City of West University Place

A Neighborhood City

CITY COUNCIL
Bob Higley, Mayor
Kevin Trautner, Mayor Pro Tem
Lauri Lankford, Councilmember
John P. Barnes, Councilmember
Ed Sobash, Councilmember

STAFF
David J. Beach, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

City Council Meeting Agenda

Notice is hereby given of a **workshop** and **regular meeting** of the West University Place City Council to be held on **Monday, May 18, 2020** beginning at **5:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the agenda of items.

Due to the Novel Coronavirus (COVID 19) pandemic and CDC's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting, **City Council will be meeting via teleconference** and will be audible to members of the public and allow for two-way communications for those desiring to participate. To attend the meeting via telephonic means, please use the following toll-free number: 1-844-648-1102, Meeting ID: 599-793-502 or follow link to join.me/599-793-502

Any person interested in speaking on any item on the agenda or during public comments must submit his/her request via email to the City Secretary at tgilliam@westutx.gov. The request must include the speaker's name, address, the phone number that will be used for the call, and the agenda item number, if applicable, and it must be received prior to the posted time 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. After the meeting, a recording of this meeting will be made available to the public.

WORKSHOP (5:30 PM)

1. **Call Workshop to Order**

2. **Roll Call**

3. **Boards and Commissions**
   Matters related to discussion concerning current and future projects of the City's boards and commissions and an update by Zoning and Planning Commission Chair Richard Wilson, with specific discussion relating to the City's noise and light ordinances. *Recommended Action: Discuss and take any desired action.* ***Mr. Dave Beach, City Manager***

4. **Adjourn Workshop**

REGULAR MEETING (6:30 PM)

5. **Call Regular Meeting to Order**

6. Roll Call

7. Pledge of Allegiance or Moment of Silence

8. Public Comments

This is an opportunity for citizens to speak to the Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer his/her comments until such time the item is discussed.

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

Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

9. Council Rules of Procedures

Matters related to reviewing the Council Rules of Procedures. *Recommended Action: Discuss and take any desired action.* ***Mr. Dave Beach, City Manager*** [see Agenda Memo 9]

10. Harris County Multi-Hazard Mitigation Plan

Matters related to adopting a resolution accepting the Harris County Mitigation Plan. *Recommended Action: Accept Volume 1 and the City of West University Place's portion of Volume 2 of the Harris County Multi-Hazard Mitigation Plan.* ***Mr. Aaron Taylor, Fire Chief*** [see Agenda Memo 10]

11. Information and Updates related to COVID-19

Matters related to COVID-19. *Recommended Action: Discuss and take any desired action.* ***Mr. Dave Beach, City Manager and Mr. Aaron Taylor, Fire Chief and Emergency Management Coordinator*** [see Agenda Memo 11]

12. Consent Agenda

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

A. City Council Minutes

Approve the City Council Meeting Minutes of May 11, 2020. [see Action Minutes]

B. Landscaping Contract

Matters related to rejecting bids relating to the landscaping contract. *Recommended Action: Reject bids.* ***Ms. Susan White, Parks and Recreation Director*** [see Agenda Memo 12B]

C. Storm Sewer Management Project

Matters related to rejecting bids for the Storm Sewer Management project. *Recommended Action: Reject bids.* ***Mr. Gerardo Barrera, Public Works Director*** [see Agenda Memo 12C]

13. Adjourn Regular Meeting

With no other matter before the council, the meeting will adjourn.

In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheelchair accessible from the west entrance, and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.

I certify that the attached notice and agenda of items to be considered by the West University Place City Council on May 18, 2020, was posted on the Municipal Building bulletin board on May 15, 2020, at approximately 4:15 o'clock p.m.

Thelma A. Gilliam

Thelma A. Gilliam, City Secretary

(SEAL)

AGENDA MEMO

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

Meeting Date	05.18.2020	**Agenda Item**	9
Approved by City Manager	Yes	**Presenter(s)**	Dave Beach, City Manager
Reviewed by City Attorney	Yes	**Department**	Administration
Subject	City Council Rules of Procedure		
Attachments	1. Proposed Ordinance 2. Exhibit A – Proposed Changes to City Council Rules of Procedure		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

The City Council approved funding in the 2020 Budget to install improvements to the Council Chambers and Bill Watson Conference, which meets the State's requirement to allow remote attendance by councilmembers. Those improvements will be completed by early June and the last step for Council to allow remote attendance is to update their Rules of Procedure, which were last updated on August 24, 2015 by Ordinance No. 2011.

For Council's consideration, staff added Rule 7 Remote (Virtual) Meetings for Council's consideration, as well as the following additional recommendations on changes/updates to the existing rules:

- Rule 6 – Special Meetings. Add "a" to last sentence.
- Rule 10 – Agenda Deadline. Change "the meeting" to "a regular meeting."

Staff is available to answer any questions or additional changes by the City Council.

Recommended Action

Staff recommends Council discuss and take any desired action.

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 B, RULES OF PROCEDURE, OF THE CODE OF ORDINANCES OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS.

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

Section 1. Appendix B, Rules of Procedure, of the Code of Ordinances of the City of West University Place, Texas is amended to read as set out in Appendix A, attached hereto. All other portions of Appendix B of the Code of Ordinances not specifically amended hereby remain in full force and effect.

Section 2. All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

Section 3. 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 4. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

Section 5. This Ordinance takes effect immediately upon its passage and adoption on second reading.

PASSED, APPROVED AND ADOPTED ON FIRST READING on the ____ day of _____, 2020.

PASSED, APPROVED AND ADOPTED ON SECOND READING, AND SIGNED, on the _____ day of _____, 2020.

(Seal)

Attest: _____ **Signed:** _____

City Secretary Mayor

Recommended by: _____

City Manager

Approved as to legal form: _____

City Attorney

Appendix A to Ordinance No. XXXX

CITY OF WEST UNIVERSITY PLACE
RULES OF PROCEDURE

Part I. General Provisions

Rule 1. Scope of Rules. These rules shall govern the conduct of the Council and shall be interpreted to insure fair and open deliberations and decision making.

Rule 2. Technical Parliamentary Forms Abolished. Except as specifically required by these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry or other technical forms.

Rule 3. Rulings; Matters Not Covered. The presiding officer shall rule, initially, on all questions of procedure. The ruling of the presiding officer may be appealed to the entire Council. Any matter or order or procedure not covered by these rules shall be decided in the same manner.

Rule 4. Interpretation. These rules are intended to supplement and shall be interpreted to conform with the statutes of the State of Texas and the charter and ordinances of the City of West University Place. In general, these rules shall be interpreted to allow the majority to prevail but preserve the right of the minority to be heard.

Part II. Time and Place of Meeting

Rule 5. Regular Meetings. The City Council shall meet in regular session on each second and fourth Monday in each calendar month beginning at 6:30 PM. The City Council, by motion, resolution or ordinance, may reschedule any regular meeting. If a regular meeting falls on a legal holiday, it is automatically rescheduled for the following Monday, unless rescheduled by the City Council.

Rule 6. Special Meetings. Calling special meetings is governed by Section 2.09 of the Charter, which currently provides: "Special meetings may be called by the City Secretary at the request of the Mayor or two Members of Council. The City Manager shall be notified of all special meetings." A request for a special meeting shall be filed with the City Secretary in written form unless made at a regular meeting at which all Council Members are present.

Rule 7. Remote (Virtual) Meetings. As permitted by the Texas Open Meetings Act, Chapter 551, Texas Government Code, a member of the City Council will be provided the opportunity to attend City Council meetings remotely via video conference if he/she is not physically able to attend a meeting and a quorum of the City Council will be physically present at the meeting location. A request by a Council Member to attend a meeting

Formatted: Pattern: Clear (Background 1)

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

remotely must be sent to the City Secretary within three (3) days of a scheduled meeting.

Rule 8~~7~~. Quorum, Majority Voting. Quorum and majority voting are governed by Section 2.10 of the Charter, which currently provides: A majority of Council, qualified and serving, shall constitute a quorum at all meetings for the transaction of business, and no action of the Council shall be of any effect unless it is adopted by the favorable vote of a majority of Council present unless otherwise provided by this Charter.

Part III. Agenda

Rule 9~~8~~. Preparation of Agenda; Requests. As a general rule the City Manager creates each City Council agenda. The City Secretary prepares, posts and distributes notices of meetings and assembles the agenda package. The City Manager is responsible for approving each agenda package before posting. The City Manager must place a subject on the agenda if the subject is requested by the Mayor or by two or more Council Members~~.~~

Rule 10~~9~~. Consent Agenda. In preparing an Agenda the City Secretary may separately designate items as "Consent Agenda" which may be acted upon by the Council under Rule 34. The "Consent Agenda" shall consist of routine items, which in the City Secretary's determination can be appropriately considered as a group (without separate discussion) at the Council meeting.

Rule 11~~0~~. Agenda Deadline. All requests to place a subject on the agenda must be in writing (including fax or e-mail) and provided to the City Secretary or City Manager by 5:00 PM on the fifth day preceding ~~the meeting~~a regular meeting.

Rule 12~~1~~. Requests to Include. Each request to include an agenda item shall be forwarded to all members of the Council at the time the request is submitted to the City Secretary. When a Council Member will be absent from a meeting, the Council Member may request that an item not be included and such request shall not be unreasonably denied.

Rule 13~~2~~. Withdrawal of Items. The person who requests an item be placed on the agenda may withdraw the item from the agenda prior to the Council meeting, but in withdrawing the item shall state the reason and such reason shall be transmitted to the Council.

Rule 14~~3~~. Council Action to Defer, Continue or Not Act. A Council Member wishing to withdraw, defer or continue an item may make a motion to that effect. Such a motion shall be considered before any other action on that item.

Rule 15~~4~~. [Reserved]

Part IV. Conduct of Meetings

Rule 16~~5~~. Roll Call. Before proceeding with the business of the Council, the City Secretary shall note the Members present, and enter their names in the minutes. The presiding officer shall determine the presence of a quorum as required by law and these rules.

Rule 17~~6~~. Call to Order. The presiding officer shall call the meeting to order.

Rule 18~~7~~. Presiding Officer. The Mayor, or in the Mayor's absence or inability to perform, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent or unable to perform, the most senior Council Member present shall preside. In the event two or more Members equally possess the greatest seniority, then the eldest person among them shall preside. For this purpose, seniority is measured by current, continuous service on the City Council.

Rule 19~~8~~. Control of Discussion. The presiding officer shall moderate discussion of the Council on each agenda item to assure full participation in accordance with these rules. The presiding officer will preserve order and decorum, preventing the impugning of any member's motives or other personal comment not relevant to the orderly conduct of business. The presiding officer shall request all speakers to keep comments brief and relevant to the question before the Council. All persons present in the meeting room should avoid abusive, rude or inappropriate conduct. See Chapter 38 of the Texas Penal Code regarding the "hindering" of official proceedings.

Rule 20~~19~~. Order of Consideration of Agenda. Except as otherwise provided in these rules, each agenda item shall be considered in the numerical order assigned by the City Secretary. Each agenda item shall be introduced by the presiding officer. To introduce an item, it shall be sufficient to identify the item by the number assigned by the City Secretary. However, as provided in Section 2.11 of the City Charter: Every ordinance shall be introduced in writing or printed form and have a clearly summarized and fully descriptive title or caption. After a measure is introduced, the standard procedure is as follows:

(1) Reading of the measure by the City Secretary (or other person designated by the presiding officer). Reading ordinances or resolutions by caption or summary is allowed if the full text is available as prescribed by the Charter. (Note: Section 2.11 of the Charter currently requires additional steps for ordinances: "The reading aloud of the title or caption of the ordinance shall suffice as a reading provided that printed copies of the ordinance, in the form required for adoption, are available to all members of Council and that a reasonable number of additional copies is available to interested citizens present at the Council meeting. A majority of the Council qualified and serving may require an ordinance to be read in its entirety.")
(2) The City Manager or other person may present a staff statement.
(3) Public comments that have been deferred to the agenda item.
(4) Discussion.
(5) Motion and second.

(6) Additional discussion, if necessary.
(7) Vote. Informal voice voting shall be used, unless a Council Member requests a roll call vote. On a roll call vote, the moving member votes first, the seconding member votes second, the remaining members vote in alphabetical order and the presiding officer votes last (unless the presiding officer has moved or seconded the motion). In case of a tie, the motion fails.

Rule 21~~0~~. Presiding Officer's Right to Enter into Discussion. The Mayor (or other presiding officer) as a Member of the Council may enter into any discussion.

Rule 22~~1~~. Limit on Remarks. Each Council Member shall limit his or her remarks to a reasonable length.

Rule 23~~2~~. Presiding Officer's Right to Speak Last. The presiding officer has the right to speak last on any item.

Rule 24~~3~~. Closing Debate or Discussion. Debate or discussion shall be closed on any item by the presiding officer with the concurrence of a majority of the Council present. Except as provided by Rule 32, a call for the vote shall not close discussion if any Member of the Council still wishes to be heard or the presiding officer determines the continued participation of others will be helpful to the Council.

Part V. Citizen Participation

Rule 25~~4~~. Public Participation. Comments and suggestions by the public are highly valued and encouraged during those parts of a meeting designated for public participation. Speakers should register in advance and should limit their presentations to three minutes each. Speakers should direct all remarks and questions to the Council. The presiding officer may refer a matter for investigation, response or other action. Public comments by a speaker relating to a non-agenda item shall be heard after the pledges at the beginning of a meeting. For comments relating to an agenda item, the speaker has the option of speaking during the Public Comment Period or may defer his/her remarks until the subject agenda item is addressed by Council. Council members may ask questions of a speaker or discuss a matter raised by a speaker if the matter is included as an item on the agenda. The Mayor may request a staff report or comments on an agenda item before calling for public comments. The “Texas Open Meetings Act" requires the City to post a notice, in advance, listing every topic or subject to be considered by the Council. This law may prevent the Council from considering a subject raised by a member of the public. In this case, the presiding officer may refer the matter, and the Council may direct that the matter be placed on the agenda for an upcoming meeting.

Rule 26~~5~~. Manner of Addressing Council. A person desiring to address the Council shall step to the lectern or other designated place, state his or her name and address for

the record.

Rule 27~~6~~. Total Time Limits. Total time for public comment on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations of this rule.

Rule 28~~7~~. Remarks to be Germane. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting.

Rule 29~~8~~. Matters Not On the Agenda. Discussion of matters not on the agenda is usually governed by Section 551.042 of the Texas Government Code, which currently provides:

(a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:
    (1) a statement of specific factual information given in response to the inquiry; or
    (2) a recitation of existing policy in response to the inquiry.

(b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Part VI. Council Action

Rule 30~~29~~. Motion Required. All action requiring a vote shall be moved by a Member of the Council.

Rule 31~~0~~. Motion to Reconsider. Except in case of a tie vote, a motion to reconsider must be made by a Council Member who was on the prevailing side in the original action or by a Council Member absent at the time of the original action. The motion must be made at a meeting when the subject is on the agenda. See Rule 8.

Rule 32~~1~~. Less Than a Full Deck. When only three Members of the Council are in attendance at a meeting and an agenda item fails to receive two affirmative or negative votes, the item shall, upon the request of any Council Member in attendance at the meeting, be continued and placed on the agenda for the next Council meeting, and continued thereafter upon the agenda for subsequent meetings until it shall receive sufficient affirmative or negative votes to pass or fail. If consideration of an ordinance is continued under this rule, the ordinance shall not be considered to have been read or voted upon.

Rule 33~~2~~. Call for Vote. At the conclusion (or closure) of debate or discussion, the presiding officer shall call for a vote, provided however, a majority of the Council present may close further discussion and require a vote at any time.

Rule 34~~3~~. Separate Consideration. Except as otherwise required by these rules each agenda item shall be voted upon separately and each separate vote shall be recorded by the City Secretary.

Rule 35~~4~~. Action on Consent Agenda. Except as herein provided, the "Consent Agenda" shall be considered as a group (without separate discussion on each item). When the Consent Agenda is introduced, each Council Member has the right to remove any item, in which case the item is handled under Rule 19. After items are removed, the presiding officer shall ask the Members to indicate their votes on the remaining Consent Agenda items. Each Member may indicate a separate affirmative vote on each remaining item by saying "aye," or the Member may indicate a different vote on any particular item, in which case that item is automatically removed from the Consent Agenda and handled under Rule 19. The City Secretary shall record the votes on each item separately.

Rule 36~~5~~. Consideration Out of Order. With the consent of the Council any agenda item may be considered out of order, at the request of a Council Member.

Rule 37~~6~~. Recording Names of Moving Members. The City Secretary shall record the name of the Council Member making each motion and seconding each motion.

Rule 38~~7~~. [Reserved]

Rule 39~~8~~. [Reserved]

Part VII. Miscellaneous

Rule 40~~39~~. Voting Required. Section 2.10 of the Charter requires Members to vote, as follows:

Each member of Council present shall vote on every action taken by Council unless the action involves the member's own conduct or presents a possible conflict of interest. In that case, the member shall file with the City Secretary a written statement of the reason for abstaining.

Any Member prohibited from voting by personal interest shall announce at the commencement of consideration of the matter and shall not enter into discussion or debate on any such matter.

Any Council Member refusing to vote--and not excused from voting--shall be recorded in the minutes as voting in the affirmative.

Rule 41~~0~~. Suspension of Rules. These rules or any part hereof may be suspended for a specific purpose, or any single meeting, by a vote of three-fourths of the Council Members present.

Rule 42~~1~~. Informal Requests. A Member of the Council, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations or the opinions of the City Manager, City Attorney, City Secretary or any City employee present, all subject to Rules 24~~3~~ and 33~~2~~.

AGENDA MEMO

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

Meeting Date	May 18, 2020	**Agenda Item**	10
Approved by City Manager	Yes	**Presenter(s)**	A. Taylor, Fire Chief/EMC
Reviewed by City Attorney	Yes	**Department**	Fire
Subject	Harris County Multi-Hazard Mitigation Plan		
Attachments	1. Executive Summary from the Harris County Multi-Hazard Mitigation Action Plan 2. Introduction and West U's Annex of the Harris County Multi-Hazard Mitigation Action Plan 3. Draft Resolution		
Financial Information	Expenditure Required:	$0	
	Amount Budgeted:	$0	
	Account Number:	N/A	
	Additional Appropriation Required:	N/A	
	Additional Account Number:	N/	

Executive Summary

Under the Disaster Mitigation Act of 2000, the United States Federal Emergency Management Agency (FEMA) requires that local jurisdictions have in place a FEMA-approved Hazard Mitigation Action Plan (HMP) as a condition of receipt of certain future federal mitigation funding. To avoid redundancy, the City of West U opted to be a participate in the County's Multi-Hazard Mitigation Plan. In addition to being a participating jurisdiction, the City's Fire Chief is a member of the Steering Committee for the development of the 2020 Harris County Multi-Hazard Mitigation Plan.

The HMP serves as a guiding document to analyze and reduce the jurisdiction's vulnerabilities to a variety of hazards and must be adopted by Council every 5 years, although it's updated annually. The mitigation action items identified in the plan do not obligate the City to their completion; approval and funding of action items will be addressed as grant funding or budgetary appropriations for projects are approved by Council.

Upon adoption of Volume I and the West University Place Annex of Volume II of the Harris County Multi-Hazard Mitigation Action Plan Update, and subsequent approval of said plan by TDEM and FEMA Region VI, the City will be eligible to apply for specified grants.

The full "approval pending adoption" version of the Plan can be viewed at: www.readyharris.org/mitigation

Recommended Action

Staff recommends that City Council adopt the Resolution accepting all of Volume 1 and the City of West University Place's portion of Volume 2 of the Harris County Multi-Hazard Mitigation Action Plan.

INTRODUCTION

BACKGROUND

The Federal Emergency Management Agency (FEMA) encourages multi-jurisdictional planning for hazard mitigation. All participating jurisdictions must meet the requirements of Chapter 44 of the Code of Federal Regulations (44 CFR):

> "Multi-jurisdictional plans (e.g. watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan." (Section 201.6(a)(4)).

For the Harris County Multi-Hazard Mitigation Action Plan, a planning partnership was formed to leverage resources and to meet requirements of the federal Disaster Mitigation Act for as many eligible local governments as possible. The Disaster Mitigation Act defines a local government as follows:

> "Any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity."

Two types of planning partners participated in this process for the Harris County Multi-Hazard Mitigation Action Plan, with distinct needs and capabilities:

- Incorporated municipalities (Cities and the County)
- Special purpose districts who have junior taxing authority

Each participating planning partner prepared a jurisdiction-specific annex to this plan. These annexes, as well as information on the process by which they were created, are contained in this volume.

THE PLANNING PARTNERSHIP

Initial Solicitation and Letters of Intent

The planning team solicited the participation of all eligible municipalities and special purpose districts at the outset of this project. A kickoff meeting was held on September 18, 2018 to identify potential stakeholders and planning partners for this process. The purpose of the meeting was to introduce the planning process to jurisdictions in the County that could have a stake in the outcome of the planning effort. All eligible local governments in the planning area — 54 in total including prior and potential planning partners — were invited to attend. The goals of the meeting were as follows:

- Provide an overview of the Disaster Mitigation Act
- Review the Harris County Hazard Mitigation Plan and planning partnership

- Outline the work plan for this hazard mitigation plan
- Describe the benefits of multi-jurisdictional planning
- Outline planning partner expectations
- Solicit planning partners
- Solicit volunteers/recommendations for the steering committee

Local governments wishing to join the planning effort were asked to provide the planning team with a "letter of intent to participate" that agreed to the planning partner expectations (see Appendix A) and designated a point of contact for their jurisdiction. In all, the core planning team (CPT) received formal commitment from 42 planning partners including the County. Eleven of the letters were from new planning partners not covered under the County's previous hazard mitigation plan, approved in 2015:

- City of Friendswood
- Cypress Fairbanks Independent School District
- Houston Independent School District
- Huffman Independent School District
- Pasadena Independent School District
- Texas Southern University
- Lone Star College
- Texas Medical Center/Texas Children's Hospital
- Houston Community College
- Harris County ESD 12
- University of Houston

Maps for each fully participating city are provided in the individual annex for that city in this volume. Maps showing the location of participating special purpose districts by district type are provided at the end of this introduction.

Planning Partner Expectations

The planning team developed the following list of planning partner expectations, which were provided and discussed at the kickoff meeting (see Appendix A for details):

- Complete a "letter of intent to participate."
- Designate a lead point of contact for this effort.
- Support and participate in the selection and function of the Steering Committee.
- Provide support required to implement the public involvement strategy.
- Participate in the process through opportunities such as:
    - Steering Committee meetings
    - Public meetings or open houses
    - Workshops and planning partner specific training sessions
    - Public review and comment periods prior to adoption.
- Attend the mandatory jurisdictional annex workshop.
- Complete the jurisdictional annex.
- Perform a "consistency review" of all technical studies, plans and ordinances specific to hazards.
- Review the risk assessment and identify hazards and vulnerabilities specific to the jurisdiction.
- Review and determine if the mitigation recommendations chosen in Volume 1 will meet the needs of the jurisdiction.

- Create an action plan that identifies each project, who will oversee the task, how it will be financed, and when it is estimated to occur.
- Formally adopt the hazard mitigation plan.

By adopting this plan, each planning partner also agrees to the plan implementation and maintenance protocol established in Volume 1. Failure to meet these criteria may result in a partner being dropped from the partnership by the Steering Committee, and thus losing eligibility under the scope of this plan.

Linkage Procedures

Eligible local jurisdictions that did not participate in development of this multi-jurisdictional plan may comply with Disaster Mitigation Act requirements by linking to this plan following procedures outlined in Appendix B.

ANNEX-PREPARATION PROCESS

Templates

Templates were created to help the planning partners prepare their jurisdiction-specific annexes. Separate templates were created for both types of jurisdictions participating in this plan, municipalities and districts. The templates were created so that all criteria of Section 201.6 of 44 CFR would be, based on the partners' capabilities and mode of operation. Separate templates were available for partners updating a previous hazard mitigation plan and those developing a first-time hazard mitigation plan. These templates were deployed in three phases during the course of this plan update process. These phases are described as follows:

- **Phase 1** — Profile, Trends, Previous Plan Status, and Information Sources
  - Deploy: November 26, 2018
  - Due: December 31, 2018
- **Phase 2** — Capability Assessment and Information Sources
  - Deployed: Mid-January 2019
  - Due: End of February 2019
- **Phase 3** — Risk Ranking, Action Plan, and Information Sources
  - Deployed: Mandatory Phase 3 Workshops, July 16-18, 2019
  - Due: August 9, 2019

The templates were set up to lead all partner through steps to generate Disaster Mitigation Act-required elements specific to their jurisdictions. The templates and their instructions are included in Appendix C of this volume.

Tool Kit

Each planning partner was provided with a tool kit to assist in completing the annex template and developing an action plan. The tool kits contained the following:

- 2015 Plan
- Action Plan
  - Mitigation Best Practices Catalog
  - Mission Statement, Goals and Objectives

  - Action identification resources

- Grant Information
  - General HMA Guidance
  - Climate Resilient Guidance

- Hazard Maps
- Hazard Event History
- Phase 3 Annexes, including templates and instructions
- Plan Integration Guidance from FEMA
- Risk Assessment Results
  - Loss estimate matrix — includes hazard risk assessment information broken down by jurisdiction and hazard type, with risk ranking results.

- Survey Results
- Workshop Presentation

Phase 3 Workshop

All partners were required to participate in a technical assistance workshop, where key elements of the template were discussed, and the templates were subsequently completed by a designated point of contact for each partner and a member of the planning team. Six workshops were held during the week of July 16-18, 2019. Attendance to at least one of these workshops by each planning partners was mandatory, to meet "participation" as defined by this planning process. These workshops addressed the following topics:

- The templates and the tool kit
- Natural events history
- Jurisdiction-specific issues
- Risk ranking
- Status of prior actions
- Developing your action plan
- Cost/benefit review
- Prioritization protocol
- Next steps.

MITIGATION ACTION PLAN DEVELOPMENT

Risk Ranking

In the risk-ranking exercise, each planning partner was asked to review the ranked risk specifically for its jurisdiction, based on the impact on its population and/or facilities. Municipalities based this ranking on probability of occurrence and the potential impact on people, property and the economy. Special purpose districts based this ranking on probability of occurrence and the potential impact on their constituency, their vital facilities and the facilities' functionality after an event. The methodology followed that used for the countywide risk ranking presented in Volume 1. The objectives of this exercise were to familiarize the partnership with how to use the risk assessment as a tool to support other planning and hazard mitigation processes and to help prioritize types of mitigation actions that should be considered. Hazards that were ranked as "high" and "medium" for each

jurisdiction as a result of this exercise were considered to be priorities for identifying mitigation actions, although jurisdictions also identified actions to mitigate "low" ranked hazards, as appropriate.

Information Reviewed to Develop Action Plan

The tool kits were used during the workshops and in follow-up work conducted by the planning partners. A large portion of the workshop focused on how the tool kit should be used to develop the mitigation action plan. Planning partners were specifically asked to review the following to assist in the identification of actions:

- **The Jurisdiction's Capability Assessment —** reviewed to identify capabilities that the jurisdiction does not currently have but should consider pursuing or capabilities that should be revisited and updated to include best available information; also reviewed to determine how existing capabilities can be leveraged to increase or improve hazard mitigation in the jurisdiction.
- **The Jurisdiction's National Flood Insurance Program Compliance Table** — reviewed to identify opportunities to increase floodplain management capabilities.
- **The Jurisdiction's Review of Its Adaptive Capacity for Climate Change** — reviewed to identify ways to leverage or continue to improve existing capacities and to improve understanding of other capacities.
- **The Jurisdiction's Identified Opportunities for Future Integration** — reviewed to identify specific integration actions to be included in the mitigation strategy.
- **Jurisdiction-Specific Vulnerabilities —** reviewed to identify actions that will help reduce known vulnerabilities.
- **The Mitigation Best Practices Catalog** — reviewed to identify actions that the jurisdiction should consider including in its action plan.
- **Public Input** — reviewed to identify potential actions and community priorities.

Selection of Recommended Actions

The Planning Partners reviewed the catalogs of hazard mitigation alternatives presented in Volume 1 and selected actions to be included in a hazard mitigation action plan. The selection of actions was based on the risk assessment of identified hazards of concern and the defined hazard mitigation goals and objectives. Each annex lists the recommended hazard mitigation actions that make up the action plan. The timeframe indicated in the tables is defined as follows:

- Short Term = to be completed in 1 to 5 years
- Long Term = to be completed in greater than 5 years
- Ongoing = currently being funded and implemented under existing programs.

Prioritization

44 CFR requires actions identified in the action plan to be prioritized (Sections 201.6(c)(3)(iii)). The planning team and steering committee developed a methodology for prioritizing the action plans that meets the needs of the partnership and the requirements of 44 CFR. All identified actions were prioritized in two categories — implementation and grant pursuit — as defined by the following criteria:

- Implementation priority
  - **High Priority** — an action that meets multiple objectives, has benefits that exceed costs, and has a secured source of funding. Action can be completed in the short term (1 to 5 years).
  - **Medium Priority** — an action that meets multiple objectives, has benefits that exceed costs, and is eligible for funding though no funding has yet been secured for it. Action can be completed in the

short term (1 to 5 years), once funding is secured. Medium-priority actions become high-priority actions once funding is secured.
  - **Low Priority** — an action that will mitigate the risk of a hazard, has benefits that do not exceed the costs or are difficult to quantify, has no secured source of funding, and is not eligible for any known grant funding. Action can be completed in the long term (1 to 10 years). Low-priority actions are generally "wish-list" actions. They may be eligible for grant funding from programs that have not yet been identified.

- Grant pursuit priority
  - **High Priority** — an action that meets identified grant eligibility requirements, has high benefits, and is listed as high or medium implementation priority; local funding options are unavailable or available local funds could be used instead for actions that are not eligible for grant funding.
  - **Medium Priority** — an action that meets identified grant eligibility requirements, has medium or low benefits, and is listed as medium or low implementation priority; local funding options are unavailable.
  - **Low Priority** — an action that has not been identified as meeting any grant eligibility requirements.

These priority definitions are dynamic and can change from one category to another based on changes to a parameter such as availability of funding. For example, a project might be assigned a medium priority because of the uncertainty of a funding source, but be changed to high priority once a funding source has been identified. The 2010 plan used the same method of prioritization for implementation priority as was used in this plan update. The grant pursuit priority is a newly added prioritization schedule. The prioritization schedule for this plan will be reviewed and updated as needed annually through the plan maintenance strategy.

Benefit/Cost Review

44 CFR requires the prioritization of the action plan to emphasize a benefit/cost analysis of the proposed actions. Because some actions may not be implemented for up to 10 years, benefit/cost analysis was qualitative and not of the detail required by FEMA for project grant eligibility under the Hazard Mitigation Assistance (HMA) grant program. A review of the apparent benefits versus the apparent cost of each project was performed. Parameters were established for assigning subjective ratings (high, medium, and low) to benefits and costs as follows:

- Benefit ratings:
  - **High —** the action will have an immediate impact on the reduction of risk exposure to life and property.
  - **Medium** — the action will have a long-term impact on the reduction of risk exposure to life and property or will provide an immediate reduction in the risk exposure to property.
  - **Low —** long-term benefits of the action are difficult to quantify in the short-term.

- Cost ratings:
  - **High —** existing funding levels are not adequate to cover the costs of the proposed action; implementation would require an increase in revenue through an alternative source (for example, bonds, grants, and fee increases).
  - **Medium —** the action could be implemented with existing funding but would require a re-apportionment of the budget or a budget amendment, or the cost of the action would have to be spread over multiple years.
  - **Low —** the action could be funded under the existing budget. The action is part of or can be part of an existing, ongoing program.

Using this approach, projects with positive benefit versus cost ratios (such as high over high, high over medium, medium over low, etc.) are considered cost-beneficial and are prioritized accordingly.

For many of the strategies identified in this action plan, funding might be sought under FEMA's HMA program. This program requires detailed benefit/cost analysis as part of the application process. These analyses will be performed on projects at the time of application preparation. The FEMA benefit-cost model will be used to perform this review. For projects not seeking financial assistance from grant programs that require this sort of analysis, the Partners reserve the right to define "benefits" according to parameters that meet their needs and the goals and objectives of this plan.

Analysis of Mitigation Actions

All planning partners reviewed their recommended actions to classify each action based on the hazard it addresses and the type of mitigation it involves. Mitigation types used for this categorization are as follows:

- **Prevention** — government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- **Property Protection** — modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- **Public Education and Awareness** — actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
- **Natural Resource Protection** — actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- **Emergency Services** — actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
- **Structural Projects** — actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.
- **Climate Resilient** — actions that incorporate methods to mitigate and/or adapt to the impacts of climate change. Includes aquifer storage and recovery activities, incorporating future-conditions projections in project design or planning, or actions that specifically address jurisdiction-specific climate change risks, such as sea level rise or urban heat island effect.
- **Community Capacity Building** — actions that increase or enhance local capabilities to adjust to potential damage, to take advantage of opportunities, or to respond to consequences. Includes staff training, memorandums of understanding, development of plans and studies, and monitoring programs.

These categories include categories identified in the Community Rating System (CRS) 2017 *CRS Coordinators Manual* (OMB No. 1660-0022, Figure 510-4). The CRS categories expand on the four categories in FEMA's 2013 *Local Mitigation Handbook*. They provide a more comprehensive range of options, thus increasing integration opportunities.

COMPATIBILITY WITH PREVIOUS APPROVED PLANS

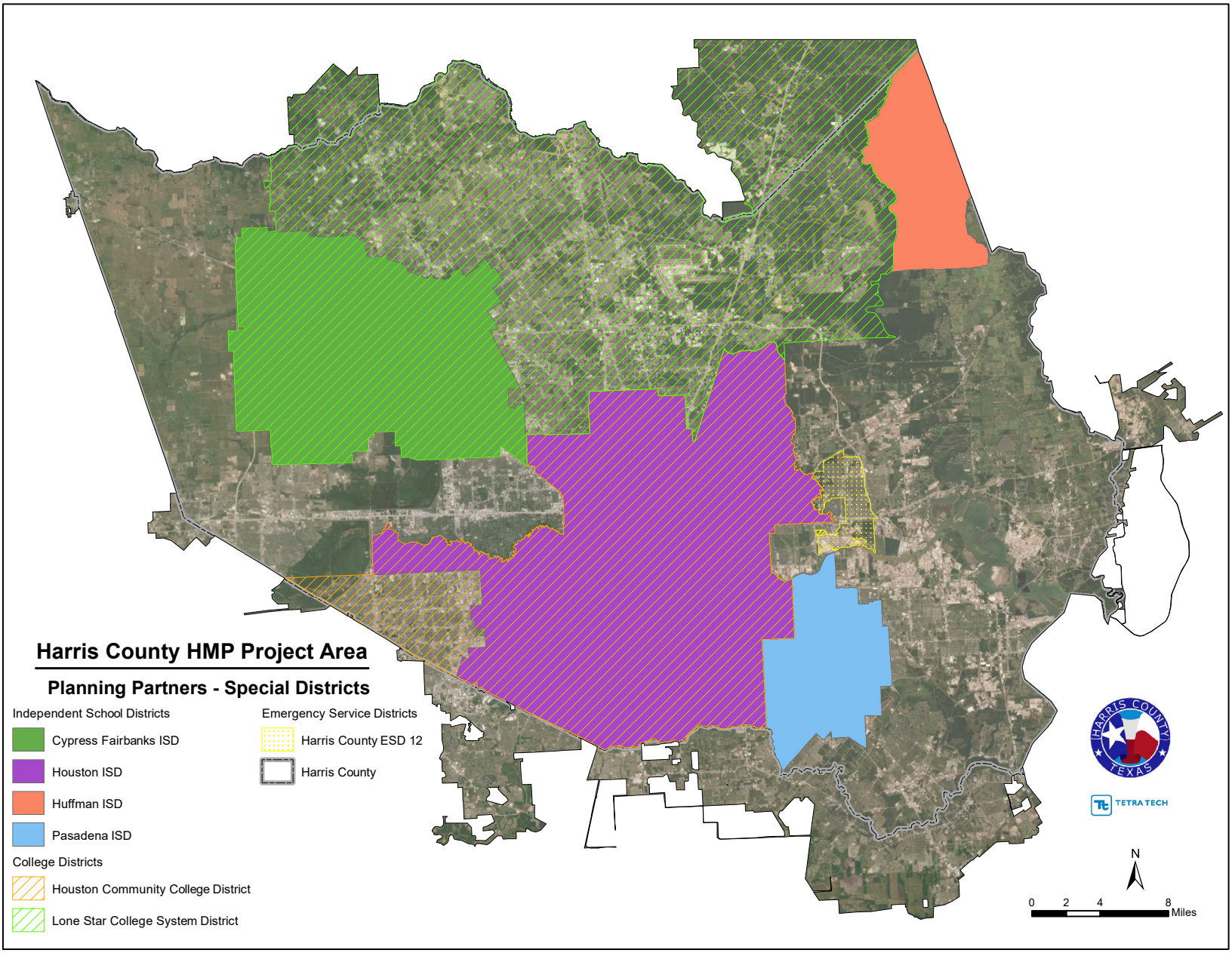
Thirty-three of the planning partners who participated in this plan were previously covered under the 2015 Harris County Multi-Hazard Mitigation Plan. Table 1 lists all the initial partners and the role this multi-jurisdictional plan will play in achieving compliance and the CRS status, if applicable.

Table 1. Prior Plan and Planning Partner Status

	Covered by 2015 Plan?	FEMA Approval Date	Letter of Intent Date	Attended Workshop?	Completed Template?	CRS Community (Yes or No)	Covered by this Hazard Mitigation Plan?
Harris County	Yes	7/26/2015	10/18/2018	Yes	Yes	Yes	Yes
City of Baytown	Yes	7/26/2015	9/21/2018	Yes	Yes	Yes	Yes
City of Bellaire	Yes	7/26/2015	10/18/2018	Yes	Yes	Yes	Yes
City of Bunker Hill Village	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of Deer Park	Yes	7/26/2015	10/18/2018	Yes	Yes	Yes	Yes
City of El Lago	Yes	7/26/2015	3/8/2019	Yes	Yes	No	Yes
City of Friendswood	No	N/A	9/14/2018	Yes	Yes	Yes	Yes
City of Galena Park	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of Hedwig Village	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of Hilshire Village	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of Humble	Yes	7/26/2015	9/6/2018	Yes	Yes	No	Yes
City of Hunters Creek Village	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of Jacinto City	***Yes***	***7/26/2015***	***10/18/2018***	***Yes***	***No***	***No***	***No***
City of Jersey Village	Yes	7/26/2015	10/16/2018	Yes	Yes	No	Yes
City of Katy	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of La Porte	Yes	7/26/2015	10/18/2018	Yes	Yes	Yes	Yes
City of Missouri City	Yes	7/26/2015	8/16/2018	Yes	Yes	Yes	Yes
City of Morgan's Point	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of Nassau Bay	Yes	7/26/2015	10/18/2018	Yes	Yes	Yes	Yes
City of Pasadena	Yes	7/26/2015	10/18/2018	Yes	Yes	Yes	Yes
City of Piney Point Village	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of Seabrook	Yes	7/26/2015	10/18/2018	Yes	Yes	Yes	Yes
City of Shoreacres	Yes	7/26/2015	10/17/2018	Yes	Yes	Yes	Yes
City of Southside Place	***Yes***	***7/26/2015***	***N/A***	***No***	***No***	***No***	***No***
City of Spring Valley	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of Stafford	Yes	7/26/2015	10/17/2018	Yes	Yes	No	Yes
City of Taylor Lake Village	Yes	7/26/2015	2/21/2019	Yes	Yes	Yes	Yes
City of Tomball	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
City of Webster	Yes	7/26/2015	10/18/2018	Yes	Yes	No	Yes
Cypress Fairbanks ISD	***No***	***N/A***	***9/26/2018***	***Yes***	***No***	***No***	***No***
City of West University Place	Yes	7/26/2015	9/29/2018	Yes	Yes	Yes	Yes
Harris County Flood Control District	Yes	7/26/2015	9/19/2018	Yes	Yes	No	Yes
Harris County ESD #12	No	N/A	9/20/2018	Yes	Yes	No	Yes
Harris County Hospital District dba Harris Health System	Yes	7/26/2015	10/9/2018	Yes	Yes	No	Yes
Houston Community College	No	N/A	11/6/2018	Yes	Yes	No	Yes
Houston ISD	No	N/A	10/9/2018	Yes	Yes	No	Yes
Huffman ISD	No	N/A	10/18/2018	Yes	Yes	No	Yes
Pasadena ISD	No	N/A	10/9/2018	Yes	Yes	No	Yes
Lone Star College	Yes	7/26/2015	10/17/2018	Yes	Yes	No	Yes
Texas Medical Center	No	N/A	10/19/2018	Yes	Yes	No	Yes
Texas Southern University	No	N/A	10/18/2018	Yes	Yes	No	Yes
University of Houston	No	N/A	10/18/2018	Yes	Yes	No	Yes

FINAL COVERAGE UNDER THE PLAN

Of the 42 local governments that submitted letters of intent to participate, 39 fully met the participation requirements specified by the Steering Committee. The principal requirement not met by the other partners was completion of the jurisdictional annex template following the workshops. Only the 39 partners that submitted completed templates are included in this volume and will seek DMA compliance under this plan. The remaining jurisdictions will need to follow the linkage procedures described in Appendix B of this volume. Table 1 lists the jurisdictions that submitted letters of intent and their ultimate status in this plan.


Harris County HMP Project Area
Planning Partners - Special Districts
Independent School Districts
Cypress Fairbanks ISD
Houston ISD
Huffman ISD
Pasadena ISD
College Districts
Houston Community College District
Lone Star College System District
Emergency Service Districts
Harris County ESD 12
Harris County
HARRIS COUNTY TEXAS
TETRA TECH
N
0 2 4 8 Miles

ACRONYMS

The following acronyms are used throughout the annexes in this volume:

- BAWA — Baytown Area Water Authority
- BBFFDRP — Buffalo Bayou Flood Damage Reduction Project
- BFE — base flood elevation
- CDBG — Community Development Block Grant
- CFM — Certified Floodplain Manager
- CLOMR — Conditional Letter of Map Revision
- CRS — Community Rating System
- CWOP — Citizen Weather Observer Program
- CWPP — Community Wildfire Protection Plan
- EAS/iPAWS — Emergency Alert System/Integrated Public Alert and Warning System
- EHLS — Environmental Health and Life Safety
- EMC — Emergency Management Coordinator
- EMCID — East Montgomery County Improvement District
- ENG — Engineering Department
- EOC — emergency operations center
- EOP — emergency operations plan
- EPA — U.S. Environmental Protection Agency
- ETJ — extraterritorial jurisdiction
- FDC — fire department connection
- FDPO — flood damage prevention ordinance
- FDRP — flood damage reduction project
- FEMA — Federal Emergency Management Agency
- FF&E — furniture, fixtures and equipment
- FIRM — Flood Insurance Rate Map
- FIS — Flood Insurance Study
- FMA — Flood Mitigation Assistance Grant Program
- GCWA — Gulf Coast Water Authority
- HCED — Harris County Engineering Department
- HCFCD — Harris County Flood Control District
- HCP — Habitat Conservation Plan
- H-GAC — Houston-Galveston Area Council
- HGSD — Harris-Galveston Subsidence District
- HMA — Hazard Mitigation Assistance
- HMGP — Hazard Mitigation Grant Program
- HMP — hazard mitigation plan
- IBC — International Building Code
- IECC — International Energy Conservation Code
- ISD — independent school district
- IT — information technology department
- KBDI — Keetch-Byram Drought Index
- LEPC — local emergency planning committee
- LERRD — land, easements, rights-of-way, relocation, and disposal areas
- LiMWA — limit of moderate wave action
- LMI — low to moderate income

- LOMA — letter of map amendment
- LOMR — letter of map revision
- MEP — mechanical, engineering and plumbing
- MSDS — material safety data sheets
- MVPD — Memorial Villages Police Department
- NFIP — National Flood Insurance Program
- NOAA — National Oceanic and Atmospheric Administration
- O&M — operations and maintenance
- OHSEM — Office of Homeland Security and Emergency Management
- OHWM — ordinary high-water mark
- PA — Public Assistance
- PDM — Pre-Disaster Mitigation
- PHES — Harris County Public Health and Environmental Services
- PLNG — Planning Department
- PW — public works department
- RL — repetitive loss
- SBFDRP — Sims Bayou Flood Damage Reduction Project
- SDS — State Dam Safety
- SERLEPC — Southeast Regional Local Emergency Planning Committee
- SETRAC — Southeast Texas Regional Advisory Council
- SFHA — special flood hazard area
- SJRA — San Jacinto River Authority
- SMP — shoreline management plan
- SRL — severe repetitive loss
- SWQMP — surface water quality master plan
- TCEQ — Texas Commission on Environmental Quality
- TDECU — Texas Dow Employees Credit Union
- TDEM — Texas Division of Emergency Management
- THIRA — threat & hazard identification & risk
- TIRZ — tax increment reinvestment zone
- UASI — urban area security initiative
- ULDC — Unified Land Development Code
- WCID — water control and improvement district
- WTP — Water treatment plant
- WWTP — Wastewater treatment plant

28. City of West University Place

28.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact
Aaron Taylor, Fire Chief/ EMC
3800 University Blvd.
West University Pl., TX 77005
Telephone: 713-662-5836
e-mail Address: ataylor@westutx.gov

Alternate Point of Contact
James Novak, Fire Marshal
3800 University Blvd.
West University Pl., TX 77005
Telephone: 713-662-5837
e-mail Address: jnovak@westutx.gov

28.2 JURISDICTION PROFILE

28.2.1 Location

West University Place is located in Harris County, Texas within the Houston metropolitan area. The City of West University Borders the City of Houston, The City of Bellaire and The City of Southside Place. The City boundaries generally extend from Bellaire Blvd./ W. Holcombe north to Bissonnet and from Kirby Drive west to Community Dr. encompassing an area of 2.2 Sq. Miles.

28.2.2 History

City of West University Place was incorporated in 1924.

Origins

The idea for a community of country homes in the area that is now West University Place was conceived in 1910 by Ben W. Hooper, then Governor of Tennessee. That year, Governor Hooper bought a tract of land southwest of Houston out of an old Spanish land grant, which had been surveyed by A.C. Reynolds.

Lots for Sale

The Houston West End Realty Company, A.D. Foreman, President, developed today's West University Place 1st addition and put the 1st lots up for sale on April 1, 1917.

Naming the Area

The area's proximity to Rice University led to the name West University Place.

Early Problems

Utilities

When the City of Houston decided not to invest in utility lines to service the tiny community with an uncertain future, Foreman spent $100,000 of his own earnings to bring electrical, water and telephone service to West University Place. Still, in 1923 there were only 40 families living in the muddy, poorly drained swamp.

Housing Costs

In those early days, a 100 foot by 200 foot lot cost $1,000 and houses were required to cost a minimum of $2,500. Homes facing Buffalo Speedway and Bellaire Boulevard were required to cost $4,000 and $5,000 respectively.

Infrastructure Improvements

Residents dissatisfied with muddy streets, poor drainage, and the absence of schools and fire protection joined in a series of town meetings, resulting in the incorporation of the City in 1924. For 6 years, city fathers put the creation of an infrastructure above all other conveniences by building streets and providing various services such as:

- Garbage collection
- Natural gas supply
- Police and fire protection
- Postal delivery
- Sewage disposal
- Water supply

Wier Park

The pragmatism of the city's early residents resulted in the development of our 1st park, Wier Park, at Belmont and Sunset, in 1930. With most of our park land donated to the city by early residents and developers, West U continues to take pride in the greenery and open recreational space offered at 6 developed parks in existence today. Expansion of our largest park, Colonial Park, continues with the acquisition of surrounding lots.

City Charter

In 1939, the City exhibited confidence in its own political maturity and the character of its citizens by refusing to consolidate with its larger, powerful neighbor, the City of Houston. The confidence was solidified in adoption of the 1st City Charter in 1940.

Progress

Over the years, the City has progressed steadily toward its present position as one of the area's most desirable neighborhoods. Civic-minded citizens and small-town government, combined with a proximity to major business, educational, cultural, and scientific centers, have contributed to a steady increase in property values.

28.2.3 Climate

West University Place, Texas gets 52 inches of rain, on average, per year. The US average is 39 inches of rain per year. West University Place averages 0 inches of snow per year. The US average is 26 inches of snow per year. On average, there are 205 sunny days per year in West University Place. The US average is 205 sunny days.

- Summer High: the July high is around 92 degrees
- Winter Low: the January low is 45

Sperling's Comfort Index for West University Place is a 76 out of 100. A higher score indicates a more comfortable year-round climate. The US average for the comfort index is 54. Our index is based on the total number of days annually within the comfort range of 70-80 degrees, and we also applied a penalty for days of excessive humidity.

West University Place gets some kind of precipitation, on average, 66 days per year.

28.2.4 Governing Body Format

The City of West University Place is a home rule City with a Council-Manager form of government. The City Council consist of a Mayor and four council members. The City Council appoints a City Manager to oversee the daily operations of the City. The City consist of 6 departments: Administration, Finance, Fire, Police, Public Works, Parks and Recreation. The City Council assumes responsibility for the adoption of this plan; the City Manager will oversee its implementation. Development of this annex was carried out by the members of the local mitigation planning team, whose members are listed in Table 28-1. Appropriate staff members were instructed to fill out the sections that applied to them.

Table 28-1. Local Mitigation Planning Team Members

Name	Title
Aaron Taylor	Fire Chief/ EMC
James Novak	Fire Marshal/ Asst. Chief
Dave Beach	Public Works Director/ ACM
Clay Chew	Chief Building Official

28.3 CURRENT TRENDS

28.3.1 Population

According to The U.S. Census Bureau, the population of West University Place, Texas as of July 1, 2017 was 15,608. Since 2010, the population has grown at an average annual rate of 7.2% percent.

28.3.2 Development

Anticipated development levels for West University Place are low to moderate, consisting of primarily residential development. The vast majority of recent development has been infill. Residentially, there has been a focus on upscale housing units with large increases in square footage. The number of residential new construction permits are:

- November 2018 YTD: 59
- 2017 Totals: 47
- 2016 Totals: 38
- 2015 Totals: 58
- 2014 Totals: 67
- 2013 Totals: 63

Table 28-2 summarizes development trends in the performance period since the preparation of the previous hazard mitigation plan, as well as expected future development trends.

Table 28-2. Recent and Expected Future Development Trends

Criterion	Response					
Has your jurisdiction annexed any land since the preparation of the previous hazard mitigation plan? • **If yes, give the estimated area annexed and estimated number of parcels or structures.**	No					
Is your jurisdiction expected to annex any areas during the performance period of this plan? • **If yes, describe land areas and dominant uses.** • **If yes, who currently has permitting authority over these areas?**	No					
Are any areas targeted for development or major redevelopment in the next five years? • **If yes, briefly describe, including whether any of the areas are in known hazard risk areas**	No					
How many permits for new construction were issued in your jurisdiction since the preparation of the previous hazard mitigation plan?		**2014**	**2015**	**2016**	**2017**	**2018**
	Single Family	67	58	38	47	59
	Multi-Family	0	0	0	0	0
	Other (commercial, mixed use, etc.)	1	1	0	0	0
	Total	**68**	**59**	**38**	**47**	**59**
Provide the number of new-construction permits for each hazard area or provide a qualitative description of where development has occurred.	• Special Flood Hazard Areas: 33 • Landslide: 0 • High Liquefaction Areas: 0 • Tsunami Inundation Area: 0 • Wildfire Risk Areas: 0					
Describe the level of buildout in the jurisdiction, based on your jurisdiction's buildable lands inventory. If no such inventory exists, provide a qualitative description.	West University Place is fully developed					

28.4 CAPABILITY ASSESSMENT

The City of West University Place performed an assessment of its existing capabilities for implementing hazard mitigation strategies. The introduction at the beginning of this volume of the hazard mitigation plan describes the components included in the capability assessment and their significance for hazard mitigation planning. This section summarizes the following findings of the assessment:

- An assessment of legal and regulatory capabilities is presented in Table 28-3.
- Development and permitting capabilities are presented in Table 28-4.
- An assessment of fiscal capabilities is presented in Table 28-5.
- An assessment of administrative and technical capabilities is presented in Table 28-6.
- An assessment of education and outreach capabilities is presented in Table 28-7.
- Information on National Flood Insurance Program (NFIP) compliance is presented in Table 28-8.
- Classifications under various community mitigation programs are presented in Table 28-9.
- The community's adaptive capacity for the impacts of climate change is presented in Table 28-10.

Findings of the capability assessment were reviewed to identify opportunities to expand, initiate or integrate capabilities to further hazard mitigation goals and objectives. Where such opportunities were identified and determined to be feasible, they are included in the action plan. The "Analysis of Mitigation Actions" table in Section 28.10 identifies these as community capacity building mitigation actions.

Table 28-3. Legal and Regulatory Capability

	Local Authority	Other Jurisdiction Authority	State Mandated	Integration Opportunity?
Codes, Ordinances, & Requirements				
Building Code	Yes	No	Yes	Yes
Comment: *Appendix C of the Code of Ordinances*				
Zoning Code	Yes	No	No	Yes
Comment: *Appendix A of the Code of Ordinances*				
Subdivisions	Yes	No	No	Yes
Comment: *Chapter 74 of the Code of Ordinances*				
Stormwater Management	Yes	Yes	Yes	Yes
Comment: *Stormwater Management Plan is completed every 5 year and submitted to the TCEQ.*				
Post-Disaster Recovery	Yes	No	Yes	No
Comment: *Debris Hauling and Debris Monitoring contracts are in place.*				
Real Estate Disclosure	No	No	Yes	No
Comment: *Don't have a local requirement for it but the state does and that affects the realtors here.*				
Growth Management	No	No	No	No
Comment: *No Growth in West U*				
Site Plan Review	Yes	No	No	No
Comment: *Chapter 18 of the Code of Ordinances*				
Environmental Protection	No	Yes	Yes	No
Comment: *Harris County Public Health*				
Flood Damage Prevention	Yes	Yes	Yes	Yes
Comment: *Integration opportunity with HCFCD*				
Emergency Management	Yes	No	Yes	Yes
Comment: *(Ord. No. 1850, § 6, 8-13-07) Signatory city under the Harris County EM Plan*				
Climate Change	No	No	No	No
Comment:				
Planning Documents				
General Plan	No	No	No	No
Comment:				
Capital Improvement Plan	Yes	No	No	Yes
How often is the plan updated?				
Comment: *Annually*				
Disaster Debris Management Plan	Yes	No	No	No
Comment: *Contract is in place to handle debris*				
Floodplain or Watershed Plan	No	Yes	Yes	Yes
Comment: *Braes Bayou Watershed managed by HCFCD*				
Stormwater Plan	Yes	Yes	Yes	Yes
Comment: *Stormwater Management Plan and SWPPP*				
Urban Water Management Plan	No	No	Yes	No
Comment:				
Habitat Conservation Plan	No	No	No	No
Comment:				

	Local Authority	Other Jurisdiction Authority	State Mandated	Integration Opportunity?
Economic Development Plan ***Comment:*** *City is built out*	No	No	No	No
Shoreline Management Plan ***Comment:*** *No shoreline here*	No	No	No	No
Community Wildfire Protection Plan ***Comment:*** *No forests*	No	No	No	No
Forest Management Plan ***Comment:***	No	No	No	No
Climate Action Plan ***Comment:***	No	No	No	No
Comprehensive Emergency Management Plan ***Comment:*** *(Ord. No. 1850, § 6, 8-13-07) Signatory city under the Harris County EM Plan*	Yes	Yes	Yes	Yes
Threat & Hazard Identification & Risk Assessment (THIRA) ***Comment:***	No	No	No	No
Post-Disaster Recovery Plan ***Comment:*** *Contracts in place for debris hauling and debris monitoring. Plan reviewed annually*	Yes	No	Yes	Yes
Continuity of Operations Plan ***Comment:*** *Updated March 2019*	Yes	No	No	No
Public Health Plan ***Comment:***	No	No	No	No

Table 28-4. Development and Permitting Capability

Criterion	Response
Does your jurisdiction issue development permits? • **If no, who does? If yes, which department?**	Yes Public Works – Development Services Division
Does your jurisdiction have the ability to track permits by hazard area?	No
Does your jurisdiction have a buildable lands inventory?	No

Table 28-5. Fiscal Capability

Financial Resource	Accessible or Eligible to Use?
Community Development Block Grants	Yes
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
User Fees for Water, Sewer, Gas or Electric Service	Yes (Water, Sewer, Solid Waste Collection, Permits)
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	Yes
Incur Debt through Private Activity Bonds	No
Withhold Public Expenditures in Hazard-Prone Areas	No
State-Sponsored Grant Programs	Yes
Development Impact Fees for Homebuyers or Developers	Yes

Table 28-6. Administrative and Technical Capability

Staff/Personnel Resource	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes	City Planner/Building Official
Engineers or professionals trained in building or infrastructure construction practices	Yes	PW Director, Asst. PW Director, Operations Superintendent, Chief Building Official, Planner
Planners or engineers with an understanding of natural hazards	Yes	(outsourced)
Staff with training in benefit/cost analysis	Yes	Assistant Public Works Director
Surveyors	Yes	(outsourced)
Personnel skilled or trained in GIS applications	Yes	City Information Technology Department
Scientist familiar with natural hazards in local area	No	
Emergency manager	Yes	Fire Chief
Grant writers	Yes	Contracted with DCMC Partners for mitigation grant writing and management

Table 28-7. Education and Outreach Capability

Criterion	Response
Do you have a public information officer or communications office?	Yes
Do you have personnel skilled or trained in website development?	Yes
Do you have hazard mitigation information available on your website? • **If yes, briefly describe.**	No
Do you use social media for hazard mitigation education and outreach? • **If yes, briefly describe.**	Yes – Issue dependent
Do you have any citizen boards or commissions that address issues related to hazard mitigation? • **If yes, briefly describe.**	No
Do you have any other programs already in place that could be used to communicate hazard-related information? • **If yes, briefly describe.**	Yes Swift911 Mass Notification System
Do you have any established warning systems for hazard events? • **If yes, briefly describe.**	Yes Swift911 Mass Notification System

Table 28-8. National Flood Insurance Program Compliance

Criterion	Response
What local department is responsible for floodplain management?	Public Works – Development Services
Who is your floodplain administrator? (department/position)	Clay Chew – Chief Building Official
Are any certified floodplain managers on staff in your jurisdiction?	Yes
What is the date that your flood damage prevention ordinance was last amended?	2018
Does your floodplain management program meet or exceed minimum requirements? • **If exceeds, in what ways?**	Exceeds 24 inch Freeboard Requirement Article IX Flood Damage Prevention
When was the most recent Community Assistance Visit or Community Assistance Contact?	CAV November 13, 2018
Does your jurisdiction have any outstanding NFIP compliance violations that need to be addressed? • **If so, state what they are.**	No
Are any RiskMAP projects currently underway in your jurisdiction? • **If so, state what they are.**	No
Do your flood hazard maps adequately address the flood risk within your jurisdiction? • **If no, state why.**	Yes
Does your floodplain management staff need any assistance or training to support its floodplain management program? • **If so, what type of assistance/training is needed?**	No
Does your jurisdiction participate in the Community Rating System (CRS)? • **If yes, is your jurisdiction interested in improving its CRS Classification?** • **If no, is your jurisdiction interested in joining the CRS program?**	Yes Yes
How many flood insurance policies are in force in your jurisdiction?[a] • **What is the insurance in force?** • **What is the premium in force?**	3358 $1,644,530 $490.00
How many total loss claims have been filed in your jurisdiction?[a] • **How many claims are still open or were closed without payment?** • **What were the total payments for losses?**	Zero Zero $3,441,439

a. According to FEMA statistics as of June 30, 2018

Table 28-9. Community Classifications

	Participating?	Classification	Date Classified
Community Rating System	Yes	7	2019
Building Code Effectiveness Grading Schedule	Yes	4/4	2014
Public Protection	Yes	Class 1	02/01/2015
Storm Ready	No		
Firewise	No		

Table 28-10. Adaptive Capacity for Climate Change

Criterion	Jurisdiction Rating[a]
Technical Capacity	
Jurisdiction-level understanding of potential climate change impacts ***Comment:***	Low
Jurisdiction-level monitoring of climate change impacts ***Comment:***	Low
Technical resources to assess proposed strategies for feasibility and externalities ***Comment:***	Low
Jurisdiction-level capacity for development of greenhouse gas emissions inventory ***Comment:***	Low
Capital planning and land use decisions informed by potential climate impacts ***Comment:***	Low
Participation in regional groups addressing climate risks ***Comment:***	Low
Implementation Capacity	
Clear authority/mandate to consider climate change impacts during public decision-making processes ***Comment:***	Low
Identified strategies for greenhouse gas mitigation efforts ***Comment:***	Low
Identified strategies for adaptation to impacts ***Comment:***	Low
Champions for climate action in local government departments ***Comment:***	Low
Political support for implementing climate change adaptation strategies ***Comment:***	Low
Financial resources devoted to climate change adaptation ***Comment:***	Low
Local authority over sectors likely to be negative impacted ***Comment:***	Low
Public Capacity	
Local residents knowledge of and understanding of climate risk ***Comment:***	Medium
Local residents support of adaptation efforts ***Comment:***	Low
Local residents' capacity to adapt to climate impacts ***Comment:***	Low
Local economy current capacity to adapt to climate impacts ***Comment:***	Low
Local ecosystems capacity to adapt to climate impacts ***Comment:***	Low

a. High = Capacity exists and is in use; Medium = Capacity may exist, but is not used or could use some improvement; Low = Capacity does not exist or could use substantial improvement; Unsure= Not enough information is known to assign a rating.

28.5 INTEGRATION WITH OTHER PLANNING INITIATIVES

For hazard mitigation planning, "integration" means that hazard mitigation information is used in other relevant planning mechanisms, such as general planning and capital facilities planning, and that relevant information from those sources is used in hazard mitigation. This section identifies where such integration is already in place, and where there are opportunities for further integration in the future. Resources listed in this annex were used to provide information on integration. The progress reporting process described in Volume 1 will document the progress of hazard mitigation actions related to integration and identify new opportunities for integration.

28.5.1 Existing Integration

Some level of integration has already been established between local hazard mitigation planning and the following other local plans and programs:

- **Harris County Flood Control District** — Floodplain/Watershed Management
- **Harris County Office of Emergency Management and Homeland Security –** Emergency Management Program
- **City of West University –** Community Improvement Plan(Capital Improvement Plan)

28.5.2 Opportunities for Future Integration

The capability assessment presented in this annex identified the following plans and programs that do not currently integrate hazard mitigation information but provide opportunities to do so in the future:

- **Zoning Code** – To integrate mitigation measures identified in the plan into future zoning considerations.

28.6 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table 28-11 lists past occurrences of natural hazards for which specific damage was recorded in The City of West University Place. Other hazard events that broadly affected the entire planning area, including West University Place, are listed in the risk assessments in Volume 1 of this hazard mitigation plan.

28.7 HAZARD RISK RANKING

Table 28-12 presents a local ranking for The City of West University Place of all hazards of concern for which this hazard mitigation plan provides complete risk assessments. This ranking summarizes how hazards vary for this jurisdiction. As described in detail in Volume 1, the ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and the economy. Mitigation actions target hazards with high and medium rankings.

28.8 JURISDICTION-SPECIFIC VULNERABILITIES

Volume 1 of this hazard mitigation plan provides complete risk assessments for each identified hazard of concern. This section provides information on a few key vulnerabilities for the jurisdiction. Available jurisdiction-specific risk maps of the hazards are provided at the end of this annex.

Table 28-11. Past Natural Hazard Events

Type of Event	FEMA Disaster #	Date	Damage Assessment
Severe Storms	N/A	April 7 2019	Severe Storms and high winds damaged several residential properties and required activation of debris hauler to clear vegetation from public right of way. Damage estimated at $100,000
Hurricane Harvey	DR 4332	2017	Estimated $500,000 in Public Assistance, Damage assessment cost to private property unknown.
Severe Storms/Flooding	DR 4269	2016	N/A
Severe Storms/Flooding	DR 4223	2015	N/A
Hurricane Ike	EM 3294	2008	N/A
Hurricane Gustav	EM 3290	2008	N/A
Tropical Storm Erin	DR 1730	2007	N/A
Hurricane Dean	EM 3277	2007	N/A
Hurricane Rita	EM 3261	2005	N/A
Hurricane Katrina	EM 3216	2005	N/A
Tropical Storm Allison	DR 1379	2001	N/A
Severe Storms/Flooding	SBA 3259	2000	N/A
Severe Storms/ Flooding	DR 1257	1998	N/A
Tropical Storm Frances	DR 1245	1998	N/A
Severe Storms/Flooding	DR 1041	1994	N/A
Severe Storms/Tornado	SBA 8253	1994	N/A
Severe Storms/Tornado	DR 970	1992	N/A

Table 28-12. Hazard Risk Ranking

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Severe Weather	48	High
2	Hurricane	32	High
3	Flooding	22	Medium
4	Earthquake	14	Low
5	Drought	6	Low
5	Mass Movement	6	Low
6	Dam Failure	0 (No Exposure)	None
6	Wildfire	0 (No Exposure	None
6	Tsunami	0 (No Exposure)	None
6	Coastal Erosion	0 (No Exposure)	None

NOTE: The process used to assign risk ratings and rankings for each hazard is described in Volume 1 of this hazard mitigation plan.

28.8.1 Repetitive Loss Properties

Repetitive loss records are as follows:

- Number of FEMA-identified Repetitive-Loss Properties: 35
- Number of FEMA-identified Severe-Repetitive-Loss Properties: 3
- Number of Repetitive-Loss Properties or Severe-Repetitive-Loss Properties that have been mitigated: 1

Mitigation actions addressing these issues were prioritized for consideration in the action plan presented in this annex.

28.9 STATUS OF PREVIOUS PLAN ACTIONS

Table 28-13 summarizes the actions that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

Table 28-13. Status of Previous Plan Actions

Action Item	Completed	Removed; No longer Feasible	Carried Over to Plan Update	
			Check if Yes	Action # in Update
Improvements to storm water drainage system in the 3800 block from University Blvd. south to Bellaire Blvd. The Auden Street Drainage Improvements limits are on Auden Street from University Blvd. to Bellaire Blvd. The improvements consist of storm sewer improvements ranging from 42" RCP to 72" RCP and the replacement of 1/2 curb and gutter concrete street.	No		X	WUP-11
Comment:				
Raising concrete walls around head works at the wastewater treatment plant to mitigate future flood water inundation. Currently the headworks is below base flood elevation allowing flood water to overtop the walls and inundate the headworks, raising the walls would reduce the likelihood of shut down due to flood waters.	No	X		
Comment: This action item has been revised to allow additional mitigation options for the facility. The new action item is WUP-6.				
Ruffino Hills Flood Detention – The City owns approximately 75 acres of land near the I-69 South/BW 8 interchange (adjacent to approximately another 75 acre tract owned by the City of Bellaire) that could be used for flood control detention space. The site operated as a landfill from 1959 to Jan 1992. This site is adjacent to Keegans Bayou which is one of the largest contributors of water to the Brays Bayou. Both cities are proposing to use their 75 acres toward flood mitigation for a total of 150 acres. The proposed regional detention facility will provide up to 1,770 acre-feet of storage, allowing storm water to be diverted out of Keegans Bayou and reducing storm flow rates in the lower reaches of that stream and along Brays Bayou downstream of the Keegans Bayou confluence. Preliminary modeling results indicate that 100-year (1% chance) flow rates along Keegans may be reduced by as much as 1,800 cubic feet per second, while Brays Bayou flow rates may be reduced by as much as 1,500 cubic feet per second. This project represents a regional drainage solution that will benefit the City of West University Place, the City of Bellaire, the City of Houston, and unincorporated areas within Harris County. Potential stakeholders and project participants include those entities as well as the Harris County Flood Control District.	No	X		
Comment: This action item is being removed and replaced with a broader action item to allow pursuit of detention space in more than one location. The new related action item is WUP-7.				
Reduce the potential for wildfires along the Union Pacific rail line through improved control of vegetation adjacent to the railroad tracks.	No	X		
Comment: Existing action item removed due to a change in community priorities.				
Expand mass notification warning systems to notify residents of impending dangers and increase coverage of the community's population.	Yes	X		
Comment: Completed in 2015				
Installation of emergency generator at the West University/Harris County Public Library to ensure continuity of operation for warming/cooling center.	No	X		
Comment: Existing action item removed due to a change in community priorities.				

Action Item	Completed	Removed; No longer Feasible	Carried Over to Plan Update: Check if Yes	Carried Over to Plan Update: Action # in Update
Home Elevations – 10 homes or less; raise elevation of repetitive loss structures above base flood elevation. The City is interested in assisting interested residents in mitigating flood risk of existing structures by raising the foundation above base flood elevation. Specific mitigation sites have not yet been identified.	No	X		
Comment: Existing action item removed due to Action Item WUP-1 addressing retrofitting to include home elevations.				
Improvements to storm water drainage along the Buffalo Speedway Corridor from Bellefontaine Street in Houston north through West University Place and continuing up to the south ROW for the Interstate 69 corridor at Buffalo Speedway and including areas east and west of this described corridor to extend the drainage area by adding a 2nd 66 inch monolithic concrete pipe in addition to replacing the existing 66 in monolithic concrete pipe.	No		X	WUP-10
Comment: Carried over to plan update. The City has applied for HMGP and CDBG-DR grant funding for the project. Engineering contract has been awarded.				
Improve Ruskin Street storm water drainage infrastructure by installing new roadway with improved curb and gutters. Install underground piping to increase underground detention capacity. Will include installation of additional inlets and catch basins.	Yes	X		
Comment: Completed in 2015				
Adopt latest edition and higher standard Building Codes, Zoning / City / Storm Water Ordinances for Mitigation of Riverine Flood Hazards.	Yes	X		
Comment: Completed in 2018. Ongoing. This action item has been modified and titled WUP-9 in the plan update.				
Develop/implement and harden an alternative ground-water source to limit the damages of water shortages caused by drought	Yes	X		
Comment: Completed in 2016;				
Develop/implement tree management program to reduce potential debris damages from high-wind and canopy crown-fires.	Yes	X		
Comment: Completed in 2018. Tree Management and Debris reduction are also addressed in WUP-2 in the plan update.				
Develop/implement hail public education program to educate the public on hail hazards and appropriate actions to take to reduce hail damages to property.	No	X		
Comment: Not currently a priority for the City.				
Establish / Expand GIS Mapping / Identification of Pipeline Risk Areas.	No	X		
Comment: Existing action item removed due to a change in community priorities.				
Conduct Pipeline Awareness Training & Pre-Planning for Local Responders.	Yes	X		
Comment: Completed				

28.10 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED ACTIONS

Table 28-14 lists the actions that make up the hazard mitigation action plan for this jurisdiction. Table 28-15 identifies the priority for each action. Table 28-16 summarizes the mitigation actions by hazard of concern and mitigation type.

Table 28-14. Hazard Mitigation Action Plan Matrix

Applies to New or Existing Assets	Objectives Met	Lead Agency	Support Agency	Estimated Cost	Sources of Funding	Timeline[a]
Action WUP1 — Where appropriate, support retrofitting, purchase or relocation of structures located in hazard areas, prioritizing those that have experienced repetitive losses and/or are located in high- or medium-risk hazard areas.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
Existing	3, 4, 10, 11, 12	West University Place – EMC	West University Place – Public Works	High	HMGP, PDM, FMA	Short-term
Action WUP2 — Integrate the hazard mitigation plan into other plans, ordinances and programs that dictate land use decisions in the community, including Zoning Ordinances.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
New and Existing	1, 3, 4, 5, 7, 8, 9, 10	West University Place – Public Works	West University Place – EMC	Low	Staff Time, General Funds	Ongoing
Action WUP3 — Actively participate in the plan maintenance protocols outlined in Volume 1 of this hazard mitigation plan.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding, Earthquake, Drought, Mass Movement						
New and Existing	1, 5, 8	West University Place – EMC	West University Place – Hazard Mitigation Planning Team	Low	Staff Time, General Funds	Short-term
Action WUP4 — Continue to maintain good standing and compliance under the NFIP through implementation of floodplain management programs that, at a minimum, meet the NFIP requirements: • Enforce the flood damage prevention ordinance. • Participate in floodplain identification and mapping updates. • Provide public assistance/information on floodplain requirements and impacts.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
New and Existing	1, 3, 5, 7, 10, 15	West University Place – Public Works Chief Building Official		Low	Staff Time, General Funds	Ongoing
Action WUP5 — Improvements to storm water drainage system in planning areas 1-12 as outlined in the 2019 Citywide Drainage Study to increase capacity and reduce flood hazard.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
New and Existing	3, 4, 7, 11, 12	West University Place – Public Works		High	HMGP, PDM, FMA	Long Term
Action WUP6 — Enhance flood water protection for the City's Wastewater Treatment Plant to reduce the likelihood of shut down due to flood waters.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
New and Existing	3, 4, 7, 9, 10, 11, 13, 15	West University Place – Public Works		Medium	HMGP, PDM, FMA	Short Term
Action WUP7 — Coordinate with Harris Flood Control District to obtain flood water detention space within the Brays Watershed to reduce the likelihood of flooding.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
New	3, 4, 11, 12, 14, 15	West University Place – Public Works		High	HMGP, PDM, FMA	Short Term
Action WUP8 — Seek opportunities to relocate above ground utilities to harden infrastructure and reduce impacts of severe weather events and/or disruption of City services.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding, Earthquake						
New and Existing	4, 11, 13	West University Place – Public Works		High	HMGP, PDM, FMA	Long Term

Applies to New or Existing Assets	Objectives Met	Lead Agency	Support Agency	Estimated Cost	Sources of Funding	Timeline[a]
Action WUP9 — Adopt latest edition and higher standard Building Codes, Zoning / City / Storm Water Ordinances for Mitigation of Flood Hazards.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding, Earthquake						
New and Existing	3, 4, 7, 9, 10, 11, 12, 14, 15	West University Place-Public Works		Low	Staff Time, General Funds	Ongoing
Action WUP10 — Improvements to storm water drainage along the Buffalo Speedway Corridor from Bellefontaine Street in Houston north through West University Place and continuing up to the south ROW for the Interstate 69 corridor at Buffalo Speedway and including areas east and west of this described corridor to extend the drainage area by adding a 2nd 66 inch monolithic concrete pipe in addition to replacing the existing 66 in monolithic concrete pipe						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
New and Existing	3, 4, 9, 10, 11, 13	West University Place – Public Works		High	HMGP, PDM, FMA, CDBG-DR, Municipal Bonds	Short Term
Action WUP11 — Improvements to storm water drainage system in the 3800 block from University Blvd. south to Bellaire Blvd. The Auden Street Drainage Improvements limits are on Auden Street from University Blvd. to Bellaire Blvd. The improvements consist of storm sewer improvements ranging from 42" RCP to 72" RCP and the replacement of 1/2 curb and gutter concrete street.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
New and Existing	3, 4, 9, 10, 11, 13	West University Place – Public Works		High	HMGP, PDM, FMA, CDBG-DR, Municipal Bonds	Short Term
Action WUP12 — Academy Street Drainage – Improvements to storm water drainage system in the 4100 block from Bissonnet St. south to the discharge for Academy trunk line to reduce the likelihood of flooding.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
New and Existing	3, 4, 9, 10, 11, 13	West University Place – Public Works		High	HMGP, PDM, FMA, CDBG-DR, Municipal Bonds	Long Term
Action WUP13 – Coordinate with Harris County Flood Control District and the City of Southside Place to improve storm water drainage and increase capacity along the drainage easement containing Poor Farm Ditch to reduce the likelihood of flooding.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding						
New and Existing	3, 4, 7, 10, 11, 15	Harris County Flood Control District	West University Place, Southside Place	High	HMGP, PDM, FMA, CDBG-DR, Municipal Bonds	Short Term
Action WUP14— Actively participate in and support the implementation of the six area-wide actions identified in Volume 1 of this plan.						
Hazards Mitigated: Severe Weather, Hurricane, Flooding, Earthquake, Drought, Mass Movement						
New and Existing	1, 3, 4, 5, 9, 10, 11, 15	City Administration	HCOHSEM	Low	General Funds	Ongoing

a. Short-term = Completion within 5 years; Long-term = Completion within 10 years; Ongoing= Continuing new or existing program with no completion date

See the introduction to this volume for list of acronyms used here.

Table 28-15. Mitigation Action Priority

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/ Budgets?	Implementation Priority[a]	Grant Pursuit Priority[a]
WUP1	5	High	High	Yes	Yes	No	Medium	High
WUP2	8	Medium	Low	Yes	No	Yes	High	Low
WUP3	3	Low	Low	Yes	No	Yes	High	Low
WUP4	6	Medium	Low	Yes	No	Yes	High	Low
WUP5	5	High	High	Yes	Yes	No	Medium	High
WUP6	8	High	Medium	Yes	Yes	No	Medium	High
WUP7	6	High	High	Yes	Yes	No	Medium	High
WUP8	3	High	High	Yes	Yes	No	Low	Medium
WUP9	9	Medium	Low	Yes	No	Yes	High	Low
WUP10	6	High	High	Yes	Yes	No	Medium	High
WUP11	6	High	High	Yes	Yes	No	Medium	High
WUP12	6	High	High	Yes	Yes	No	Medium	High
WUP13	6	High	High	Yes	Yes	No	Medium	High
WUP14	8	Medium	Low	Yes	Yes	Yes	High	High

a. See the introduction to this volume for explanation of priorities.

Table 28-16. Analysis of Mitigation Actions

Hazard Type	Action Addressing Hazard, by Mitigation Type[a]							
	Prevention	Property Protection	Public Education & Awareness	Natural Resource Protection	Emergency Services	Structural Projects	Climate Resilient	Community Capacity Building
High-Risk Hazards								
Severe Weather	WUP-1, 3, 4, 9, 14	WUP-1, 5, 6, 7, 8, 10, 11, 12, 13	WUP-2, 3, 4, 5, 14	WUP-6	WUP-5, 6, 7, 8, 10, 11, 12, 13, 14	WUP-5, 6, 7, 10, 11, 12, 13	WUP-9	WUP-2, 3, 9, 14
Hurricane	WUP-1, 3, 4, 9, 14	WUP-1, 5, 6, 7, 8, 10, 11, 12, 13	WUP-2, 3, 4, 5, 14	WUP-6	WUP-5, 6, 7, 8, 10, 11, 12, 13, 14	WUP-5, 6, 7, 10, 11, 12, 13	WUP-9	WUP-2, 3, 9, 14
Medium-Risk Hazards								
Flood	WUP-1, 3, 4, 9, 14	WUP-1, 5, 6, 7, 8, 10, 11, 12, 13	WUP-2, 3, 4, 5, 14	WUP-6	WUP-5, 6, 7, 8, 10, 11, 12, 13, 14	WUP-5, 6, 7, 10, 11, 12, 13	WUP-9	WUP-2, 3, 9, 14
Low-Risk Hazards								
Mass Movement	WUP-1, 3, 4, 9, 14	WUP-1, 5, 6, 7, 8, 10, 11, 12, 13	WUP-2, 3, 4, 5, 14	WUP-6	WUP-5, 6, 7, 8, 10, 11, 12, 13, 14	WUP-5, 6, 7, 10, 11, 12, 13	WUP-9	WUP-2, 3, 9, 14
Earthquake	WUP14		WUP14		WUP14			WUP14
Drought	WUP14		WUP14		WUP14			WUP14

a. See the introduction to this volume for explanation of mitigation types.

28.11 REVIEW AND INCORPORATION OF INFORMATION FOR THIS ANNEX

The following technical reports, plans, and regulatory mechanisms were reviewed to provide information for this annex.

- **City of West University Place Municipal Code** — The municipal code was reviewed for the full capability assessment and for identifying opportunities for action plan integration.
- **City of West University Place Flood Damage Prevention Ordinance** — The flood damage prevention ordinance was reviewed for compliance with the National Flood Insurance Program.
- **City of West University Place –** Citywide Drainage Study
- **City of West University Place –** Community Improvement Plan

The following **o**utside resources and references were reviewed:

- **Hazard Mitigation Plan Annex Development Toolkit** — The toolkit was used to support the identification of past hazard events and noted vulnerabilities, the risk ranking, and the development of the mitigation action plan.
- **FEMA Disaster History Data, CRS & NFIP requirements**.

West University Place

Critical Facilities

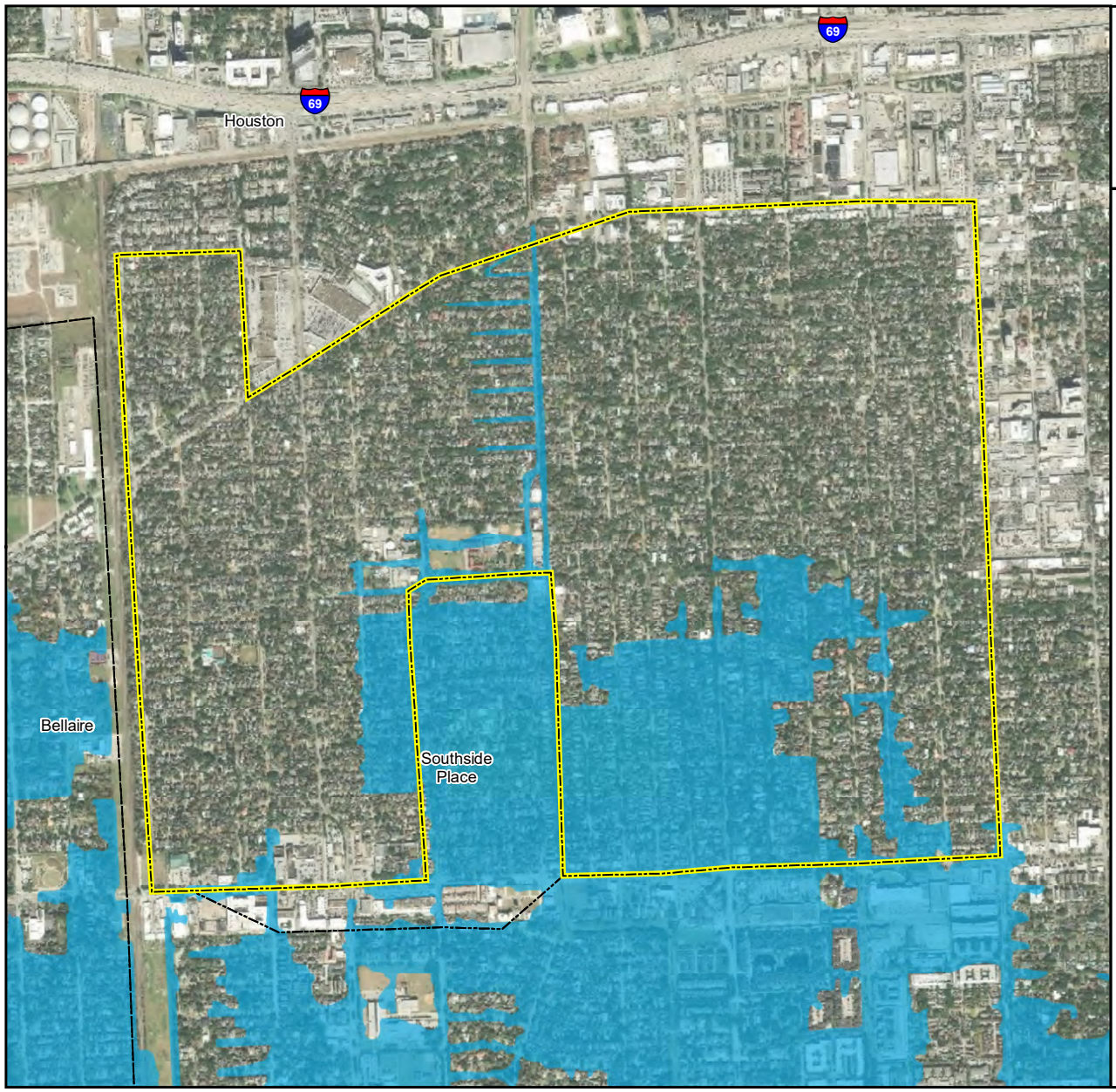
- Education Facilities
- Emergency Services
- Government Facilities
- Hazardous Material Sites
- Health and Medical Facilities
- Historical and Cultural Sites
- Transportation Systems
- Utility Systems
- Incorporated Cities
- Harris County

HARRIS COUNTY TEXAS

TETRA TECH

N

0 0.075 0.15 0.3 Miles



West University Place

FEMA Flood Hazard

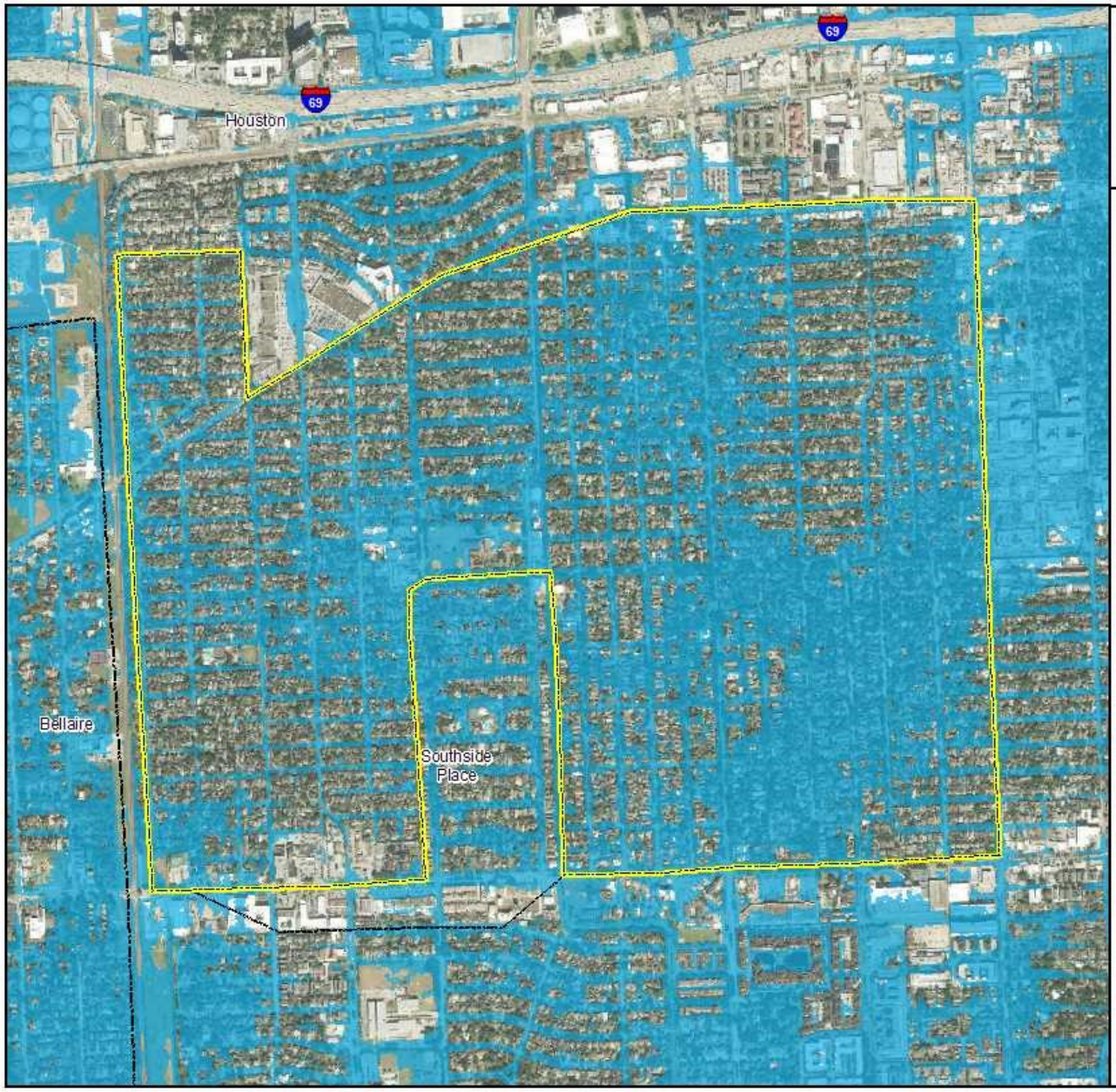
1% Annual Chance Flood (100-yr)

Incorporated Cities

Harris County

N

0 0.075 0.15 0.3 Miles



West University Place

Flood Hazard
Hurricane Harvey

Flooding Extent

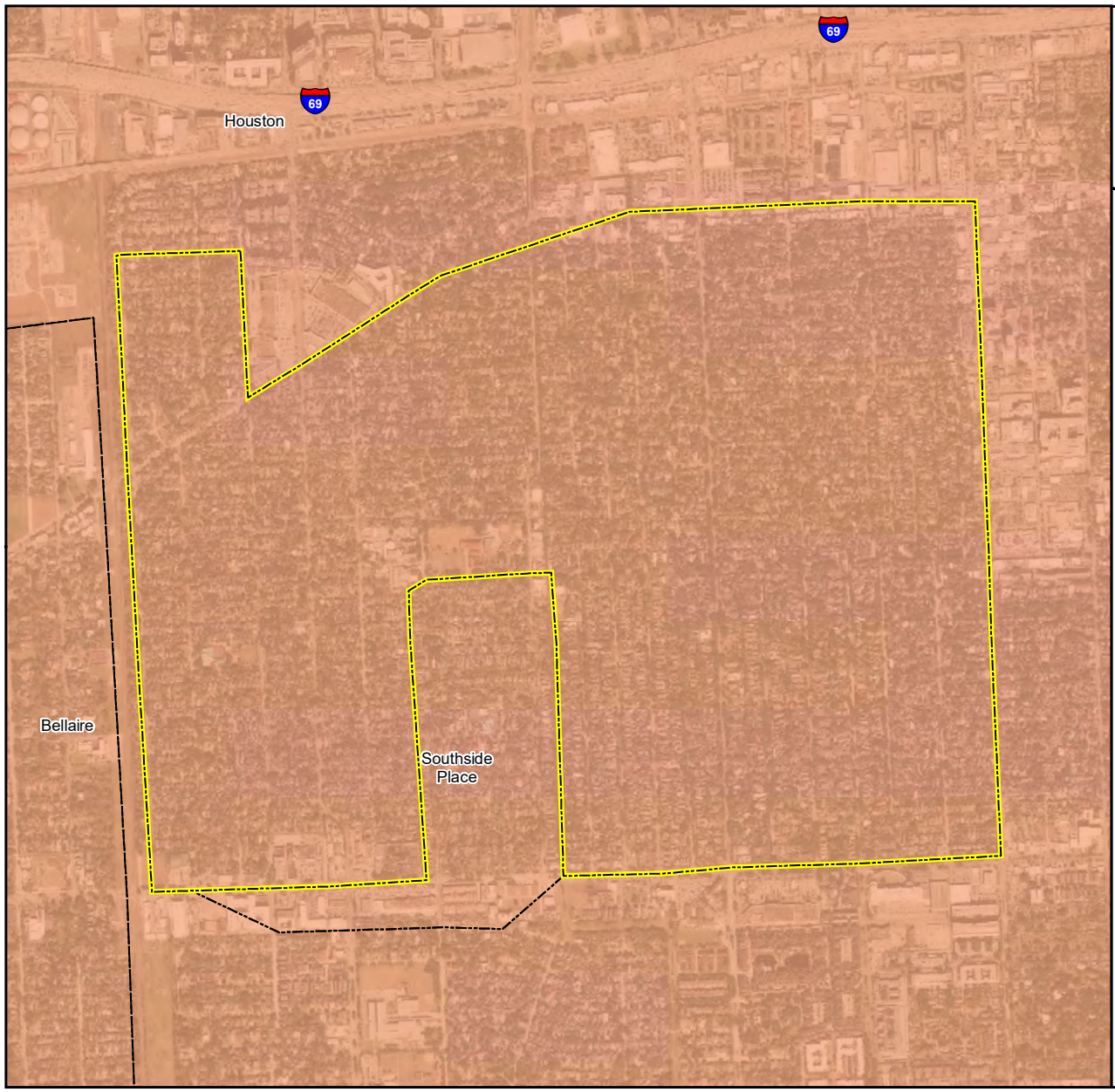
Incorporated Cities

Harris County

Note: Flooding extent shown for Hazard Mitigation Plan planning area only.

N

0 0.075 0.15 0.3 Miles



West University Place

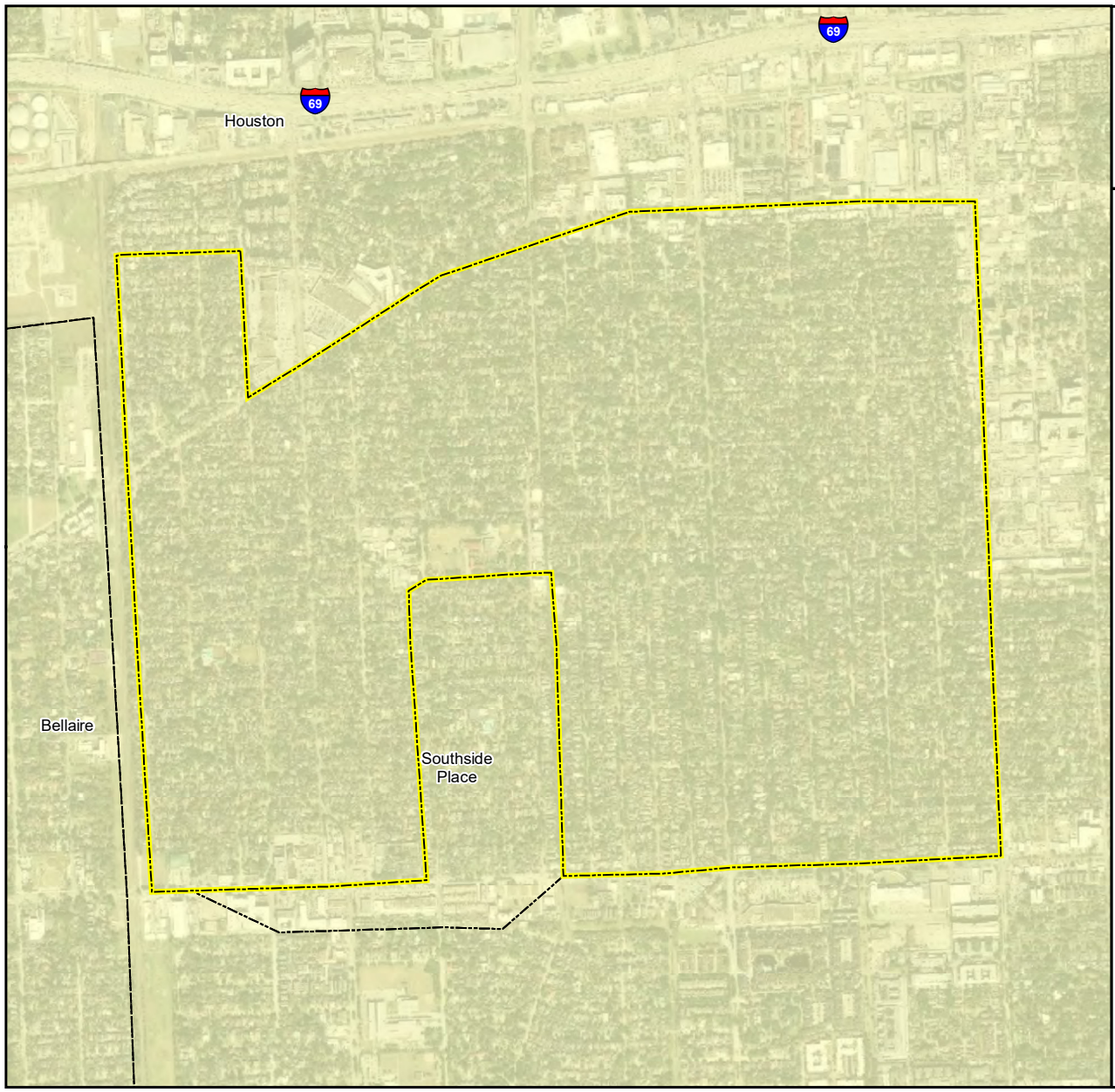
Hurricane Alicia (1983)

Peak WInd Gust (mph)

- 87 - 94
- 95 - 98
- 99 - 101
- 102 - 104
- 105 - 110
- Storm Track
- Incorporated Cities
- Harris County

N

0 0.075 0.15 0.3 Miles



West University Place

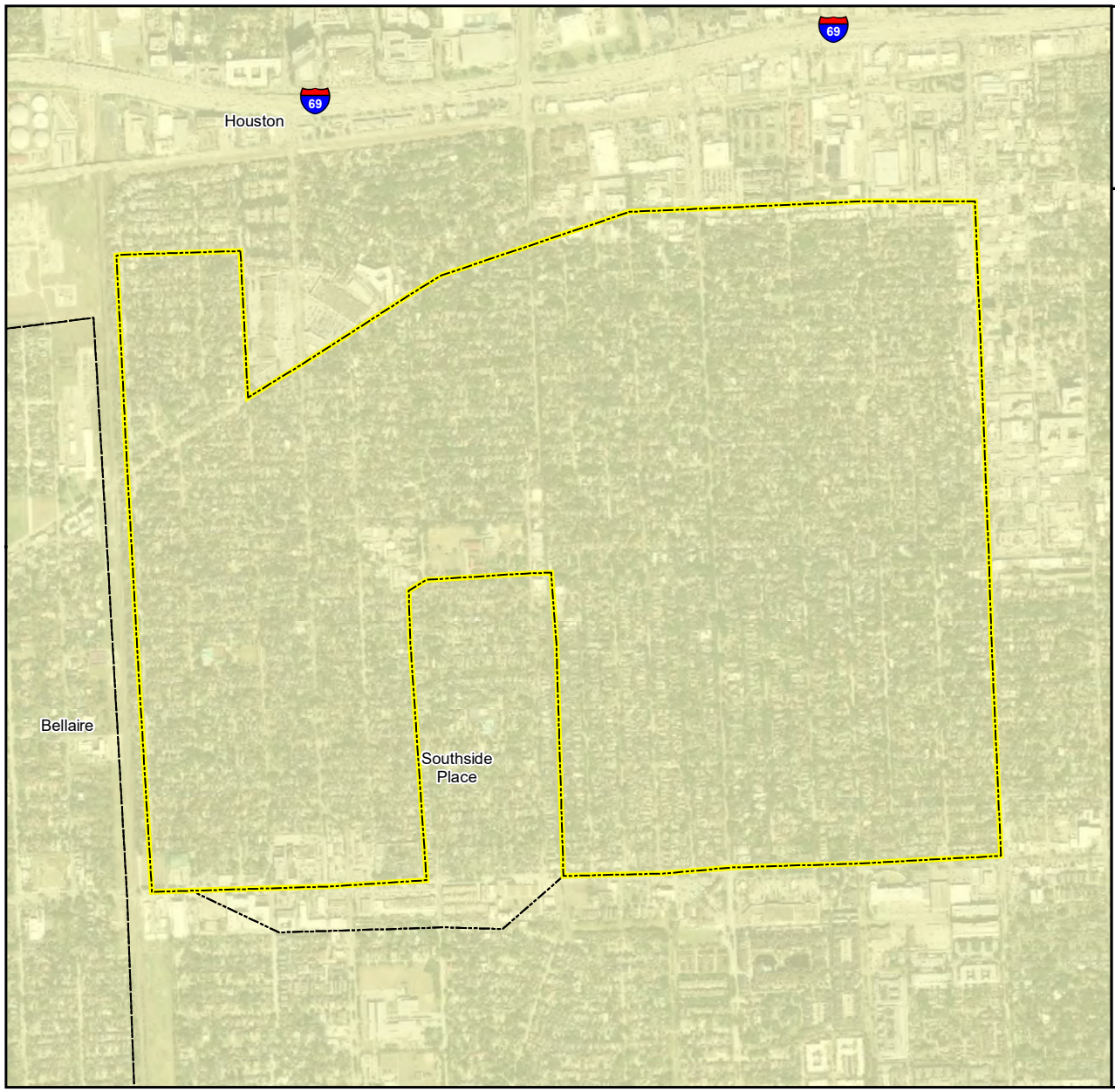
20-year Probabilistic Hurricane

Peak Wind Gust (mph)

- 63 - 71
- 72 - 76
- 77 - 80
- 81 - 84
- 85 - 92
- Incorporated Cities
- Harris County

N

0 0.075 0.15 0.3 Miles



West University Place

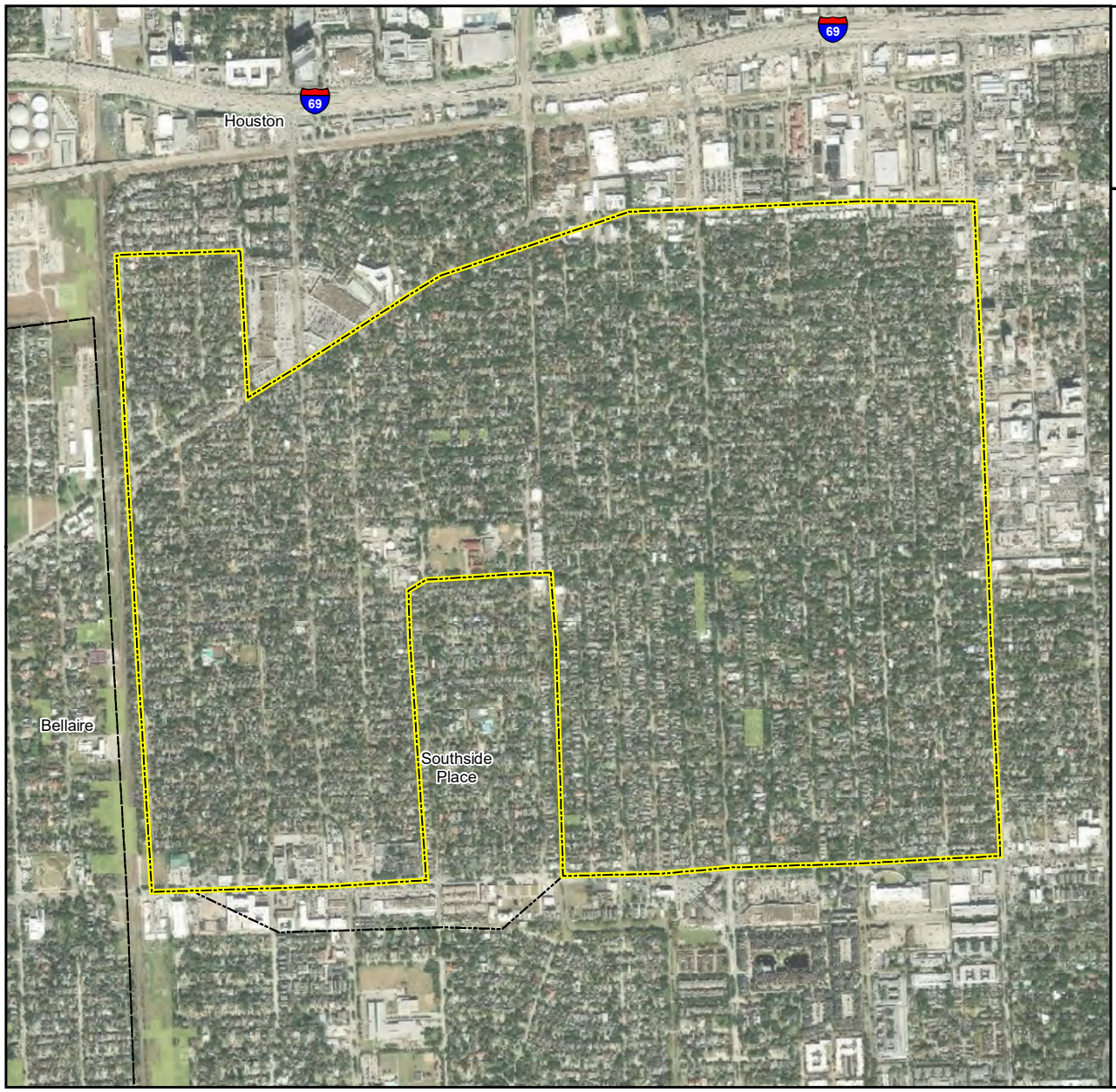
100-year Probabilistic Hurricane

Peak Wind Gust (mph)

- 89 - 101
- 102 - 106
- 107 - 111
- 112 - 117
- 118 - 128
- Incorporated Cities
- Harris County

N

0 0.075 0.15 0.3 Miles



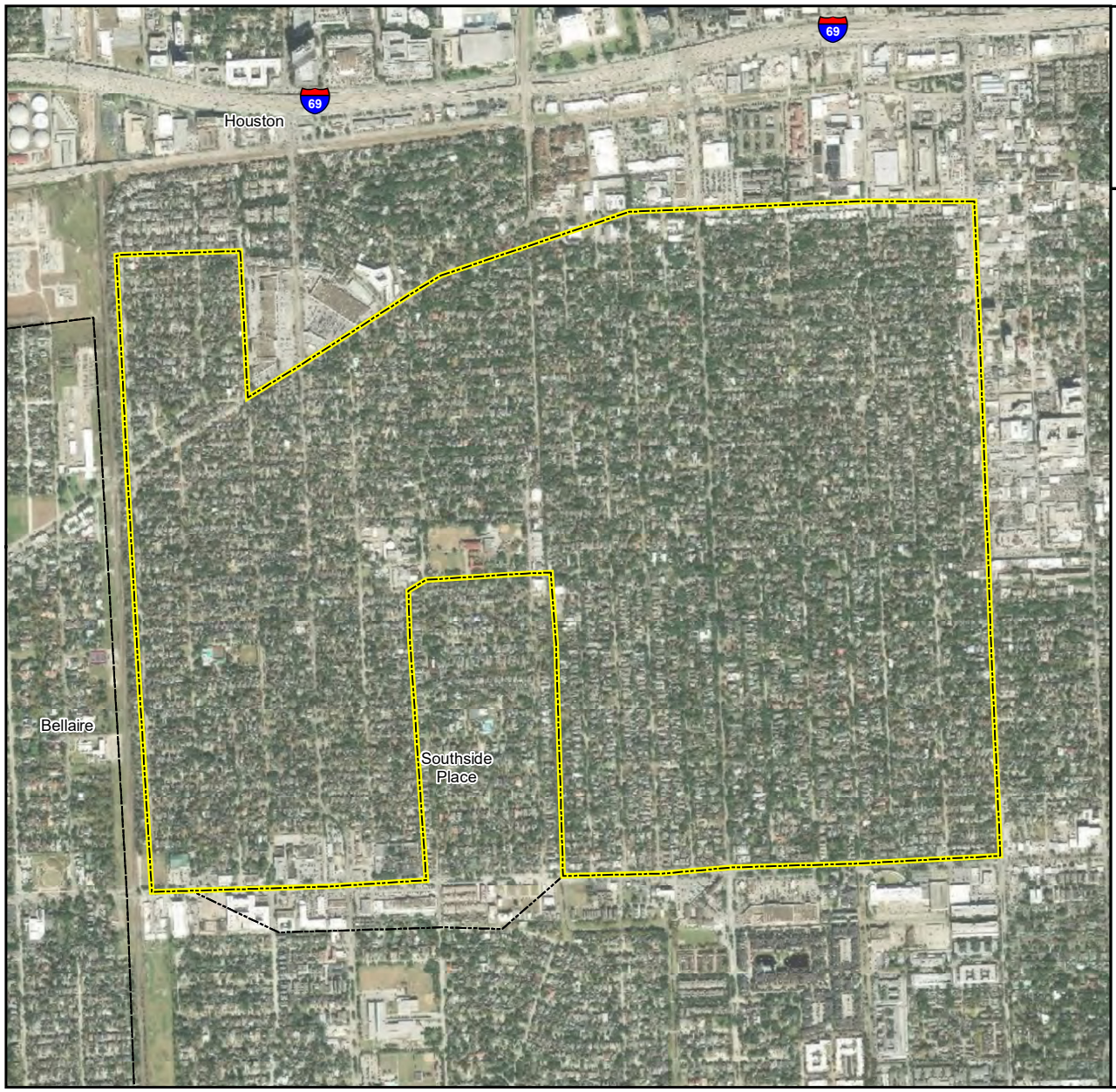
West University Place

Wildfire Ignition Density

- 1 (Low)
- 2
- 3 (Moderate)
- 4
- 5 (High)
- 6
- 7 (Very High)
- Incorporated Cities
- Harris County

N

0 0.075 0.15 0.3 Miles



West University Place

Wildfire Threat

- 1 (Low)
- 2
- 3 (Moderate)
- 4
- 5 (High)
- 6
- 7 (Very High)
- Incorporated Cities
- Harris County

N

0 0.075 0.15 0.3 Miles

City of West University Place
Harris County, Texas

RESOLUTION NO. 2020-XX
A RESOLUTION OF THE CITY OF WEST UNIVERSITY PLACE AUTHORIZING THE ADOPTION OF THE HARRIS COUNTY MULTI-HAZARD MITIGATION ACTION PLAN UPDATE

WHEREAS, all of Harris County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS; a coalition of Harris County, Cities, Villages, and Special Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the Harris County Operational Area planning area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

NOW, THEREFORE, BE IT RESOLVED that the City of West University Place:

1.) Adopts in its entirety, Volume I and the introduction, chapter 28 – the City of West University Place jurisdictional annex, and the appendices of Volume II of the Harris County Multi-Hazard Mitigation Action Plan (HMP).

2.) Will use the adopted and approved portions of the HMP to guide pre- and post-disaster mitigation of the hazards identified.

3.) Will coordinate the strategies identified in the HMP with other planning programs and mechanisms under its jurisdictional authority.

4.) Will continue its support of the Steering Committee and continue to participate in the Planning Partnership as described by the HMP.

5.) Will help to promote and support the mitigation successes of all HMP Planning Partners.

PASSED AND ADOPTED on this 18th day of May, 2020, by the following vote:

ATTEST:	SIGN:
_____	_____
City Secretary	Mayor
APPROVE AS TO FORM:	APPROVED:
_____	_____
City Attorney	City Manager

AGENDA MEMO

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

Meeting Date	05.18.2020	**Agenda Item**	11
Approved by City Manager	Yes	**Presenter(s)**	D. Beach, City Manager Aaron Taylor, EMC, Fire Chief
Reviewed by City Attorney	N/A	**Department**	Fire
Subject	Information and Update Related to COVID-19 and City Response		
Attachments	None		
Financial Information	Expenditure Required:	None	
	Amount Budgeted:	None	
	Account Number:	None	
	Additional Appropriation Required:	None	
	Additional Account Number:	None	

Executive Summary

Update and discussion between City Council and staff on the COVID-19 emergency and City's response to this declared emergency.

Recommended Action

Discussion purposes only, no action recommended.

The City of West University Place

A Neighborhood City

CITY COUNCIL
Bob Higley, Mayor
Kevin Trautner, Mayor Pro Tem
John P. Barnes, Councilmember
Lauri Lankford, Councilmember
Ed Sobash, Councilmember

STAFF
David J. Beach, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL ACTION MINUTES

The City Council of the City of West University Place, Texas, met in regular session via teleconference due to the Coronovirus (COVID-19) health threat on **Monday, May 11, 2020**, at **6:30 p.m.** in the Bill Watson Conference Room in the Municipal Building, 3800 University, West University Place.

Agenda items were as follows:

1. Call Regular Meeting to Order

Mayor Higley called the meeting to order at 6:30 p.m. Councilmember Sobash, City Manager Beach, City Secretary Gilliam, Police Chief Walker, IT Director Dang and HR Director Urban were present.

Mayor Pro Tem Trautner, Councilmembers Barnes and Lankford, City Attorney Petrov, Fire Chief/Emergency Management Coordinator Taylor and Public Works Director Barrera attended via teleconference.

2. Pledge of Allegiance

Councilmember Sobash led the Pledge.

3. Public Works Week Proclamation

Matters related to a Proclamation proclaiming May 17-23, 2020 as Public Works Week. *Recommended Action: Proclaim May 17-23, 2020 as Public Works Week in the City of West University Place.* ***Mr. Gerardo Barrera, Public Works Director***

Mayor Higley read the Proclamation designating May 17-23, 2020 at Public Works Week in West University Place.

4. Public Comments

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

There were no public comments.

5. Harris ERP Support and Maintenance

Matters related to a contract with Harris ERP for support and maintenance of computer software. *Recommended Action: Approve contract with Harris ERP.* ***Mr. Tim Dang, IT Director***

Mr. Dang presented and stated that the City has been using Enterprise, a Harris ERP software, since 2008 and that the proposed maintenance and support contract allows for up-to-date features and security.

DRAFT

Councilmember Barnes asked if this contract is subject to the City's standards because he doesn't see anything in this one relating to venue or jurisdiction in case of a dispute. He said his concern is that Harris ERP is located out of state so if there is a dispute it might have to be litigated outside of Harris County, Texas. City Attorney Petrov confirmed that Councilmember Barnes' concern is legitimate.

City Manager Beach responded that this is not a typical contract but rather a one-year support and maintenance contract.

Councilmember Sobash asked whether the City is requesting the upgrade functionality or if Harris ERP is pushing for it. IT Director Dang said the City is requesting the upgrade for continued maintenance and support.

City Manager Beach said in the future staff will negotiate a longer term contract and request approval for funding during the budget process.

Councilmember Sobash asked if a better price could be negotiated with a longer contract. IT Director Dang said yes.

Councilmember Sobash moved to accept this contract for Harris ERP to support the maintenance of computer software as recommended by staff. Mayor Pro Tem Trautner seconded the motion. **MOTION PASSED.**

Ayes: Higley, Trautner, Barnes, Lankford, Sobash
Noes: None
Absent: None

Before going to the next Agenda item, Councilmember Lankford asked if the blue ribbon idea to support employees that was discussed during the last council meeting is something that would be done during Public Works Week. Councilmember Barnes said he spoke with Orval Marlow, Chair of the Recycling and Solid Waste Reduction Board (RSWRB), because it is tied to a lot of what Public Works does. He continued to say that Mr. Marlow and Public Works Director Barrera will be in communications to flush out a proposal that will be targeted to launch during Public Works Week.

Councilmember Sobash interjected to say that he is uncomfortable discussing this now and thinks discussion should be held under Item 6. Councilmember Lankford said it relates to Agenda Item 3 and that she did not bring it up at that time due to Councilmember Barnes and Public Works Director Barrera not being on the line and/or having technical difficulties during the reading of the Public Works Proclamation.

City Attorney Petrov said because discussion was related to an item on the agenda, Council was okay to discuss at this time.

6. <u>Information and Updates related to COVID-19</u>

Matters related to COVID-19. *Recommended Action: Discuss and take any desired action.* ***Mr. Dave Beach, City Manager and Mr. Aaron Taylor, Fire Chief and Emergency Management Coordinator***

Fire Chief/EMC Taylor presented and reported the following:

- In Harris County there are currently 7,878 confirmed cases, 4,690 active cases, 3,016 recoveries, and 172 deaths.
- There are 15 confirmed case in West U (no data on recoveries)

- There are 15 PUI's (Persons Under Investigation) by the Harris County Public Health
- The City's EOC remains at Level 2 (limited activation) and staff continues to hold weekly EOC meetings to coordinate plans and efforts between departments.
- All full-time City employees are continuing to work alternative staffing modules at least through May 18.
- Between May 18 and June 1 City staff will begin the transition to a normal schedule based on the need of each department. Currently, the goal is to have all full-time employees back in the office and working normal schedules by June 1 with continued social distancing and enhanced cleaning procedures encouraged and enforced.
- All employees reporting to work will continue to go through temperature screening and screening for symptoms.
- The current plan is for all City facilities to remain closed to the public until June 1 with the exception of the lobby in the Police Department.
- Beginning June 1 the plan is for City Hall and Public Works Admin Building to open to the public utilizing enhanced safety precautions such as sneeze guards and social distancing markers.
- The West U Rec Center is planning for a modified opening on June 1.
- Public Works is currently working to install safety barriers at customer service points throughout the City and should have them in place by June 1.
- Judge Hidalgo's Order is set to expire on May 21, which currently prohibits playgrounds and park features. Once it is expired local decisions can be made regarding playgrounds, etc., though the CDC recommends that playgrounds continue to be closed.
- Staff has obtained quotes to rent construction fencing in Judson Park, Whitt Johnson Park and Weir Park to allow for green space for residents to utilize. The quote for the rental agreement for all three parks is a total of $1,500 per month.

In response to Mayor Higley's question as to how many confirmed deaths are there in West U as a result of COVID19, Chief Taylor responded that staff is not aware of any at this time.

Councilmember Sobash asked if there have been any cases with employees. HR Director Urban stated that there have been some employees that have either come in contact with people a couple people that may have been concerned and maybe have had and have to be quarantined and may have one employee that tested positive. Kept practical safeguards in place. Councilmember Sobash said he assumes that the person that had questionable results is quarantined to which HR Urban replied yes.

Councilmember Barnes asked when City Hall and PW Building reopens will it be encouraged that visitors wear masks. Chief Taylor said yes, it will be highly encouraged. He said other safety precautions will also be in place.

Councilmember Sobash said if the County Order expires on May 21 and not be extended, does it fall on the City as to how to proceed with reopening the parks and if so has staff developed a plan on how to do it. Fire Chief Taylor responded that as of right now there is no guidance from CDC or otherwise on how to safely open playground equipment to the public nor has a plan been developed on the local level.

City Manager Beach said regardless of whether the County Order expires on the 21st allowing residents use of playground equipment will continue to be revaluated and phased in when appropriate.

Lauri asked if staff has made the decision on the fencing option or if it's still being considered. City Manager Beach said it's still being considered.

With the exception of swimming pools, Mayor Higley proposed opening green space as quickly as possible with a fencing around the "kiddie-friendly" park equipment. He said this way the parks are open while still protecting children.

Mayor Pro Tem Trautner asked the city manager his plan for fencing the equipment in the parks. City Manager Beach said the plan is to fence off equipment in the parks with significant green space, which is Weir, Judson and Whitt Johnson parks. He said staff will look at the green space in the other parks to determine if barriers can be put up around playground equipment and still offer enough green space.

Councilmember Barnes suggested that when the parks are open consideration be given to propping open the gates so that no one has to touch them.

City Manager Beach said in a discussion with Parks and Recreation Director White he had mentioned this and her response was that parents prefer that the gates remain closed to keep the kids in the parks. He said staff might look into other alternatives (i.e. gates that will allow using feet to push them open or attach a feature to the gate that wouldn't necessitate use of the hands to open).

Councilmember Sobash said the Parks Board members are resident experts and asked if Council could ask the Parks Board for recommendations on how to proceed in opening the parks.

Mayor Pro Tem Trautner said he wonders if Council is making it more complicated than it is. He said City Manager Beach and Parks and Recreation Director White, along with other staff, can come up with a solution.

Mayor Higley said he likes the idea of going to the Parks Board for recommendations.

City Manager Beach said it would require time because the Parks Board's next meeting is June 3 unless a special meeting is called. Councilmember Sobash said he is not asking for a special meeting of the Parks Board.

City Manager Beach said if the goal is to get the green space re-opened, staff will have them opened in a timely matter with barriers installed and then go from there. He said after the Parks Board meeting in June staff can get feedback and make any necessary tweaks at that time.

7. <u>Consent Agenda</u>

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. <u>City Council Minutes</u>

Approve the City Council Minutes of April 27, 2020.

Councilmember Lankford requested that "is neighbor" be changed to correctly read "his neighbor" under David Cole's public comment.

Councilmember Sobash moved to approve the Consent Agenda with the noted correction. Councilmember Barnes seconded the motion. **MOTION PASSED.**

Ayes: Higley, Trautner, Barnes, Lankford, Sobash

Noes: None
Absent: None

8. <u>Adjourn Regular Meeting</u>

With no other matter before council, the meeting will adjourn.

Mayor Pro Tem Trautner moved to adjourn the meeting at 7:13 p.m. Councilmember Barnes seconded the motion. **MOTION PASSED.**

Ayes: Higley, Trautner, Barnes, Lankford, Sobash
Noes: None
Absent: None

Audio of this Council Meeting is available on the City's website or contact the City Secretary's office for a copy.

Prepared by: City Secretary Thelma A. Gilliam

Approved by City Council on: _____

DRAFT

AGENDA MEMO

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

Meeting Date	05.18.2020	**Agenda Item**	12B
Approved by City Manager	Yes	**Presenter(s)**	S. White, Director
Reviewed by City Attorney	Yes	**Department**	Parks and Recreation
Subject	Landscaping Contract (Rejection of Bids)		
Attachments	Bid Summary		
Financial Information	Expenditure Required:		N/A
	Amount Budgeted:		$200,000
	Account Number:		101-6040-74090
	Additional Appropriation Required:		N/A
	Additional Account Number:		N/A

Executive Summary

The City solicited competitive bids for lawn and landscape maintenance for facilities, parks, medians, street right-of-ways, and beautification areas with six vendors attending the mandatory pre-bid meeting. As the coronavirus pandemic was increasing, the original bid deadline was extended from March 19, 2020 to April 9, 2020, after surveying potential bidders to determine if they would bid if an extension was issued. Three vendors stated they would bid. During this period, the pandemic continued to escalate, and a shelter in place order was under effect on April 9, 2020, with only one bid received at the deadline. Staff recommends rejecting the bid and rebid the contract in late fall 2020 when conditions are more favorable for the competitive bid process.

Per Local Government Code Chapter 252, Section 252.043, State law provides that the governing body may reject any and all bids, as there is no provision that would allow the delegation of this decision to City staff. In order to rebid the project, City Council will need to reject all bids.

Recommended Action

Staff recommends City Council reject the bids received for Bid No. 20-0001 PARKS.

West university Place
Bid Summary

Project Title: Job No. 20-0001 Parks - 2020 - 2022 Landscape Maintenance Bid **Bid Date/Time:** Thursday, 04/09/2020 @10:05 AM - City Hall Exterior Entrance off Auden	**I HEREBY CERTIFY THAT THIS IS AN ACCURATE SUMMARY OF ALL PROPOSALS RECEIVED.** **Prepared by:** Brooks Smith, Parks Maintenance Manager

	Company	Pricing	Bid Check List (All items included)	Receipt of Addendums 1-3
1	Landscape Professionals Of Texas	Base Bid 133,800 Bid Alternate 9450	✓	✓
2		Base Bid Bid Alternate		
3		Base Bid Bid Alternate		
4		Base Bid Bid Alternate		
5		Base Bid Bid Alternate		
6		Base Bid Bid Alternate		

AGENDA MEMO

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

Meeting Date	05.18.2020	**Agenda Item**	12C
Approved by City Manager	YES	**Presenter(s)**	G. Barrera, PW Director
Reviewed by City Attorney	N/A	**Department**	Public Works
Subject	Storm Sewer Management Project (Rejection of Bids)		
Attachments	Bid Summary		
Financial Information	Expenditure Required:		N/A
	Amount Budgeted:		$100,000
	Account Number:		340-7000-85010
	Additional Appropriation Required:		N/A
	Additional Account Number:		N/A

Executive Summary

As part of a planned annual maintenance program of the City's large diameter storm sewers, the City solicited competitive bids for the inspection and cleaning of approximately 6,100 linear feet as lumped summed items that included inspection, cleaning and material disposal. All bids received came in higher than anticipated and exceed the appropriated budget for this work.

Staff is working with the City Engineer to revise the scope of work and solicit new bids for cleaning large diameter storm sewers. The revised bids will be based on cleaning per lineal foot with a "not to exceed" clause with a potential for a multi-year contract based upon annual budget appropriations approved by Council. The focus for the first-year is cleaning of the large diameter pipes that move storm water out of the City.

Per Local Government Code Chapter 252, Section 252.043, State law provides that the governing body may reject any and all bids as there is no provision that would allow the delegation of this decision to City staff. In order to rebid the project, City Council will need to reject all bids.

Recommended Action

Staff recommends City Council reject all bids received for Bid No. PW 20-03.

BID OPENING SUMMARY SHEET

Bid Date: **Thursday, April 30, 2020 at 9:00 a.m.**

Project Name: **CITY OF WEST UNIVERSITY PLACE STORM SEWER CCTV INSPECTION**

Owner: **WEST UNIVERSITY PLACE**

Project Manager: **Carol Harrison, P.E.** **IDS Project No.:** **2348-001-00, Bid PW 20-03**

CONTRACTOR	AMOUNT BID	Apparent Place
CSI Consolidated LLC	$217,400.00	2
American Allwaste	$ 213,485.00	1
Chief Solutions, Inc.	$ 345,810.00	3
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	