/Right of Way								
Design/Surveying	\$1,222,000		\$1,222,000					\$1,222,000
Construction	\$7,020,000		\$7,020,000					\$7,020,000
Equipment and Furniture								
Technology								
Contingency	\$702,000		\$702,000					\$702,000
TOTAL COSTS	\$9,096,700	\$152,700	\$8,944,000	\$0	\$0	\$0	\$0	\$9,096,700

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt								
W/S Revenue - Cash	\$152,700	\$152,700						\$152,700
Grants								
Other Funding Sources ¹ -	\$8,944,000		\$8,944,000					\$8,944,000
TOTAL SOURCES	\$9,096,700	\$152,700	\$8,944,000	\$0	\$0	\$0	\$0	\$9,096,700

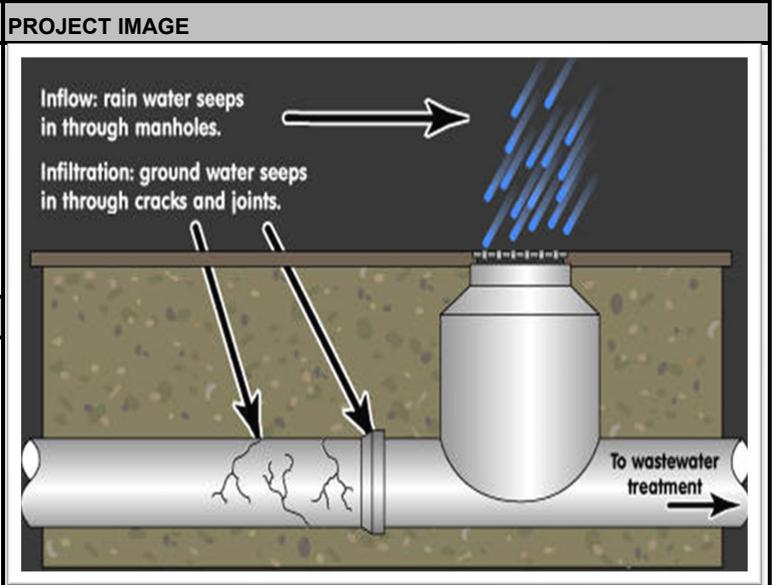
¹Explain & Identify Type of Other Sources: The City anticipates issuing debt to fund this project upon successfully negotiating a contract with a third party paying vendor for this debt.

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL

PROJECT NAME		PROJECT #		DEPARTMENT/DIVISION				
Sanitary Sewer Manhole Lining Project		WW2401		Public Works - Wastewater				
PROJECT DESCRIPTION		PROJECT IMAGE						
Lining the sanitary sewer manholes will prevent groundwater from entering the sanitary sewer system thus reducing flows to the wastewater treatment plant.								
PROJECT JUSTIFICATION								
The presence of hydrogen sulfide can lead to rapid and extensive deterioration conditions causing premature replacement or reconditioning of systems used in the transport and treatment of wastewater. Lining the manholes extends the service life of the manhole without having to fully replace it.								
PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying								
Construction	\$250,000		\$250,000					\$250,000
Equipment and Furniture								
Technology								
Contingency								
TOTAL COSTS	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt								
W/S Revenue - Cash	\$250,000		\$250,000					\$250,000
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
¹ Explain & Identify Type of Other Sources:								
IMPACT ON OPERATING BUDGET				2025	2026	2027	2028	TOTAL

PROJECT NAME	PROJECT #	DEPARTMENT/DIVISION
Sanitary Sewer Improvements	WW2402	Public Works - Wastewater

PROJECT DESCRIPTION
 Inspection, identification and repairs of the sanitary sewer system where ground water and rain water can enter the system from abandoned sanitary sewer liens that can cause overflows, increase treatment, and cause premature equipment failure.



PROJECT JUSTIFICATION
 The wastewater treatment plant is currently being affected by inflow and infiltration during storm events. Addressing the causes for this would help lower the amount of excess rain water being treated at the plant and help stabilize the water characteristic seen in the influent.

PROJECT COSTS ALLOCATION	TOTAL BUDGET	FY PROJECTED ALLOCATIONS						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
Prelim. Engineering Report								
Land/Right of Way								
Design/Surveying								
Construction	\$100,000		\$100,000					\$100,000
Equipment and Furniture								
Technology								
Contingency								
TOTAL COSTS	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

FUNDING SOURCES	TOTAL BUDGET	FY PROJECTED FUNDING SOURCES						
		BUDGETED THRU 2023	2024	2025	2026	2027	2028	TOTAL
GO or CO debt								
METRO								
Capital Reserve								
W/S Debt								
W/S Revenue - Cash	\$100,000		\$100,000					\$100,000
Grants								
Other Funding Sources ¹ -								
TOTAL SOURCES	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

¹Explain & Identify Type of Other Sources:

IMPACT ON OPERATING BUDGET	2025	2026	2027	2028	TOTAL



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

Meeting Date	05.08.2023	Agenda Item	13
Approved by City Manager	Yes	Presenter(s)	D. Beach, City Manager
Reviewed by City Attorney	Yes	Department	Administration
Subject	Sustainability Update		
Attachments	None		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

As we approach the 2024 Budget process, staff will provide an update on sustainability issues within the City and what efforts were completed in 2022, efforts currently underway in 2023 and receive feedback on efforts to be considered during the 2024 annual budget process 2024.

Recommended Action

No action recommended. Discuss and provide feedback.



AGENDA MEMO

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

Meeting Date	05.08.2023	Agenda Item	14
Approved by City Manager	Yes	Presenter(s)	D. Beach, City Manager
Reviewed by City Attorney	Yes	Department	Administration
Subject	Houston Coalition of Cities		
Attachments	Resolution		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

On April 5, 2023, CenterPoint Energy Houston Electric, LLC (CenterPoint) filed an application for approval of a Distribution Cost Recovery Factor (DCRF) with cities in its service territory, and with the Public Utility Commission of Texas (PUC).

CenterPoint is requesting an \$84.6 million incremental increase to its DCRF revenue requirement. CenterPoint also filed for approval to amend its Temporary Emergency Electric Energy Facilities Rider (TEEEF). CenterPoint is requesting a TEEEF revenue requirement of \$187,874,401.

Since the issues to be addressed in the DCRF and TEEEF rate filings impact municipalities similarly, the City of Houston has invited West University Place to participate in the Houston Coalition of Cities (Coalition), a coalition representing municipalities' interests in the CenterPoint DCRF and TEEEF proceedings. There are no financial contributions by member cities required.

What is the DCRF?

The DCRF allows electric utilities, like CenterPoint, to adjust rates for changes in certain distribution costs without filing a full base rate proceeding. Unlike a full base rate proceeding, the cities' ability to perform a comprehensive review of the DCRF request is limited due to substantive and procedural limitations including a truncated timeframe for review and limitations on the scope of the cities' review and discovery.

What is the TEEEF?

The PUC approved CenterPoint's TEEEF-rider on April 5, 2023. The TEEEF Rider allows CenterPoint to recover reasonable and necessary TEEEF costs.

Houston Coalition of Cities
Agenda Memo
May 8, 2023

Who are the Coalition experts?

The City of Houston organized a team of experts to review the rate request and assist in preparing a final recommendation. The experts include Alton Hall, of Adams and Reese, to represent the collective interest of the coalition in this matter, and technical rate experts to assist with the evaluation of CenterPoint’s DCRF application.

Action Needed:

In order for West University Place to participate in the Coalition, City Council would need to approve the Resolution authorizing the City to join this effort. If the resolution is approved, Staff will return on May 22, 2023, with an ordinance denying CenterPoint Electric’s application for DCRF.

Recommended Action

Staff recommends that City Council approve Resolution authorizing the City’s participation in the Houston Coalition of Cities.

RESOLUTION NO. XXXX-XX

RESOLUTION OF THE CITY OF CITY OF WEST UNIVERSITY PLACE, TEXAS, AUTHORIZING PARTICIPATION IN COALITION OF CITIES PERTAINING TO PROCEEDINGS CONCERNING CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC AT THE PUBLIC UTILITY COMMISSION OF TEXAS IN 2023; CONTAINING FINDINGS AND PROVISIONS RELATED TO THE FOREGOING SUBJECT.

WHEREAS, on or about April 5, 2023, CenterPoint Energy Houston Electric, LLC ("CenterPoint") filed with the Public Utility Commission of Texas ("Commission") an Application for Approval of a Distribution Cost Recovery Factor ("DCRF") under Docket No. 54825 and an Application to Amend its Temporary Emergency Electric Energy Facilities Rider ("TEEEF") under Docket No. 54830; and

WHEREAS, Section 36.210 of the Texas Utilities Code authorizes an electric utility company to request periodic adjustment to its rate schedule between full base rate cases due to changes in the utility's invested capital by including a DCRF in its Commission approved rates; and

WHEREAS, Section 39.918 of the Texas Utilities Code authorizes an electric utility company to request recovery of reasonable and necessary costs for temporary emergency electric energy facilities; and

WHEREAS, CenterPoint is requesting to amend its 2022 DCRF to request an \$84.6 million increase to its revenue requirement for a total revenue requirement of \$162.6 to be recovered through ratepayers effective September 1, 2023; and

WHEREAS, CenterPoint is also requesting to amend its 2022 TEEEF rider to adjust to a new revenue requirement of \$187,875,401 effective September 1, 2023; and

WHEREAS, any DCRF and TEEEF ordered by the Commission in the proceedings could ultimately affect CenterPoint's rates for wholesale electric transmission customers and for end-use retail electric customers in CenterPoint's certificated service territory; and

WHEREAS, certain municipalities have indicated their desire to join with the City of Houston, Texas in a coalition of cities interested in the conduct of the proceedings and to authorize the coalition to intervene on behalf of the participating municipalities therein; and

WHEREAS, the coalition of cities shall be led by the City of Houston, which shall direct the selection of legal counsel and consultants on behalf of the coalition.

WHEREAS, interested parties must seek party status to comply with the intervention deadline to be set in the proceedings; and

WHEREAS, the City Council finds that the participation of the City of West University Place (“City”) in the coalition of cities will achieve coordinated efforts among similarly situated affected municipalities in order to maximize the efficient use of resources and expertise in reviewing, analyzing, and investigating CenterPoint’s DCRF and TEEEF application; and

WHEREAS, City Council has determined that it is in the best interest of the City that the City participates with the coalition of cities in the proceedings; **NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS:**

Section 1: That the statements and findings recited in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2. That the City is hereby authorized to join with other municipalities as part of the coalition of cities and to participate to the fullest extent permitted by law in proceedings affecting the rates, operations and services of CenterPoint for customers within the City of West University Place, Texas and in particular regarding the 2023 DCRF and 2023 TEEEF.

Section 3. That the City is hereby authorized to intervene in the proceedings as a member of the coalition.

Section 4. That such outside counsel that the City of Houston may select, shall represent the City in all of the proceedings and are hereby authorized to take all legal and other actions necessary to forward the interests of the City in the proceedings and all matters related to such proceedings, including without limitation any hearings, conferences, negotiations and related proceedings.

Section 5. That the meeting at which this Resolution was approved complied with the requirements of the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 6. That this Resolution shall take effect immediately upon its passage and approval in the manner required by the City Charter and ordinances.

PASSED, ADOPTED, AND APPROVED this 8TH day of May, 2023

Sign by:

Attested by: (Seal)

Mayor Susan V. Sample

City Secretary Thelma A. Gilliam



AGENDA MEMO

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

Meeting Date	05.08.2023	Agenda Item	15
Approved by City Manager	N/A	Presenter(s)	T. Gilliam, City Secretary
Reviewed by City Attorney	N/A	Department	Administration
Subject	City Council Meeting Minutes		
Attachments	Minutes		
Financial Information	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:	N/A	
	Additional Appropriation Required:	N/A	
	Additional Account Number:	N/A	

Executive Summary

Approve the City Council Meeting Minutes of April 17, 2023.

Recommended Action

Staff recommends approval of the Minutes of April 17, 2023.



The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
John Montgomery, Mayor Pro Tem
John P. Barnes, Councilmember
Melanie Bell, Councilmember
Shannon Carroll, Councilmember

STAFF

David J. Beach, City Manager
Scott Bounds, Olson and Olson, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in **special and regular sessions** on **Monday, April 17, 2023, at 6:15 p.m.**, in the Municipal Building at 3800 University Boulevard, for the purpose of considering the agenda of items listed. The meeting was held in person and via Zoom.

SPECIAL MEETING AGENDA:

1. Call Special Meeting to Order

Mayor Sample called the special meeting to order at 6:15 p.m. Council in attendance were Mayor Pro Tem Montgomery and Councilmembers Barnes, Bell, and Carroll.

Staff present were City Manager Beach and Assistant City Attorney Ramsey.

2. Convene into Executive Session

City Council will convene into executive session in accordance with the following provision of Chapter 551 of the Texas Government Code (TGC):

At 6:15 p.m., Mayor Sample recessed the special meeting and convened an Executive Session to deliberate the purchase, exchange, lease, or value of real property in accordance with Section 551.072 of the Texas Government Code.

3. Close Executive Session and Reconvene Special Meeting

Matters related to any desired action resulting from the executive session.

With no action taken, at 6:42 p.m., Councilmember Barnes moved to close the Executive Session. Councilmember Bell seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

At 6:42 p.m., Councilmember Carroll moved to reconvene the special meeting. Councilmember Barnes seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

4. Adjourn Special Meeting

At 6:43 p.m., Councilmember Carroll moved to close the special meeting. Councilmember Bell seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

REGULAR MEETING AGENDA:

5. Call Regular Meeting to Order

Mayor Sample called the meeting to order at 6:43 p.m. Council in attendance were Mayor Pro Tem Montgomery and Councilmembers Barnes, Bell, and Carroll. Staff in attendance were City Manager Beach, City Secretary Gilliam, Finance Director Kalka, Public Works Director Cameron, and Assistant City Attorney Ramsey.

Craig Maske and Johnny Kim with Halff Associates and David Carll with Tyler Technologies were also present. Charline Kirongozi with Berry Dunn attended via Zoom.

6. Pledge of Allegiance – Councilmember Bell led the Pledge.

7. Public Comments

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

Alida Drewes, resident who did not provide address, spoke on various issues such as veterans and senior citizens not allowed to get coffee at the senior center, the need for a dog park or dog run, flooding on the eastside, and the senior tax exemption.

8. Municipal Court Clerk Appointment

Matters related to the appointment of Victoria Saldivar as Municipal Court Clerk. *Recommended Action: Appoint Victoria Saldivar as Municipal Court Clerk, effective July 1, 2023, or upon the retirement of the current Municipal Court Clerk, or whichever comes first. **City Council***

Councilmember Barnes moved to approve the appointment of Victoria Saldivar as Municipal Court Clerk effective July 1, 2023, or upon the retirement of the current Municipal Court Clerk. Councilmember Bell seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

9. Public Service Recognition Week Proclamation

Matters related to a proclamation proclaiming May 7 – 13, 2023 as Public Service Recognition Week. *Recommended Action: Proclaim May 7 – 23, 2023 as Public Service Recognition Week. **Mr. James Urban, Human Resources Manager***

Mayor Sample proclaimed May 7 – 13, 2023 as Public Service Recognition Week in West University Place.

10. Westside Drainage and Pavement Improvements – Additional Modeling Study

Matters related to awarding a contract to Halff Associates, Inc., in the amount of \$100,000 for storm drainage modeling. *Recommended Action: Award Professional Service Agreement in the amount of \$100,000 for storm drainage modeling to Halff Associates, Inc., and authorize the City Manager to execute the agreement.*
Mr. Danny Cameron, Public Works Director

Public Works Director Cameron presented, along with Mr. Maske and Mr. Kim of Halff Associates.

After questions and answers, the consensus was that City Council wants to be sure that the funds, if approved, would be used for a solution, because they felt the previous engineer only provided recommendations for solutions.

City Manager Beach explained that this study will build upon the PER done by the previous engineer, which helped to identify the corridors and removed Kilmarnock as the preferred option, because it was found that Kilmarnock is at capacity and could not handle more water. He said, additionally, the PER clearly identified that the new trunk line running down the west side of the city would be the preferred alignment for the city to receive any benefit.

City Manager Beach said the goal of this final review is to build upon what the previous engineer did so that what they did is not a waste. He said in the end, the city should have a game plan with options to go forward with construction design and to be able to convey to residents in layman’s terms that “if you spend this, this is what you can expect to receive.”

Mr. Maske confirmed that the study will have the data to evaluate options and will show the additional benefits and costs for each option.

Councilmember Barnes moved to award the Professional Service Agreement in the amount of \$100,000 for storm drainage modeling. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

11. Enterprise Resource Planning – Financial System

Matters related to a contract for the Enterprise Resource Planning Financial System. *Recommended Action: Approve the agreement with Tyler Technology in the amount of \$715,795 and authorize the City Manager to execute the contract.* **Ms. Marie Kalka, Finance Director**

Finance Director Kalka gave a presentation, along with David Carll of Tyler Technology, regarding the project background and approach, project milestones, the financial management implementation scope, anticipated benefits, and costs.

After discussion, Mayor Pro Tem Montgomery moved to approve the agreement with Tyler Technology in the amount of \$715,795 and authorize the city manager to execute the contract. Councilmember Barnes seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

12. Professional Real Estate Services

Matters related to awarding an agreement with Jones Lang LaSalle Brokerage, Inc., for Professional Real Estate Services. *Recommended Action: Approve the agreement with Jones Lang LaSalle Brokerage, Inc., for professional real estate services and authorize the City Manager to execute the agreement. Mr. Dave Beach, City Manager*

After a brief explanation of services by City Manager Beach, Councilmember Barnes moved to approve the agreement with Jones Lang LaSalle Brokerage and authorize the city manager to execute the agreement. Councilmember Carroll seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

13. Consent Agenda

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

A. City Council Meeting Minutes

Matters related to approving the City Council Minutes of March 27, 2023. *Recommended Action: Approve City Council Minutes of March 27, 2023. Ms. Thelma Gilliam, City Secretary*

B. City Council Meeting Minutes

Matters related to approving the City Council Minutes of April 9, 2023. *Recommended Action: Approve City Council Minutes of April 9, 2023. Ms. Thelma Gilliam, City Secretary [See Agenda Memo 13A]*

C. Quarterly Investment Report for March 2023

Matters related to receiving the March 2023 City's quarterly Investment Report. *Recommended Action: Accept the March 2023 Quarterly Investment Report. Ms. Marie Kalka, Finance Director [See Agenda Memo 13B]*

D. Monthly Finance Report for January 2023

Matters related to the City's monthly Financial Report. *Recommended Action: Receive the City's January 2023 Monthly Financial Report. Ms. Marie Kalka, Finance Director*

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

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

14. Adjourn Regular Meeting

With no other business before the Council, at 7:35 p.m., Councilmember Bell moved to adjourn the regular meeting. Councilmember Barnes seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

Audio of the meeting is temporarily on the City's website. If the audio is no longer on the website, you can obtain a copy, and any presentation, from the City Secretary's office.

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approved:

DRAFT



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

Meeting Date	05.08.2023	Agenda Item	15B
Approved by City Manager	Yes	Presenter(s)	Marie Kalka, Director
Reviewed by City Attorney	Yes	Department	Finance
Subject	2022 Budget Amendment		
Attachments	Ordinance with Exhibit A		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

As part of the annual budget process, each department develops its operating budget for the coming year, as well as reviews its revenue and expenditures for the current operating period and provides a revised estimate for the remainder of the year.

During the auditing process, staff noted that a few of the funds were under budgeted. Although a budget amendment ordinance is not legally required and is a housekeeping matter, staff wants to ensure compliance with the City’s financial policy for transparency and, therefore, requests amendments to the following funds:

General Fund

Original Anticipated Revenue \$21,761,600; Amended Revenue \$21,675,600
 Original Appropriations \$25,837,119.78; Amended Appropriations \$25,837,119.78

Revenues reflected in the adopted budget and ordinance did not reflect several new Parks revenue accounts, but they were reflected in the City’s accounting system. The new accounts were budgeted at a total of \$4,000, which includes \$2,000 for Senior Services Community Relations, \$1,500 for Pool Rental – Recreation Center, and \$500 for Judson Deck Rental.

Expenditures exceeded appropriations for the Police department due to the implementation of the new step program that was not fully budgeted. Salary savings from Fire and Public Works Departments covered the additional expenditures for the Police Department.

Capital Reserve Fund

Original Anticipated Revenue \$6,133,000; Amended Revenue \$6,554,000
Original Appropriations \$710,000; Amended Appropriations \$1,131,000

Expenditures exceeded appropriations due to closing costs for the unanticipated sale of Ruffino Hill.. Costs were covered by the proceeds from the sale of the property.

Transportation Improvement Fund

Original Anticipated Revenue \$1,280,000; Amended Revenue \$1,610,000

Funds accumulated for the Buffalo Speedway traffic lights replacement were budgeted to be transferred from the Asset Replacement Fund to this fund in 2023; however, it was decided to transfer in 2022 to cover expenditures incurred in this fund in 2022.

Asset Replacement Fund

Original Appropriations \$458,800; Amended Revenue \$788,800

Funds accumulated for the Buffalo Speedway traffic lights replacement were budgeted to be transferred from the Asset Replacement Fund to the Transportation Improvement Fund in 2023; however, it was decided to transfer in 2022 to cover expenditures incurred in this fund in 2022.

Fire Special Revenue Fund

Original Anticipated Revenue \$0; Amended Revenue \$12,605
Original Appropriations \$0; Amended Appropriations \$12,605

Expenditures exceeded appropriations due to enhanced firefighter physicals. Costs were covered with funds donated by a resident of West U.

2022 General CO Fund

Original Anticipated Revenue \$25,120,000; Amended Revenue \$46,087,000
Original Appropriations \$3,083,000; Amended Appropriations \$24,050,000

Expenditures exceeded appropriations due to the transfer of a portion of the debt proceeds for the water and sewer project from the 2022 General CO Fund to the 2022 Water/Wastewater CO Fund. Costs were covered by proceeds from the 2022 debt issuance.

Recommended Action

Staff recommends that City Council adopt the ordinance approving an amendment to the 2022 Budget on first and final reading.

ORDINANCE NO. XXXX

AN ORDINANCE AMENDING THE BUDGET OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022; CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN EMERGENCY

WHEREAS, it is found and determined that changes in the current budget are necessary for municipal purposes and that amendments are necessary for emergencies of the kind contemplated by state law, and it is formally found, determined and declared that such emergencies exist;

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

Section 1. That the budget of the City of West University Place for the 12-month period beginning January 1, 2022, and ending December 31, 2022 as heretofore adopted be, and it is hereby, amended as shown in Exhibit A attached.

Section 2. The City Council approves, adopts and ratifies the findings set out in the preamble hereof and directs that the City Secretary file a copy of this ordinance with the county clerk, in the same manner as original budgets are required to be filed.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

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, nor 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.

Section 5. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this ordinance was discussed, considered, or acted upon was given in the manner required by the Open Meetings Act, Chapter 551, Texas Local Government Code, as amended, and

that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

Section 6. The public importance of this measure and the requirement of the law create an emergency and an urgent public necessity requiring that this ordinance be passed and take effect as an emergency measure, and a state of emergency is hereby declared. This ordinance is accordingly passed as an emergency measure and shall take effect immediately upon adoption and signature.

Section 7. This ordinance shall become effective upon adoption and signature.

PASSED, APPROVED AND ADOPTED ON FIRST AND FINAL READING on the 8th day of May, 2023.

SIGNED:

ATTEST:

Susan Sample, Mayor

Thelma Gilliam, City Secretary

RECOMMENDED:

REVIEWED:

Dave Beach, City Manager

Olson & Olson, LLP, City Attorney
By Scott Bounds

Exhibit A			
CITY OF WEST UNIVERSITY PLACE, TEXAS			
BUDGET AMENDMENT			
	2022	Amendment	Amended
	Budget	May 8, 2023	Budget
<u>GENERAL FUND-Revenue</u>			
Taxes	15,756,000		15,756,000.00
Permits, Licenses and Fees	695,500		695,500.00
Charges for Services	2,884,500	4,000	2,888,500.00
Fines and Forfeitures	132,000		132,000.00
Earnings on Investments	12,000		12,000.00
Other Revenue	454,200		454,200.00
Transfers In	1,737,400		1,737,400.00
TOTAL GENERAL FUND REVENUE	21,671,600	4,000	21,675,600
<u>GENERAL FUND-Appropriation</u>			
Administration	1,824,916.65	-	1,824,916.65
Finance	1,889,900.00	-	1,889,900.00
Police	5,560,750.00	104,000.00	5,664,750.00
Fire	3,952,300.00	(53,000.00)	3,899,300.00
Public Works	3,788,981.96	(51,000.00)	3,737,981.96
Parks & Recreation	4,335,271.17		4,335,271.17
Transfers Out	4,485,000.00		4,485,000.00
TOTAL GENERAL FUND EXPENDITURES	25,837,119.78	-	25,837,119.78
<u>CAPITAL RESERVE FUND</u>			
Total Revenue	6,133,000.00	421,000.00	6,554,000.00
Total Appropriations	710,000.00	421,000.00	1,131,000.00
<u>Transportation Improvement Fund-Revenue</u>			
Total Revenue	1,280,000.00	330,000.00	1,610,000.00
<u>Asset Replacement Fund-Appropriation</u>			
Total Appropriations	458,800.00	330,000.00	788,800.00
<u>Fire Special Revenue Fund</u>			
Total Revenue	-	12,605.00	12,605.00
Total Appropriations	-	12,605.00	12,605.00
<u>2022 GENERAL CO FUND</u>			
Total Revenue	25,120,000.00	20,967,000.00	46,087,000.00
Total Appropriations	3,083,000.00	20,967,000.00	24,050,000.00



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

Meeting Date	5.8.2023	Agenda Item	15C
Approved by City Manager	Yes	Presenter(s)	M. Kalka, Director
Reviewed by City Attorney	N/A	Department	Finance
Subject	February 2023 Monthly Report		
Attachments	February 2023 Monthly Report		
Financial Information	Expenditure Required:		N/A
	Amount Budgeted:		N/A
	Account Number:		N/A
	Additional Appropriation Required:		N/A
	Additional Account Number:		N/A

Executive Summary

Attached is the February 2023 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 City Council receive the City's February 2023 Monthly Financial Report.

FINANCIAL SUMMARY FOR THE PERIOD ENDING FEBRUARY 28, 2023



Attached are the revenue and expenditure reports for the period ending **February 28, 2023**, which reflects 17% of the year. The expenditure report shows actual expenditures as of the end of the month as well as purchase orders outstanding and compares them to the annual budgeted appropriations. The explanations provided are based on the year-to-date amounts excluding outstanding purchase orders as purchase order amounts may contain a full year of encumbrance. The revenue report shows actual receipts recorded as of the end of the month compared to the annual budgeted estimations. In this packet, all 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 2023 were mailed in November and were delinquent February 1. Property Tax collection of \$13.35 million is for 2022 taxes, 82% of budget. Licenses & Permits are above the pro-rata amount for the year. Municipal Court fines are just slightly below budget and Charges for services are above budget. Interest rates on investments have been higher than budgeted leading to an increase in miscellaneous revenue. The majority of the Intergovernmental revenue budget is the amount due from Southside Place in accordance with the Master Interlocal Cooperation Contract and payable in December.

All departments are below their pro-rata share of the budget. Half of the first payroll paid in January 2023 was expensed back to December 2022 since it is for 2022 time worked. Most departments have vacancies at this time.

WATER & SEWER UTILITY FUND

With a one month lag due to billing in arrears, February's billing for January is slightly below pro-rata for the year. January's billing for December consumption was accrued to 2022. The Finance department is below budget in expenditures due to vacancies. Transfer to Debt Service fund is above pro-rata due to the allocation of the debt service payment that was due February 1.

SOLID WASTE FUND

Again, with the one-month lag in billing, February solid waste collection revenues are on target for this point in the fiscal year. January's billing for December services was accrued back to 2022. 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, no expenses have been incurred.

FINANCIAL SUMMARY FOR THE PERIOD ENDING FEBRUARY 28, 2023



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 expense incurred is for a stretcher for the fire department.

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 on target for the month.

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 the City's bonded debt service. The Water and Sewer Fund also provides funds to repay debt. Funding the 2023 debt service payments requires an ad valorem tax rate of \$0.084733 per \$100 of assessed value in tax year 2022, an increase of \$0.000008 per \$100. 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 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 seven active capital project funds. They are the Capital Project, Capital Reserve, 2019 Certificates of Obligation, General 2022 Certificates of Obligation, Transportation Improvement, Water & Sewer Capital, and Water & Sewer 2022 Certificates of Obligation Funds. Expenses incurred to date are related to Public Works Facility, Milton Cast iron Water Line Replacement, WWTP Improvements, Lift Station SCADA Replacement, Law Street Water Line Installation, Bellaire Elevated Storage Tank Replacement, Water Well 8 Inspection and Improvement, Wesleyan Traffic Signal, and Citywide Road and Drainage Improvements. The City received \$1.9 million from the Coronavirus State and Local Recovery Funds in 2021 and received an additional \$1.9 million

FINANCIAL SUMMARY FOR THE PERIOD ENDING FEBRUARY 28, 2023



in 2022. The use of how best to serve our community with these funds will be finalized by Council later this year.

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 12 active Special Revenue Funds in 2023. Not all expenditures can be anticipated enough to be included in the original budgeting process. Budget amendments for 2023, if necessary, will be made at year-end to reconcile any affected accounts. To date, only expenditures for Judson Park and tree replacement have been made.

City of West University Place
GENERAL FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
Taxes	16,381,103	16,381,103	13,358,575	-	3,022,528	82%	82%
Licenses & Permits	833,500	833,500	190,894	-	642,606	23%	23%
Fines & Forfeitures	207,500	207,500	28,158	-	179,342	14%	14%
Charges for Services	3,038,940	3,038,940	656,093	7,000	2,375,847	22%	22%
Miscellaneous	314,840	314,840	76,358	-	238,482	24%	24%
Intergovernmental	409,400	409,400	3,762	-	405,638	1%	1%
Transfers In	1,736,800	1,736,800	289,467	-	1,447,333	17%	17%
TOTAL REVENUES	22,922,083	22,922,083	14,603,307	7,000	8,311,776	64%	64%
EXPENDITURES							
Administration	1,895,350	1,895,350	207,429	170,100	1,517,821	11%	20%
Finance	2,083,350	2,083,350	247,117	321,195	1,515,038	12%	27%
Police	6,036,100	6,036,100	842,971	7,892	5,185,237	14%	14%
Fire	4,128,600	4,128,600	596,084	32,983	3,499,533	14%	15%
Public Works	3,870,600	3,917,244	521,565	668,191	2,727,488	13%	30%
Parks & Recreation	4,606,238	4,650,596	549,487	394,917	3,706,192	12%	20%
Transfers Out	290,000	2,290,000	48,333	-	241,667	2%	2%
TOTAL EXPENDITURES	22,910,238	25,001,239	3,012,986	1,595,278	18,392,976	12%	18%
NET REVENUE (EXPENDITURE)	\$ 11,845	\$ (2,079,156)	\$ 11,590,321				

City of West University Place
WATER & SEWER FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
Charges for Services	8,828,000	8,828,000	550,598	-	8,277,402	6%	6%
Miscellaneous	8,000	8,000	9,450	-	(1,450)	118%	118%
TOTAL REVENUES	8,836,000	8,836,000	560,049	-	8,275,951	6%	6%
EXPENDITURES							
Finance	312,600	312,600	26,374	36,633	249,593	8%	20%
Public Works	4,822,800	4,875,800	622,246	2,347,510	1,906,044	13%	61%
Debt Service	5,000	5,000	-	-	5,000	0%	0%
Transfer To General Fund	1,250,000	1,250,000	208,333	-	1,041,667	17%	17%
Transfer to W&S CIP Fund	900,000	900,000	150,000	-	750,000	17%	17%
Transfer to Debt Service Fund	665,000	665,000	367,637	-	297,363	55%	55%
TOTAL EXPENDITURES	7,955,400	8,008,400	1,374,591	2,384,143	4,249,666	17%	47%
NET REVENUE (EXPENDITURE)	\$ 880,600	\$ 827,600	\$ (814,542)				

City of West University Place
SOLID WASTE FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchasing Orders as a % of Budget
REVENUES							
Solid Waste Collection	1,907,100	1,907,100	157,791	-	1,749,309	8%	8%
Miscellaneous	7,400	7,400	4,583	-	2,817	62%	62%
TOTAL REVENUES	1,914,500	1,914,500	162,374	-	1,752,126	8%	8%
EXPENDITURES							
Curbside Solid Waste	1,424,100	1,424,100	198,206	308,260	917,634	14%	36%
Curbside Recycling	307,350	307,350	35,397	313,470	(41,517)	12%	114%
Curbside Green Waste Recycling	214,000	214,000	27,167	82,858	103,975	13%	51%
TOTAL EXPENDITURES	1,945,450	1,945,450	260,770	704,589	980,092	13%	50%
NET REVENUE (EXPENDITURE)	\$ (30,950)	\$ (30,950)	\$ (98,396)				

City of West University Place
TECHNOLOGY MANAGEMENT FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of budget	YTD Actual + Outstanding Purchase Orders as a % of budget
REVENUES							
TRANSFER FROM GENERAL FUND	1,927,300	1,927,300	321,217	-	1,606,083	17%	17%
TRANSFER FROM WATER & SEWER FUND	135,100	135,100	22,517	-	112,583	17%	17%
TRANSFER FROM SOLID WASTE FUND	65,900	65,900	10,983	-	54,917	17%	17%
EARNINGS ON INVESTMENTS	5,800	5,800	3,909	-	1,891	67%	67%
TOTAL REVENUES	2,134,100	2,134,100	358,626	-	1,775,474	17%	17%
EXPENDITURES							
PERSONNEL	578,500	578,500	56,910	-	521,590	10%	10%
OFFICE SUPPLIES	1,000	1,000	-	-	1,000	0%	0%
OPERATING SUPPLIES	10,500	10,500	129	-	10,371	1%	1%
EQUIPMENT MAINTENANCE	10,000	10,000	-	-	10,000	0%	0%
HARDWARE & SOFTWARE MAINTENANCE CONTRACTS	832,900	832,900	92,984	200,361	539,555	11%	35%
TELE-COMMUNICATIONS & DATA & RADIO	274,000	274,000	29,654	154,284	90,061	11%	67%
CONSULTANTS	15,000	15,000	-	-	15,000	0%	0%
PROFESSIONAL DUES	2,700	2,700	-	-	2,700	0%	0%
PROFESSIONAL DEVELOPMENT	14,900	14,900	-	-	14,900	0%	0%
OTHER CONTRACTED SERVICES	80,000	80,000	67,146	-	12,854	84%	84%
HIGH TECHNOLOGY REPLACEMENTS	131,900	131,900	1,478	10,840	119,582	1%	9%
TRANSFER TO VEHICLE REPLACEMENT FUND	30,000	30,000	5,000	-	25,000	17%	17%
TRANSFER TO ASSET REPLACEMENT FUND	146,900	146,900	24,483	-	122,417	17%	17%
TOTAL EXPENDITURES	2,128,300	2,128,300	277,784	365,485	1,485,031	13%	30%
NET REVENUE (EXPENDITURE)	\$ 5,800	\$ 5,800	\$ 80,841				

City of West University Place
VEHICLE REPLACEMENT FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
TRANSFER FROM GENERAL FUND	367,000	367,000	61,167	-	305,833	17%	17%
TRANSFER FROM WATER & SEWER FUND	125,000	125,000	20,833	-	104,167	17%	17%
TRANSFER FROM SOLID WASTE FUND	224,000	224,000	37,333	-	186,667	17%	17%
TRANSFER FROM TECHNOLOGY MANAGEMENT FUND	30,000	30,000	5,000	-	25,000	17%	17%
SALE OF CITY PROPERTY	15,000	15,000	-	-	15,000	0%	0%
EARNINGS ON INVESTMENTS	31,500	31,500	21,895	-	9,605	70%	70%
TOTAL REVENUES	792,500	792,500	146,228	-	646,272	18%	18%
EXPENDITURES							
AUTOMOBILES	211,500	211,500	-	-	211,500	0%	0%
LIGHT TRUCKS	275,000	439,274	-	403,999	35,275	0%	92%
TRUCKS	285,000	285,000	-	-	285,000	0%	0%
OTHER EQUIPMENT	39,000	39,000	-	-	39,000	0%	0%
TOTAL EXPENDITURES	810,500	974,774	-	403,999	570,775	0%	41%
NET REVENUE (EXPENDITURE)	\$ (18,000)	\$ (182,274)	\$ 146,228				

City of West University Place
ASSET REPLACEMENT FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
TRANSFER FROM GENERAL FUND	545,800	545,800	90,967	-	454,833	17%	17%
TRANSFER FROM WATER & SEWER FUND	211,600	211,600	35,267	-	176,333	17%	17%
TRANSFER FROM TECHNOLOGY MANAGEMENT FUND	146,900	146,900	24,483	-	122,417	17%	17%
EARNINGS ON INVESTMENTS	34,600	34,600	23,602	-	10,998	68%	68%
TOTAL REVENUES	938,900	938,900	174,318	-	764,582	19%	19%
EXPENDITURES							
OTHER EQUIPMENT	223,000	223,000	28,206	37,941	156,853	13%	30%
TRANSFER TO TRANSPORTATION IMPROVEMENT FUND	545,000	545,000	35,833	-	509,167	7%	7%
TOTAL EXPENDITURES	768,000	768,000	64,039	37,941	666,020	8%	13%
NET REVENUE (EXPENDITURE)	\$ 170,900	\$ 170,900	\$ 110,279				

City of West University Place
EMPLOYEE BENEFIT FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
Charges for Services	2,288,200	2,288,200	358,740	-	1,929,460	16%	16%
Miscellaneous	11,800	11,800	7,652	-	4,148	65%	65%
Transfers In	60,000	60,000	10,000	-	50,000	17%	17%
TOTAL REVENUES	2,360,000	2,360,000	376,392	-	1,983,608	16%	16%
EXPENDITURES							
Personnel Services	2,310,000	2,310,000	360,244	-	1,949,756	16%	16%
Services	45,000	45,000	6,989	38,011	-	16%	100%
TOTAL EXPENDITURES	2,355,000	2,355,000	367,233	38,011	1,949,756	16%	17%
NET REVENUE (EXPENDITURE)	\$ 5,000	\$ 5,000	\$ 9,159				

City of West University Place
HUMAN RESOURCES SERVICES FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
Miscellaneous	4,600	4,600	3,770	-	830	82%	0%
Transfers In	230,000	230,000	38,333	-	191,667	17%	0%
TOTAL REVENUES	234,600	234,600	42,104	-	192,496	18%	0%
EXPENDITURES							
Personnel Services	127,550	127,550	1,880	-	125,670	1%	0%
Transfers Out	176,800	176,800	29,467	-	147,333	17%	0%
TOTAL EXPENDITURES	304,350	304,350	31,347	-	273,003	10%	0%
NET REVENUE (EXPENDITURE)	\$ (69,750)	\$ (69,750)	\$ 10,756				

City of West University Place
DEBT SERVICE FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
CURRENT YEAR PROPERTY TAXES	6,159,239	6,159,239	5,846,634	-	312,605	95%	95%
PRIOR YEAR PROPERTY TAXES	50,000	50,000	2,722	-	47,278	5%	5%
PENALTY AND INTEREST	32,000	32,000	3,962	-	28,038	12%	12%
EARNINGS ON INVESTMENTS	14,400	14,400	24,767	-	(10,367)	172%	172%
TRANSFER FROM WATER & SEWER FUND	665,000	665,000	367,637	-	297,363	55%	55%
TOTAL REVENUES	6,920,639	6,920,639	6,245,722	-	674,917	90%	90%
EXPENDITURES							
BOND PRINCIPAL	5,475,000	5,475,000	2,825,000	-	2,650,000	52%	52%
INTEREST ON BONDS	3,207,475	3,207,475	1,274,517	-	1,932,958	40%	40%
FISCAL AGENT FEES	3,300	3,300	750	-	2,550	23%	23%
ISSUANCE COSTS	95,561	95,561	-	-	95,561	0%	0%
TOTAL EXPENDITURES	8,781,336	8,781,336	4,100,267	-	4,681,069	47%	47%
NET REVENUE (EXPENDITURE)	\$ (1,860,697)	\$ (1,860,697)	\$ 2,145,455				

City of West University Place
CAPITAL PROJECTS FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
EARNINGS ON INVESTMENTS	7,300	7,300	6,499	-	801	89%	89%
TRANSFER FROM CAPITAL RESERVE FUND	3,240,383	3,240,383	540,064	-	2,700,319	17%	17%
TOTAL REVENUES	3,247,683	3,247,683	546,563	-	2,701,120	17%	17%
EXPENDITURES							
TECHNOLOGY PROJECTS	2,040,000	2,263,556	4,920	22,067	2,040,000	0%	1%
PROFESSIONAL SERVICES	1,200,383	1,200,383	-	5,091	1,195,292	0%	0%
CONSTRUCTION COSTS	-	266,172	-	-	-	0%	0%
TOTAL EXPENDITURES	3,240,383	3,730,111	4,920	27,158	3,235,292	0%	1%
NET REVENUE (EXPENDITURE)	\$ 7,300	\$ (482,428)	\$ 541,643				

City of West University Place
2019 CO's
 February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
EARNINGS ON INVESTMENTS	3,900	3,900	2,087	-	1,813	54%	54%
TOTAL REVENUES	3,900	3,900	2,087	-	1,813	54%	54%
EXPENDITURES							
CONSTRUCTION COSTS	-	234,973	-	-	-	0%	0%
TOTAL EXPENDITURES	-	234,973	-	-	-	0%	0%
NET REVENUE (EXPENDITURE)	\$ 3,900	\$ (231,073)	\$ 2,087				

City of West University Place
CAPITAL RESERVE FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
EARNINGS ON INVESTMENTS	87,000	87,000	143,076	-	(56,076)	164%	164%
TRANSFER FROM GENERAL FUND	-	2,000,000	-	-	-	0%	0%
TOTAL REVENUES	87,000	2,087,000	143,076	-	(56,076)	7%	7%
EXPENDITURES							
TRANSFER TO CAPITAL PROJECTS FUND	3,240,383	3,240,383	540,064	-	2,700,319	17%	17%
TRANSFER TO TRANSPORTATION IMPROVEMENT FUND	-	217,800	36,300	-	181,500	17%	17%
TOTAL EXPENDITURES	3,240,383	3,458,183	576,364	-	2,881,819	17%	17%
NET REVENUE (EXPENDITURE)	\$ (3,153,383)	\$ (1,371,183)	\$ (433,287)				

City of West University Place
GENERAL 2022 CO FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
FEDERAL GRANT	5,380,000	5,380,000	-	-	5,380,000	0%	0%
EARNINGS ON INVESTMENTS	-	-	163,654	-	(163,654)	-	-
TOTAL REVENUES	5,380,000	5,380,000	163,654	-	5,216,346	3%	3%
EXPENDITURES							
PROFESSIONAL SERVICES	11,647,000	12,287,925	40,075	358,337	11,783,512	0%	3%
CONSTRUCTION COSTS	15,770,000	17,860,409	-	-	15,770,000	0%	0%
TOTAL EXPENDITURES	27,417,000	30,148,334	40,075	358,337	27,553,512	0%	1%
NET REVENUE (EXPENDITURE)	\$ (22,037,000)	\$ (24,768,334)	\$ 123,579				

City of West University Place
TRANSPORTATION IMPROVEMENT FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
EARNINGS ON INVESTMENTS	83,000	83,000	58,247	-	24,753	70%	70%
TRANSFER FROM METRO GRANT FUND	815,000	815,000	135,833	-	679,167	17%	17%
TRANSFER FROM CAPITAL RESERVE FUND	-	217,800	36,300	-	181,500	17%	17%
TRANSFER FROM 2022 WATER/SEWER CO FUND	-	97,761	16,294	-	81,468	17%	17%
TRANSFER FROM ASSET REPLACEMENT FUND	545,000	545,000	35,833	-	509,167	7%	7%
TOTAL REVENUES	1,443,000	1,758,561	282,507	-	1,476,054	16%	16%
EXPENDITURES							
PROFESSIONAL SERVICES	-	4,511,639	45,508	875,981	(34,886)	1%	20%
CONSTRUCTION COSTS	775,000	1,849,699	49,581	646,099	297,120	3%	38%
CONTINGENCY	40,000	40,000	-	-	40,000	0%	0%
TOTAL EXPENDITURES	815,000	6,401,338	95,088	1,522,080	302,234	1%	25%
NET REVENUE (EXPENDITURE)	\$ 628,000	\$ (4,642,777)	\$ 187,419				

City of West University Place
WATER & SEWER CAPITAL PROJECTS FUND
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual as a % of Budget
REVENUES							
EARNINGS ON INVESTMENTS	33,500	33,500	16,559	-	16,941	49%	49%
TRANSFER FROM WATER & SEWER FUND	900,000	900,000	150,000	-	750,000	17%	17%
TOTAL REVENUES	933,500	933,500	166,559	-	766,941	18%	18%
EXPENDITURES							
PROFESSIONAL SERVICES	570,000	604,322	14,899	21,337	568,086	2%	6%
CONSTRUCTION COSTS	350,000	1,647,223	104,168	389,645	64,772	6%	30%
OTHER CONSTRUCTION COSTS	-	197,970	4,630	1,470	-	2%	3%
TOTAL EXPENDITURES	920,000	2,449,514	123,696	412,452	632,858	5%	22%
NET REVENUE (EXPENDITURE)	\$ 13,500	\$ (1,516,014)	\$ 42,863				

City of West University Place
WATER & SEWER 2022 CO
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
REVENUES							
EARNINGS ON INVESTMENTS	-	-	147,320	-	(147,320)	-	-
TOTAL REVENUES	-	-	147,320	-	(147,320)	-	-
EXPENDITURES							
PROFESSIONAL SERVICES	50,000	460,948	2,502	115,752	42,694	1%	26%
CONSTRUCTION COSTS	3,040,000	22,268,341	-	-	3,462,866	0%	0%
TRANSFER TO TRANSPORTATION IMPROVEMENT FUND	-	97,761	16,294	-	81,468	17%	17%
TOTAL EXPENDITURES	3,090,000	22,827,050	18,796	115,752	3,587,028	0%	1%
NET REVENUE (EXPENDITURE)	\$ (3,090,000)	\$ (22,827,050)	\$ 128,524				

City of West University Place
SPECIAL REVENUE FUNDS
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
PARKS DONATIONS FUND							
TOTAL REVENUES	40,900	40,900	1,457	-	39,443	4%	4%
TOTAL EXPENDITURES	20,000	20,000	-	-	20,000	0%	0%
NET REVENUE (EXPENDITURE)	20,900	20,900	1,457	-	19,443	7%	7%
FRIENDS OF WEST U PARKS FUND							
TOTAL REVENUES	440,000	440,000	(2)	-	440,002	0%	0%
TOTAL EXPENDITURES	440,000	445,351	5,351	-	440,000	1%	1%
NET REVENUE (EXPENDITURE)	-	(5,351)	(5,353)	-	2	100%	100%
TRUANCY PREVENTION							
TOTAL REVENUES	6,600	6,600	1,311	-	5,289	20%	20%
TOTAL EXPENDITURES	-	-	-	-	-	-	-
NET REVENUE (EXPENDITURE)	6,600	6,600	1,311	-	5,289	20%	20%
MUNICIPAL JURY							
TOTAL REVENUES	400	400	27	-	374	7%	7%
TOTAL EXPENDITURES	-	-	-	-	-	-	-
NET REVENUE (EXPENDITURE)	400	400	27	-	374	7%	7%
COURT TECHNOLOGY FUND							
TOTAL REVENUES	10,200	10,200	1,170	-	9,030	11%	11%
TOTAL EXPENDITURES	4,500	4,500	-	-	4,500	0%	0%
NET REVENUE (EXPENDITURE)	5,700	5,700	1,170	-	4,530	21%	21%
TREE REPLACEMENT FUND							
TOTAL REVENUES	43,300	43,300	2,477	-	40,823	6%	6%
TOTAL EXPENDITURES	50,000	50,000	25,910	1,591	22,499	52%	55%
NET REVENUE (EXPENDITURE)	(6,700)	(6,700)	(23,434)	(1,591)	18,325	350%	374%
COURT BUILDING SECURITY FUND							
TOTAL REVENUES	10,500	10,500	1,590	-	8,910	15%	15%
TOTAL EXPENDITURES	9,500	9,500	125	-	9,375	1%	1%
NET REVENUE (EXPENDITURE)	1,000	1,000	1,465	-	(465)	147%	147%

City of West University Place
SPECIAL REVENUE FUNDS
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
METRO GENERAL MOBILITY FUND							
TOTAL REVENUES	702,500	702,500	1,798	-	700,702	0%	0%
TOTAL EXPENDITURES	815,000	815,000	135,833	-	679,167	17%	17%
NET REVENUE (EXPENDITURE)	(112,500)	(112,500)	(134,036)	-	21,536	119%	119%
POLICE STATE FORFEITED PROPERTY FUND							
TOTAL REVENUES	300	300	202	-	98	67%	67%
TOTAL EXPENDITURES	-	-	-	-	-	-	-
NET REVENUE (EXPENDITURE)	300	300	202	-	98	67%	67%
POLICE FED FORFEITED PROPERTY FUND							
TOTAL REVENUES	200	200	2,356	-	(2,156)	1178%	1178%
TOTAL EXPENDITURES	-	13,132	-	13,132	-	0%	100%
NET REVENUE (EXPENDITURE)	200	(12,932)	2,356	(13,132)	(2,156)	-18%	83%
PUBLIC SAFETY TRAINING FUND							
TOTAL REVENUES	2,800	2,800	2,398	-	402	86%	86%
TOTAL EXPENDITURES	-	-	-	-	-	-	-
NET REVENUE (EXPENDITURE)	2,800	2,800	2,398	-	402	86%	86%
FIRE SPECIAL REVENUE FUND							
TOTAL REVENUES	300	300	105	-	195	35%	35%
TOTAL EXPENDITURES	-	-	-	-	-	-	-
NET REVENUE (EXPENDITURE)	300	300	105	-	195	35%	35%
GOOD NEIGHBOR FUND							
TOTAL REVENUES	-	-	21	-	(21)	-	-
TOTAL EXPENDITURES	2,500	2,500	-	-	2,500	0%	0%
NET REVENUE (EXPENDITURE)	(2,500)	(2,500)	21	-	(2,521)	-1%	-1%

City of West University Place
SPECIAL REVENUE FUNDS
February 28, 2023

	Original Budget	Amended Budget	YTD Actual	Outstanding Purchase Order Amount	Amount Remaining	YTD Actual as a % of Budget	YTD Actual + Outstanding Purchase Orders as a % of Budget
TOTAL ALL FUNDS							
GRAND TOTAL REVENUES	\$ 59,406,405	\$ 61,721,966	\$ 24,135,796	\$ 7,000	\$ 35,579,170		
GRAND TOTAL EXPENDITURES	\$ 88,022,840	\$ 120,876,335	\$ 10,515,176	\$ 7,979,948	\$ 72,619,170		
GRAND TOTAL NET REVENUE (EXPENDITURE)	\$ (28,616,435)	\$ (59,154,369)	\$ 13,620,620	\$ (7,972,948)	\$ (37,039,999)		