



# 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 Special Meeting Amended Agenda**

Notice is hereby given of a **special meeting** of the West University Place City Council to be held on **Monday, September 21, 2020** beginning at **6:30 p.m.**, for the purpose of a public hearing on the proposed 2021 Budget.

Due to the Novel Coronavirus (COVID 19) pandemic and CDC's recommendation regarding social distancing measures, the meeting will be held **via audio/video teleconference**. City Council 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 **call 346-248-7799** or you can **join via <https://us02web.zoom.us/j/89459128514>**. The **Meeting ID Number is 894 5912 8514**.

**Any person interested in speaking** on the proposed 2021 Budget must submit his/her request via email to the City Secretary at [tgilliam@westutx.gov](mailto:tgilliam@westutx.gov) at least **one (1) hour prior to the start of the hearing**. The request must include the speaker's name, address, and the phone number that will be used for the call.

Note: The City Council reserves the right to meet in a closed session should the need arise and, if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

After the hearing, a recording of the discussion will be made available to the public.

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Agenda items are as follows:

**1. Call to Order**

**2. COVID-19 Update**

Matters related to COVID-19. *Recommended Action: Discuss and take any desired action. Mr. Aaron Taylor, Fire Chief and Emergency Management Coordinator* [see Agenda Memo 2]

**3. Public Hearing on the Proposed 2021 Budget**

Matters related to the first and final hearing to hear comments on the proposed 2021 Budget. *Recommended Action: Hold public hearing on the proposed 2021 Budget. Ms. Katherine DuBose, Finance Director* [see Agenda Memo 3]

**4. Close Public Hearing**

**5. Resolution Declaring a Public Necessity**

Matters related to the adoption of a resolution declaring the existence of a public necessity for the acquisition of a drainage easement and temporary construction easement in connection with the Buffalo Speedway project. *Recommended Action: Adopt Resolution. Mr. Dave Beach, City Manager* [see Agenda Memo 5]

I certify that this AMENDED notice was posted on the Municipal Building bulletin board on September 18, 2020 1:45 o'clock p.m.

**In compliance with the Americans with Disabilities Act, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting to see whether the City can arrange for accommodations to assist in your participation in the meeting.**

(SEAL)

*Thelma A. Gilliam*

Thelma A. Gilliam, City Secretary



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

<b>Meeting Date</b>	09.21.2020	<b>Agenda Item</b>	2
<b>Approved by City Manager</b>	N/A	<b>Presenter(s)</b>	A. Taylor, EMC, Fire Chief
<b>Reviewed by City Attorney</b>	N/A	<b>Department</b>	Fire
<b>Subject</b>	COVID-19 Update		
<b>Attachments</b>	None		
<b>Financial Information</b>	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**

Staff recommends that Council discuss and take any desired action.



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

<b>Meeting Date</b>	09.21.20	<b>Agenda Item</b>	3
<b>Approved by City Manager</b>	N/A	<b>Presenter(s)</b>	K. DuBose, Director
<b>Reviewed by City Attorney</b>	N/A	<b>Department</b>	Finance
<b>Subject</b>	Public Hearing on the Proposed 2021 Budget		
<b>Attachments</b>	PowerPoint Presentation		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:	N/A	
	Additional Appropriation Required:	N/A	
	Additional Account Number:	N/A	

**Executive Summary**

Section 102.006 of the Texas Local Government Code requires the governing body of a municipality to hold a public hearing on the proposed budget. The hearing shall occur no less than 15 days after the filing of the budget with the City Secretary but before the date the governing body adopts the tax rate. The “Notice of Public Hearing” which included the date for the budget public hearing was published in the West U Examiner on September 9, 2020.

The 2021 Budget is scheduled for adoption at the City Council meeting, September 28, 2020 at 6:30 p.m.

**Recommended Action**

Staff recommends that the City Council hold the public hearing for the 2021 proposed budget.

# Public Hearing on the 2021 Budget

**City Council Special Meeting**  
September 21, 2020



# Requirement

- Section 102.006 of the Texas Local Government Code requires the governing body of a municipality to hold a public hearing on the proposed budget.
- The hearing shall occur no less than 15 days after filing the budget with the City Secretary (August 28, 2020) but before the date the governing body adopts the tax rate (September 28, 2020).

**CITY OF WEST UNIVERSITY PLACE, TEXAS**  
**BUDGET SUMMARY COMPARISON MAJOR FUNDS**  
**2021 BUDGET AT A GLANCE**

	<b>General Fund</b>	<b>Debt Service Fund</b>	<b>Water &amp; Sewer Fund</b>	<b>Solid Waste Fund</b>	<b>Technology Management Fund</b>	<b>Total</b>
<b><u>Revenues</u></b>						
Property Tax	\$ 12,925,878	\$ 6,824,104	\$ -	\$ -	\$ -	\$ 19,749,982
Other Taxes	2,221,000	-	-	-	-	2,221,000
Licenses, Permits & Fees	606,750	-	-	-	-	606,750
Charges for Services	2,872,100	-	8,180,000	1,791,500	-	12,843,600
Fines & Forfeitures	135,400	-	-	-	-	135,400
Other Revenue	553,300	38,000	140,900	4,400	2,500	739,100
Transfers	1,695,300	388,020	44,600	-	1,726,000	3,853,920
<b>Total Revenues</b>	<b>\$ 21,009,728</b>	<b>\$ 7,250,124</b>	<b>\$ 8,365,500</b>	<b>\$ 1,795,900</b>	<b>\$ 1,728,500</b>	<b>\$ 40,149,752</b>
<b><u>Expenditures</u></b>						
Personnel	\$ 13,087,170	\$ -	\$ 1,186,200	\$ 514,400	\$ 602,700	\$ 15,390,470
Operating	4,957,200	-	3,415,800	1,080,300	1,104,500	10,557,800
Capital	221,200	-	96,000	31,000	-	348,200
Transfers	3,010,500	-	3,950,000	310,000	20,700	7,291,200
Debt Service	-	7,180,374	388,020	-	-	7,568,394
<b>Total Expenditures</b>	<b>\$ 21,276,070</b>	<b>\$ 7,180,374</b>	<b>\$ 9,036,020</b>	<b>\$ 1,935,700</b>	<b>\$ 1,727,900</b>	<b>\$ 41,156,064</b>

**CITY OF WEST UNIVERSITY PLACE, TEXAS  
BUDGET SUMMARY COMPARISON OTHER FUNDS  
2021 BUDGET EXPENDITURES**

**Capital Improvement Funds**

Capital Project Fund	\$ 500,000
Transportation/Drainage Project Fund	250,000
2019 CO Fund	-
Water & Sewer Capital Project Fund	2,340,000

**Other Internal Service Funds**

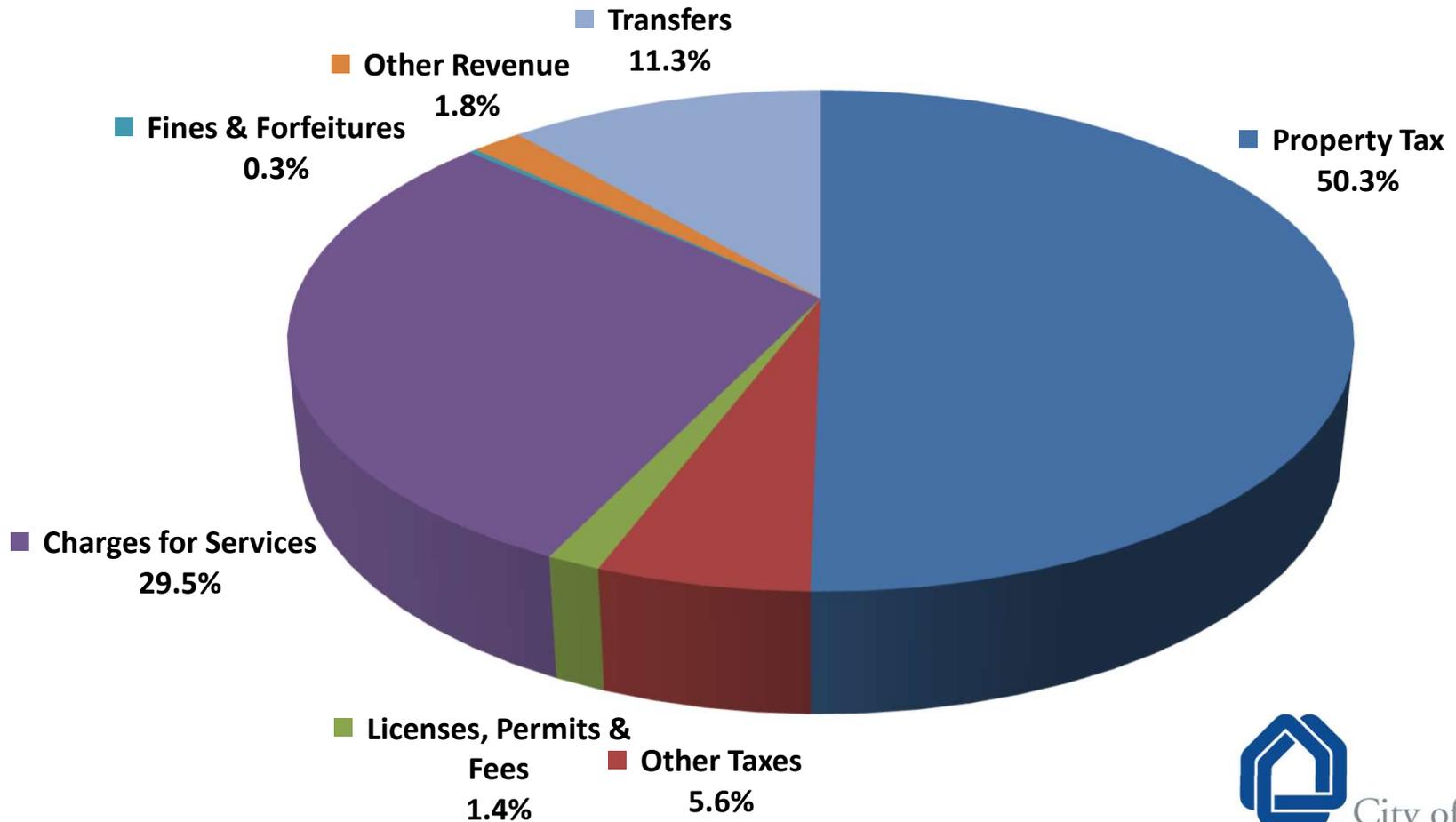
Vehicle Replacement Fund	153,000
Asset Replacement Fund	186,600
Employee Benefit Fund	2,317,000
Human Resources Services Fund	253,900

**Special Revenue Funds**

Parks Fund	30,000
Friends of West U Parks Fund	250,000
Court Technology Fund	2,000
Tree Replacement Fund	50,000
Court Security Fund	15,000
METRO fund	575,000
Police State Forfeited Property Fund	-
Police Training Fund	-
Fire Training Fund	-
Good Neighbor Fund	2,500

<b>Total All Funds</b>	<b>\$6,925,000</b>
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# 2021 REVENUES – GENERAL, DEBT SERVICE, WATER & SEWER, SOLID WASTE AND TECHNOLOGY MANAGEMENT FUNDS



# Budget Highlights – Revenue

**2021 Budget Proposed Tax Rate \$0.294066 per \$100 Assessed Value**

Proposed Maintenance and Operations Rate \$0.192482 (1.5% increase YTY)

Proposed Debt Services Rate \$0.101584 (15.0% decrease YTY)

**Total Proposed Tax Rate \$0.294066 (4.9% decrease YTY)**

## 2021 Charges for Services

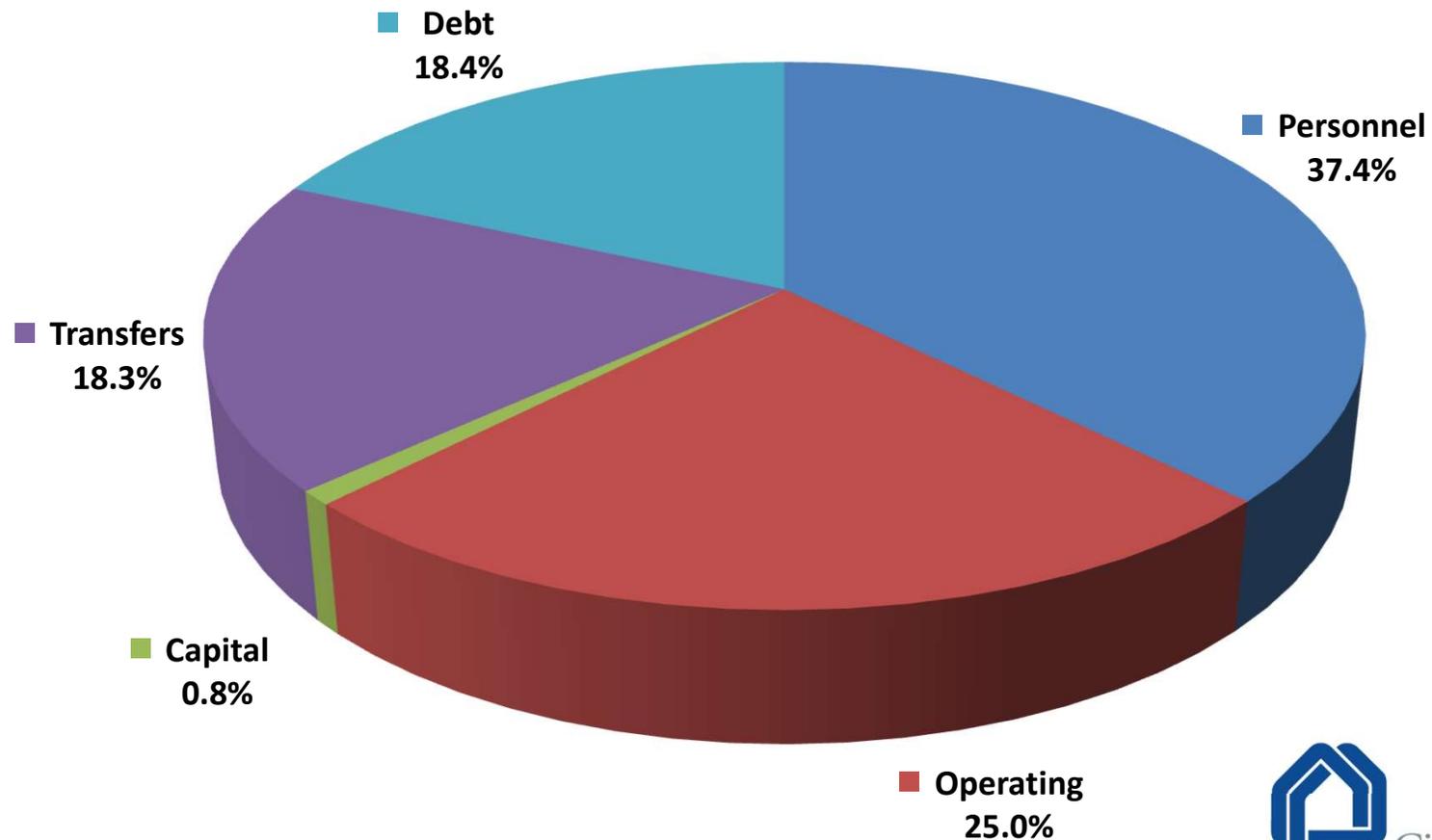
- No rate increases are budgeted for Water, Sewer, or Solid Waste
- Rate increases are anticipated for 2022



# Budget Highlights – Revenue

- **Parks & Recreation** – decrease of \$575,200 compared to 2020 budget
  - 2021 will be a transition year with roughly 70% of typical revenues
- **Investment Earnings** – decrease of \$141,500 compared to 2020 budget
  - Due to the decline in interest rates (currently earning 0.217%)
- **Municipal Court** – decrease of \$71,000 compared to 2020 budget
  - Court proceedings have been scaled back to allow social distancing
  - Since the onset of COVID-19, court collections have declined

# 2021 EXPENDITURES – GENERAL, DEBT SERVICE, WATER & SEWER, SOLID WASTE AND TECHNOLOGY MANAGEMENT FUNDS



# Budget Highlights – Personnel Costs

	2020 Budget	2021 Budget	Change	% Change
(in millions)				
Compensation	\$11.101	\$11.240	\$0.138	1.25%
Benefits	4.282	4.151	(0.131)	-3.05%
Total	\$15.383	\$15.390	\$0.008	0.05%

PROPOSED ADDITIONS	DEPT.	ESTIMATED COST*
• Communications Coordinator	Admin.	\$ 108,400

\* Cost includes salary and benefits

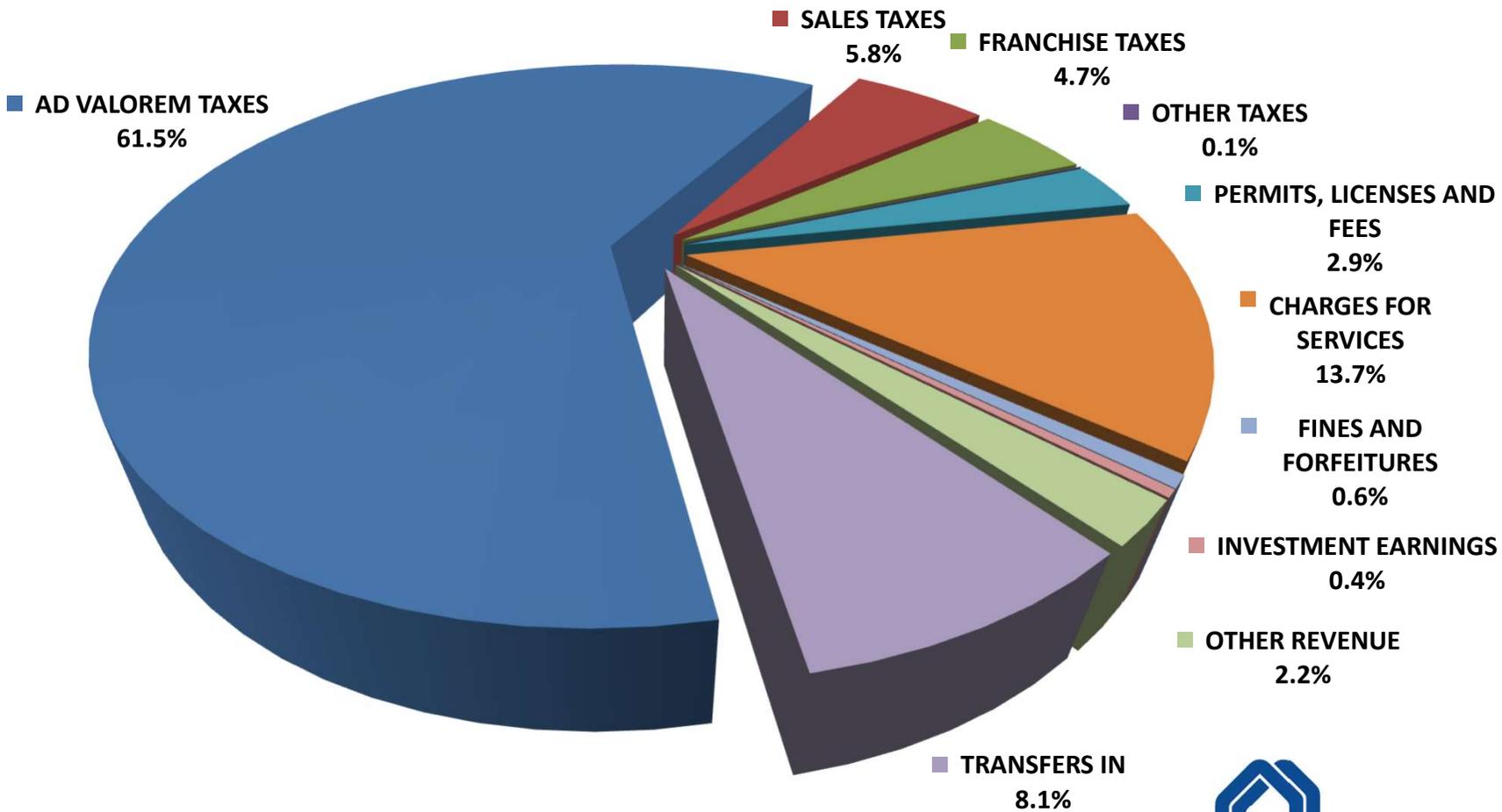
**One-Time Cost:**

- Training - \$2,500

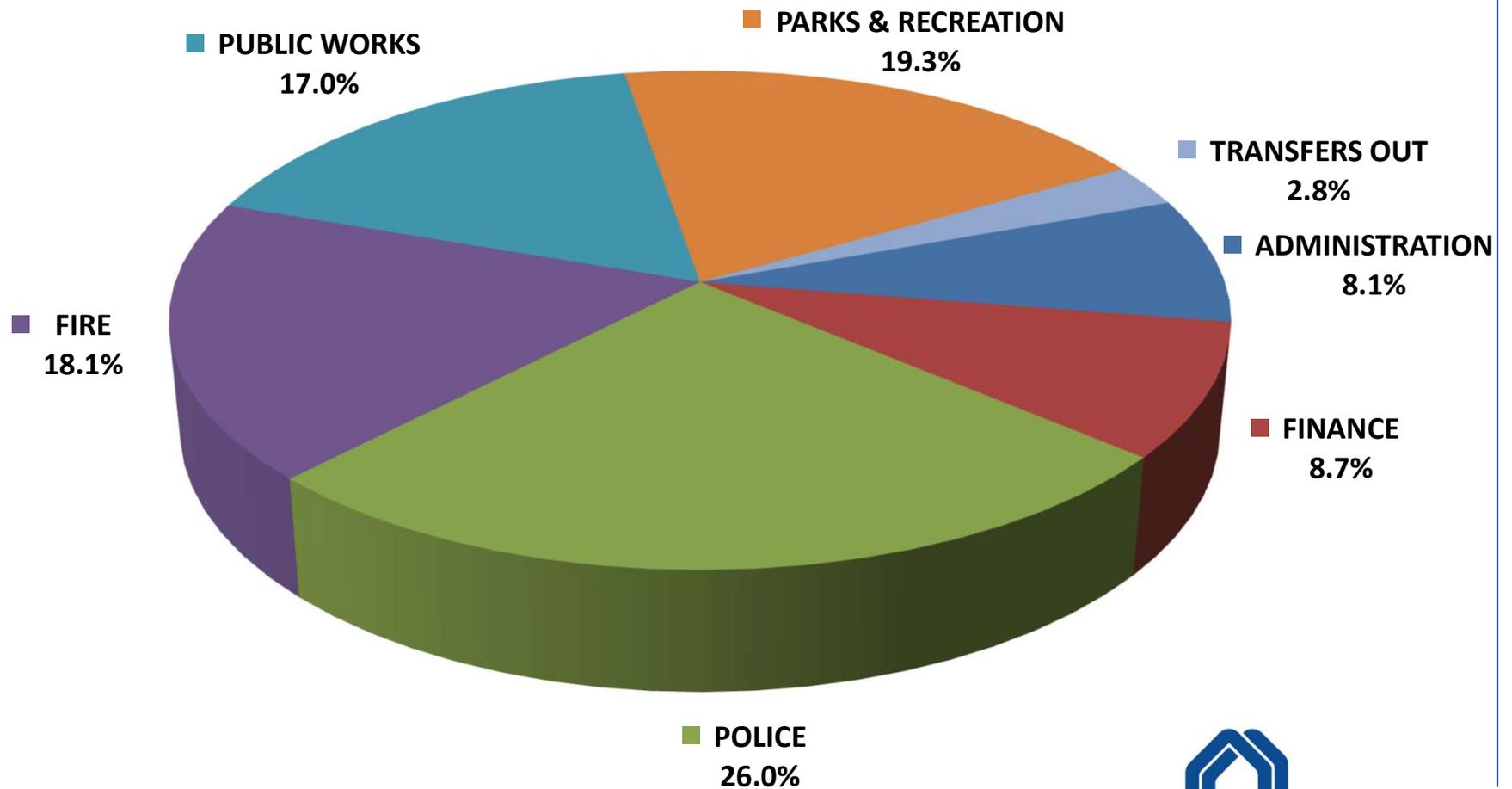


# GENERAL FUND

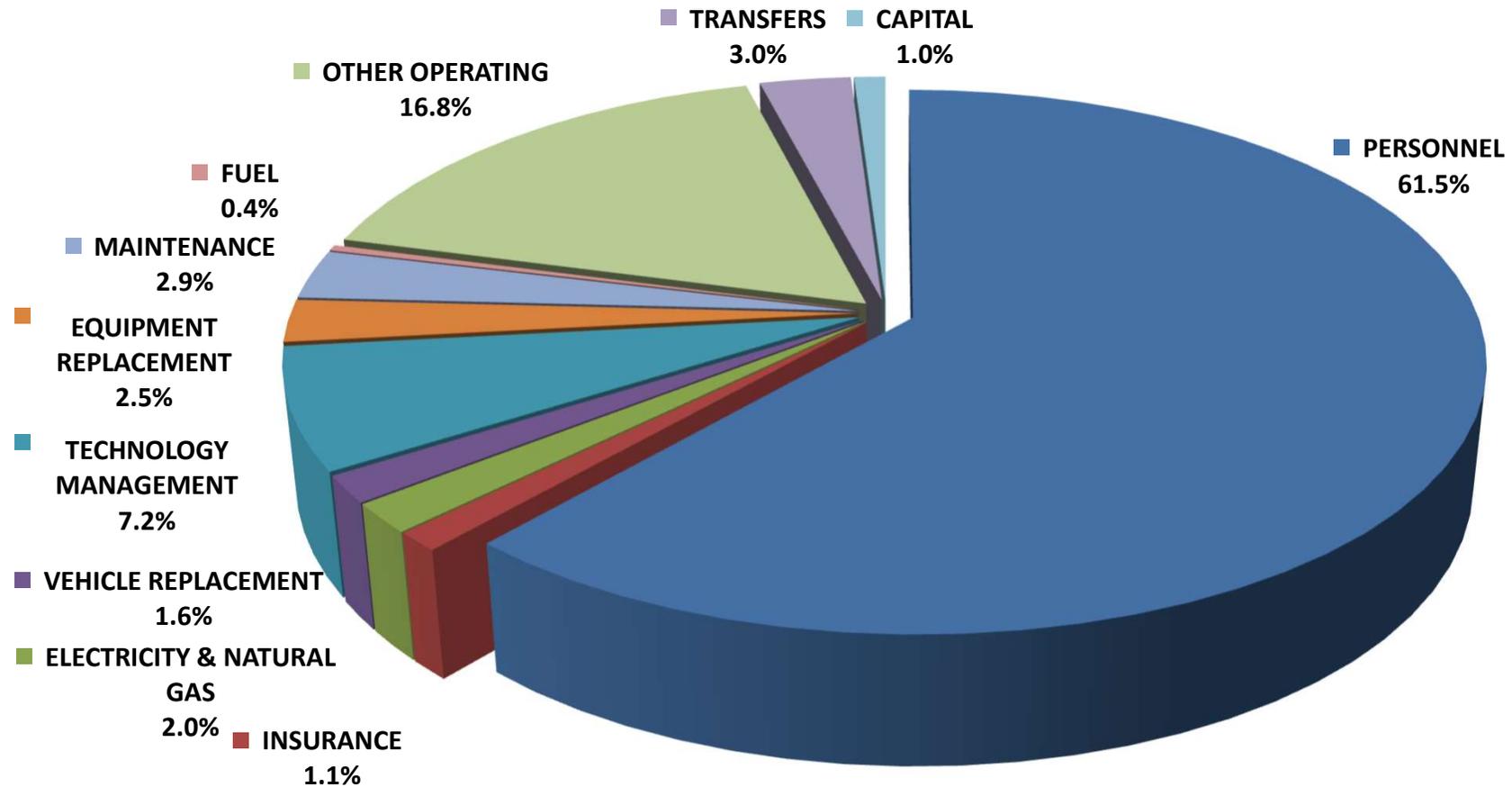
# 2021 GENERAL FUND REVENUE BY TYPE



# 2021 GENERAL FUND EXPENDITURES BY DEPARTMENT



# 2021 GENERAL FUND EXPENDITURES BY TYPE



# Budget Highlights

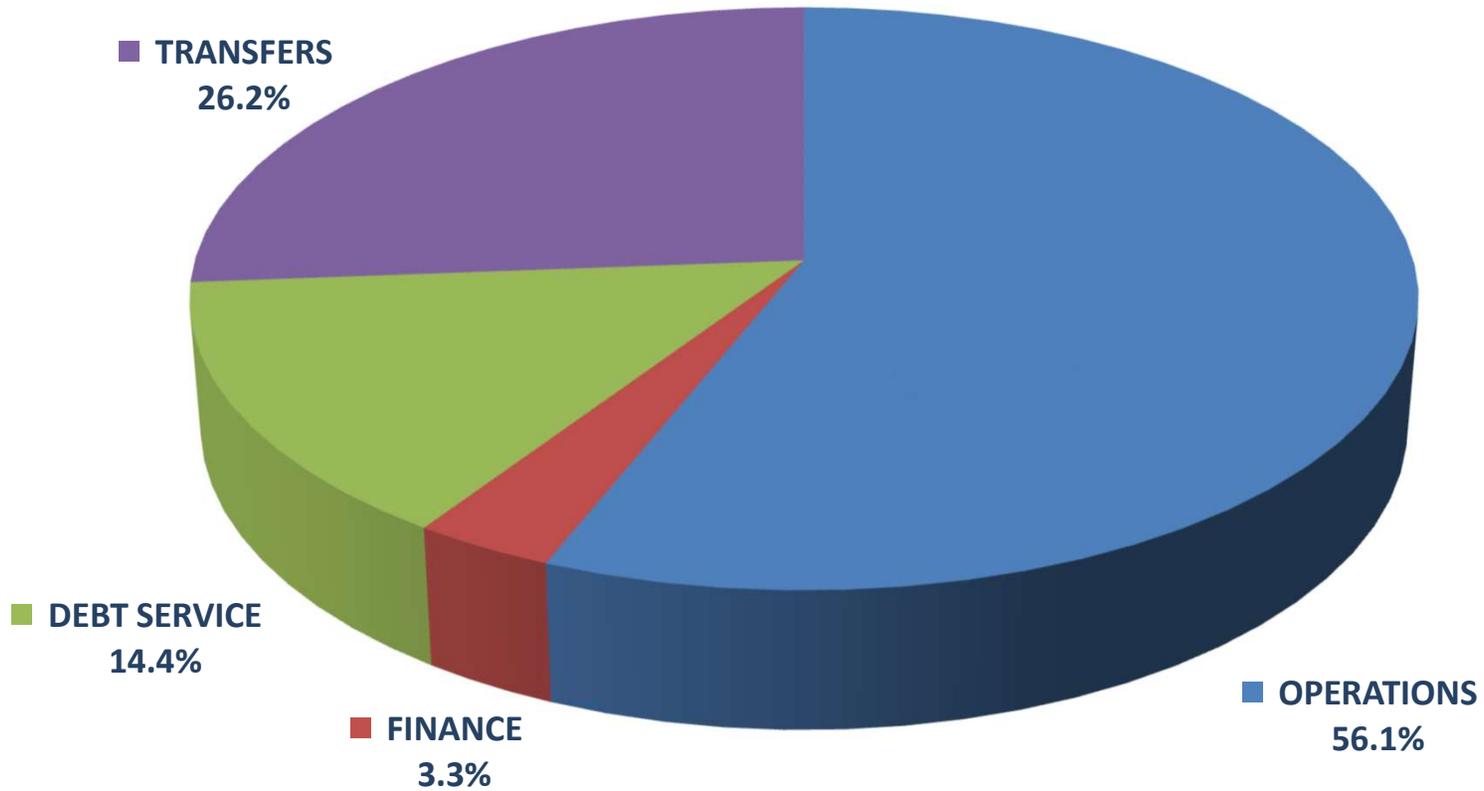
## General Fund Expenditures

- **General Fund expenditures increased by \$386,000 over 2020 budget**
- **Personnel costs increased \$22,000**
  - Communications Coordinator position \$108,000
  - Decrease in HSA Contribution (76,000)
  - Decrease in Health & Dental (54,000)
  - Decrease in Overtime (40,000)
- **Operating costs increased \$364,000**
  - Transfer to Capital Project Fund \$300,000
  - Increase in Other Equipment 122,000

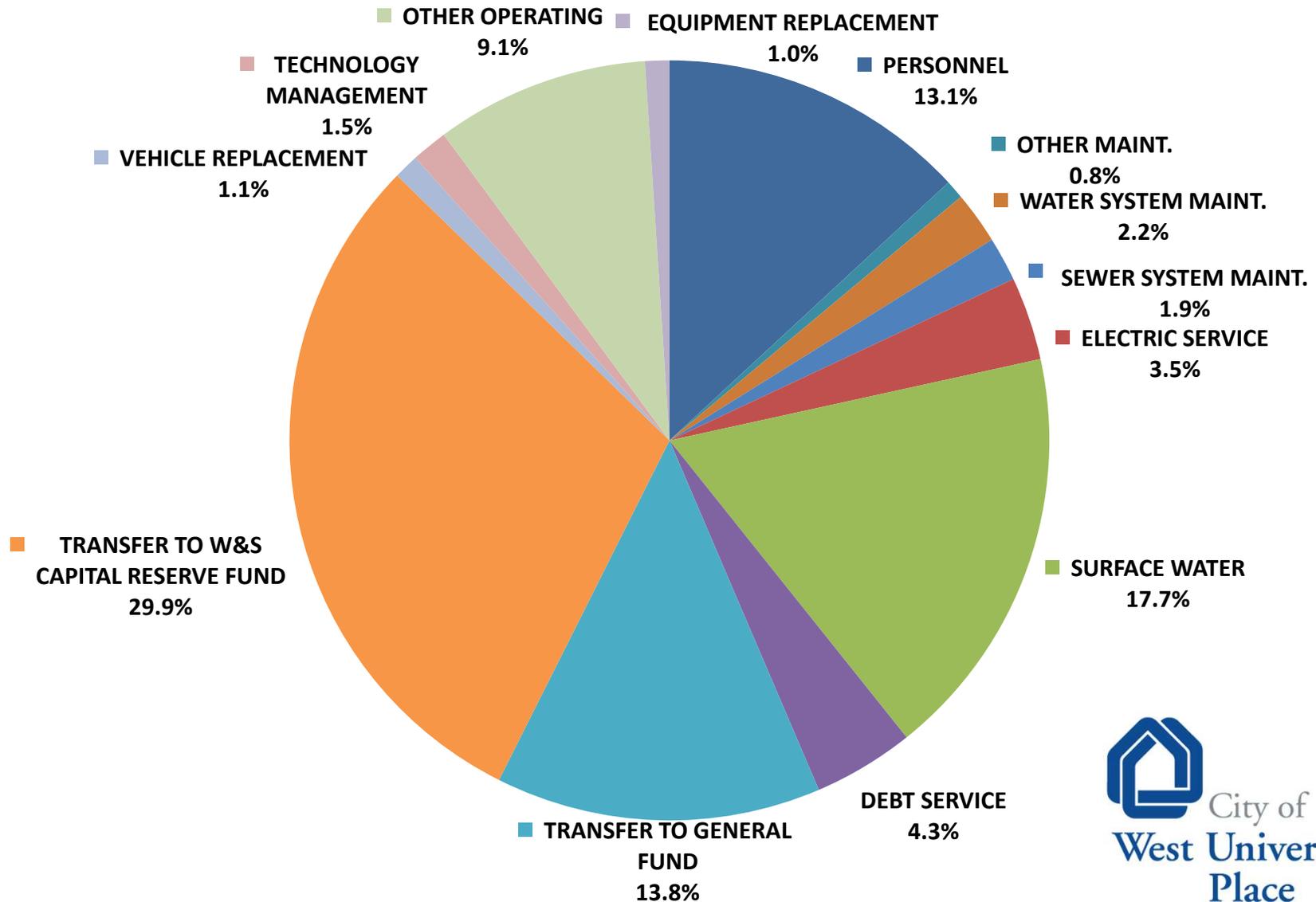
# WATER & SEWER FUND



# Water & Sewer Fund 2020 Expenditures by Department



# Water & Sewer Fund 2021 Expenditures by Type



# Budget Highlights

## Water & Sewer Fund

- **Revenue**

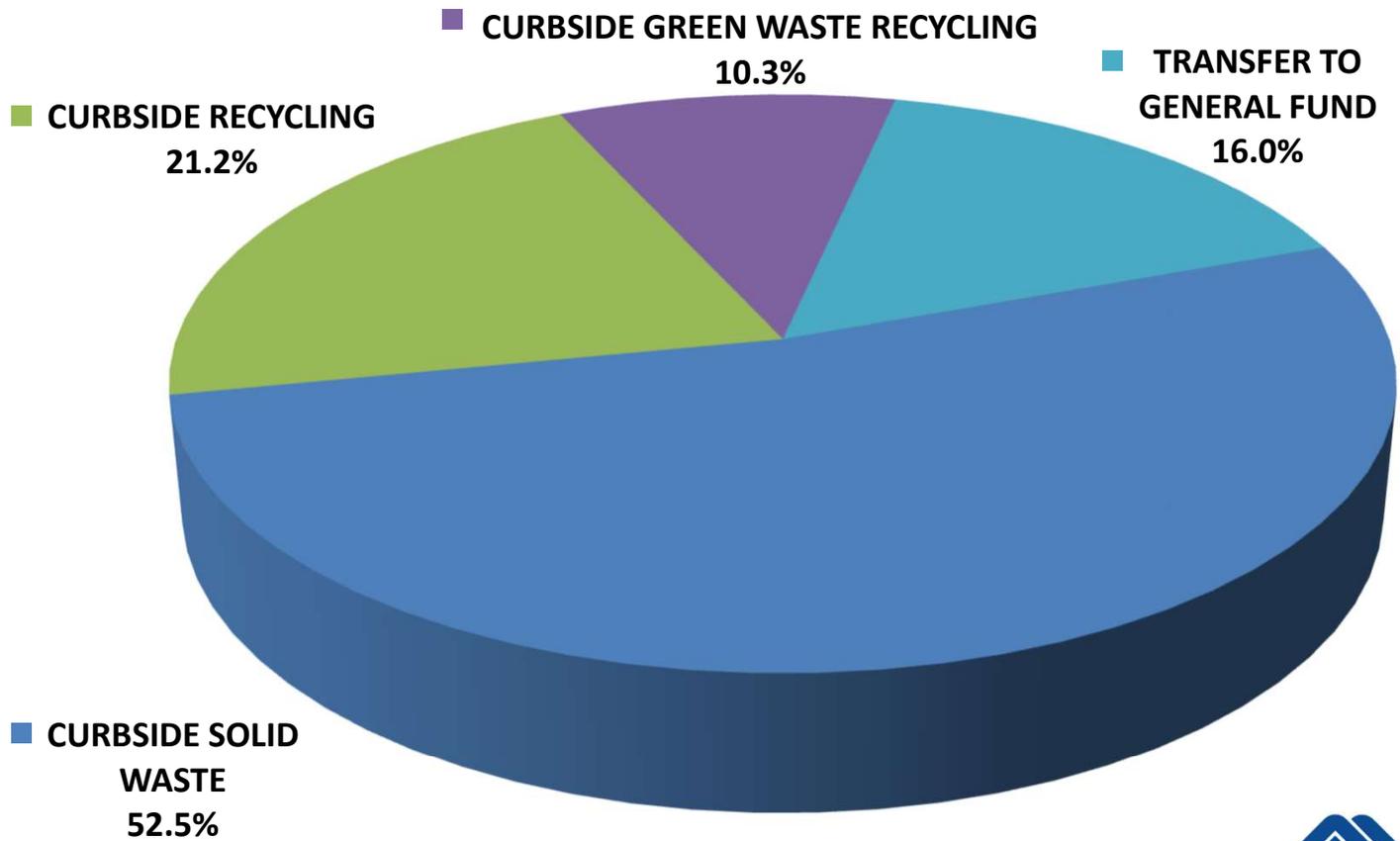
- Additional revenue due to increased usage \$178,000

- **Expenditures**

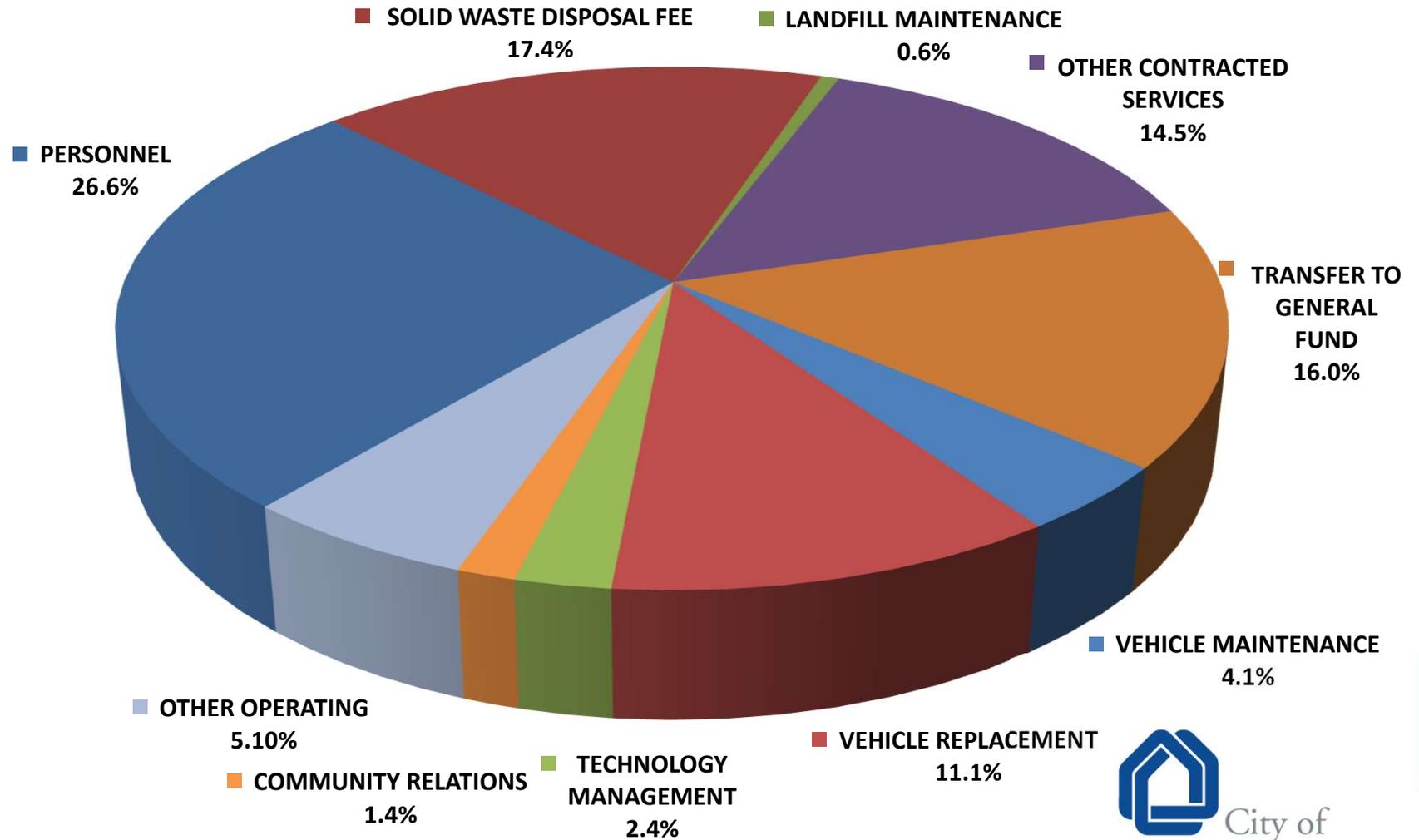
- Increase transfer to Water & Sewer Capital Projects \$1,800,000
- Decrease in debt service (796,000)
- Increase in surface water from City of Houston 70,000
- Electricity savings (50,000)
- Personnel savings due to changes in staffing (37,600)

# SOLID WASTE FUND

# SOLID WASTE FUND EXPENDITURES BY FUNCTION



# SOLID WASTE FUND EXPENDITURES BY TYPE



# Budget Highlights

## Solid Waste Fund

- **Revenue**

- No noteworthy changes

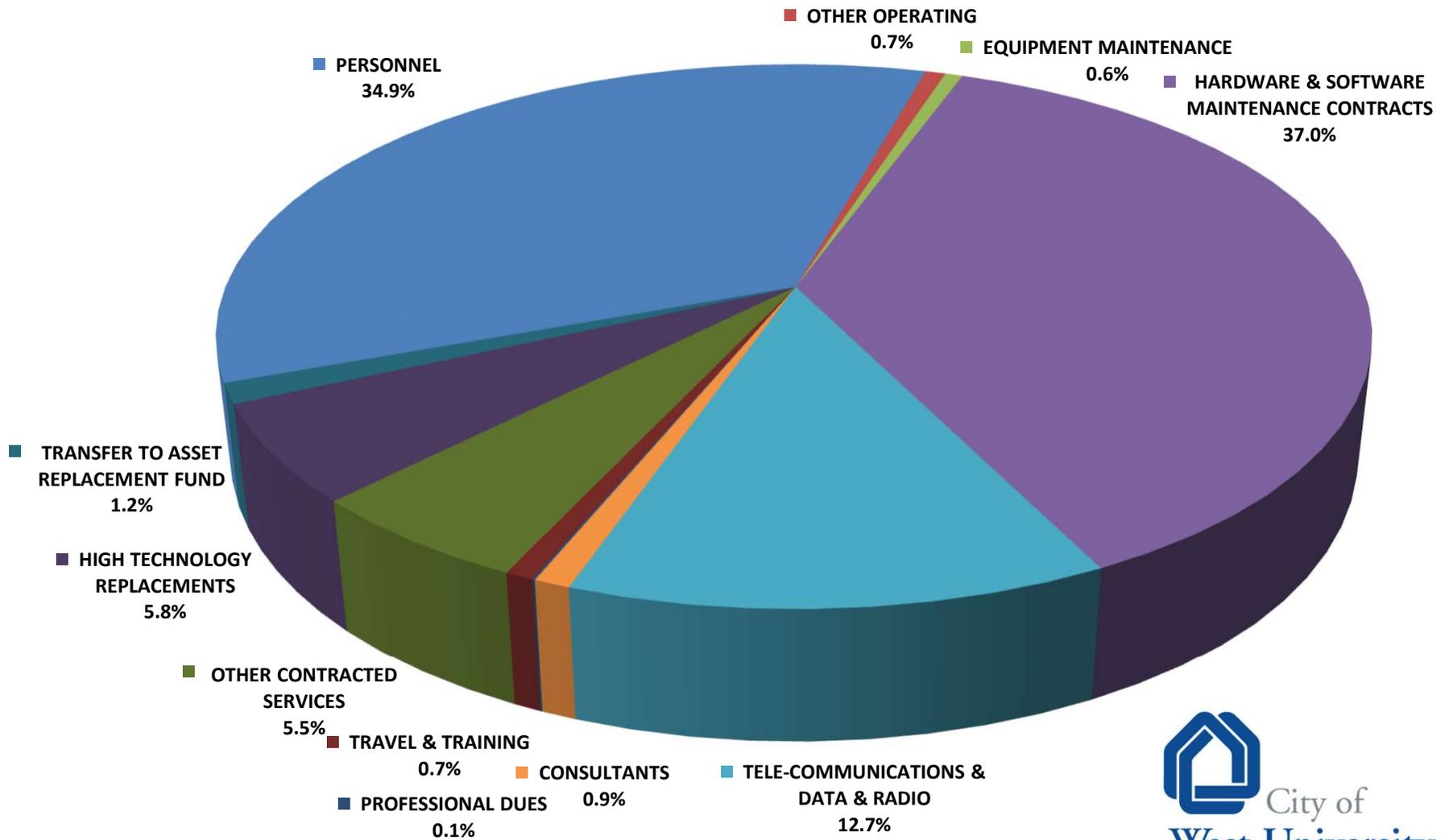
- **Expenditures**

- Increase in Trash Disposal Fees \$20,000
- Replacement of cart tippers for solid waste trucks 20,000
- Increase in Vehicle Maintenance 18,500
- Pilot Program – Purchase of Rain Barrels 10,000

# INTERNAL SERVICE FUNDS



# TECHNOLOGY MANAGEMENT FUND EXPENDITURES BY TYPE



# Budget Highlights

## Technology Management Fund

- **Expenditures**

- Reclassify Network Administrator to IT Operations Manager \$36,000
- IT Director vacancy (budgeted at mid-point) 34,000
- New – Network Managed Services 75,000
- New – High Technology Replacements – Unplanned 10,000
- Increase in Hardware & software Maintenance Contracts 10,000

# Budget Highlights

## Vehicle Replacement Fund

<b>VEHICLE REPLACEMENT FUND 2021 PURCHASES</b>	<b>\$ 153,000</b>
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### 2021 REPLACEMENTS

- |  |           |
|--|-----------|
| • Purchase Police Ford Interceptor                           | \$ 53,000 |
| • Purchase Police Ford Interceptor                           | \$ 53,000 |
| • Purchase Public Works Ford F-250 with RKI L56 Service Body | \$ 47,000 |

Note: 3<sup>rd</sup> high water vehicle to be purchased with 2020 budget savings



# Budget Highlights

## Asset Replacement Fund

**ASSET REPLACEMENT FUND 2021 PURCHASES** **\$ 186,600**

### **2021 PURCHASES**

- Facilities 80 Ton Chiller – Server Room \$ 44,500
- Recreation Center Stamped Overlay (5,227 sq ft) \$ 20,500
- Colonial Park Stamped Overlay (6,573 sq ft) \$ 44,500
- Colonial Park Pool UV System \$ 62,300
- Colonial Park Pool Lady Alligator \$ 7,100
- Colonial Park Pool equipment – umbrellas \$ 7,700

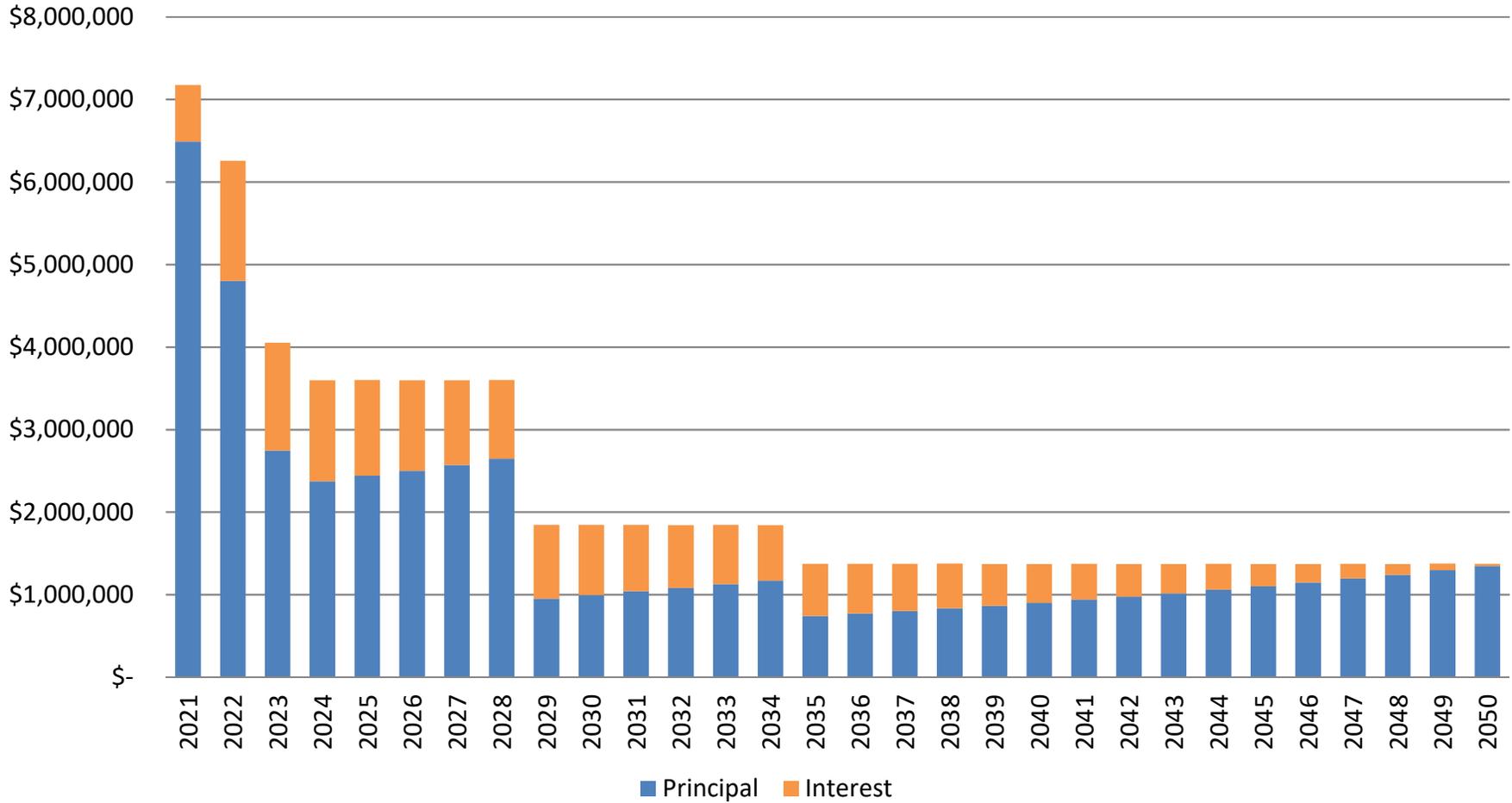
# DEBT SERVICE

# Annual Tax Supported Debt Service Requirements

Series	Obligation	Amount of Issue	Principal Outstanding Jan. 1, 2021	Principal & Interest Requirements for 2021			Principal Outstanding Dec. 31, 2021
				Principal	Interest	Total	
2011	Certificates of Obligation	910,000	730,000	240,000	13,725	<b>253,725</b>	490,000
2016	General Obligation Refunding	3,170,000	745,000	380,000	8,020	<b>388,020</b>	365,000
2017	General Obligation Refunding (a)	9,965,000	9,660,000	3,055,000	169,898	<b>3,224,898</b>	6,605,000
2019	Certificates of Obligation	4,040,000	4,040,000	100,000	158,000	<b>258,000</b>	3,940,000
2020	General Obligation Refunding	10,780,000	10,780,000	2,715,000	333,731	<b>3,048,731</b>	8,065,000
2020	Certificates of Obligation (Prelim.)	23,190,000	23,190,000	-	731,264	<b>731,264</b>	23,190,000
2020	<i>Capitalized Interest (Prelim.)</i>				<i>(731,264)</i>	<b><i>(731,264)</i></b>	
<b>Total</b>			<b>\$49,145,000</b>	<b>\$6,490,000</b>	<b>\$683,374</b>	<b>\$7,173,374</b>	<b>\$42,655,000</b>

(a) Includes proposed Cash Defeasance of Series 2017

# Annual Tax Supported Debt Service Requirements



# CAPITAL IMPROVEMENT FUNDS

# Capital Improvement Funds

## 2021 Budget Allocations

PROJECTS	Funding Source	2021 Proposed Budget
1. Storm Water Management Program	Cash General Fund	\$ 100,000
2. Facilities Master Plan	Cash General Fund	\$ 75,000
3. Emergency Storage Room	Cash General Fund	\$ 75,000
4. HVAC Replacement Program – Server Room	Cash General Fund	\$ 250,000
5. Street Maintenance (Ponding)	METRO Funds	\$ 125,000
6. Sidewalk Condition Assessment	METRO Funds	\$ 50,000
7. Pavement Condition Assessment	METRO Funds	\$ 75,000
8. Booster Pump Replacement Program	Cash W & S Fund	\$ 100,000
9. WWTP Gate Replacement	Cash W & S Fund	\$ 180,000
10. Wakeforest Tank Pipe Repairs	Cash W & S Fund	\$ 150,000
11. Law St. Water Line Installation	Cash W & S Fund	\$ 110,000
12. WWTP Master Plan – Design & PER	Cash W & S Fund	\$ 1,800,000

# FEE SCHEDULE

# 2021 City Fee Schedule Changes

## PROPOSED INCREASE IN FEES

- |   |  |
|---|--|
| • Decontamination increased by \$82.50                    | \$157.50 (previously \$75.00)            |
| • Linen (disposable) increased by \$1.50                  | \$10.00 (previously \$8.50)              |
| • PNEUPAC vent circuit increased by \$56.00               | \$100.00 (previously \$44.00)            |
| • Twelve drugs were increased to cover our cost           | See Fee Schedule                         |
| • Drainage plan review increased by \$25                  | \$50 per review (previously \$25)        |
| • Various water connection permits increased              | Amount varies by size - see Fee Schedule |
| • Water meter connection & service increased              | Amount varies by size - see Fee Schedule |
| • Water meter replacement charges increased to cover cost | Amount varies by size - see Fee Schedule |
| • Electrical work fees increased                          | Amount varies by fee- see Fee Schedule   |
| • HVAC fees increased                                     | Amount varies by fee - see Fee Schedule  |
| • Plumbing and Gas fees increased                         | Amount varies by fee - see Fee Schedule  |
| • Sign fees increased                                     | Amount varies by fee - see Fee Schedule  |
| • Tree fees increased                                     | Amount varies by fee - see Fee Schedule  |
| • NEW – copies of incident reports                        | \$1.00                                   |

# Questions

- Katherine DuBose, Finance Director
  - [Kdubose@westutx.gov](mailto:Kdubose@westutx.gov)
  - 713-662-5816
- City's proposed budget
  - <https://www.westutx.gov/1254/FY-2021-Budget-2020-Tax-Rate>



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

<b>Meeting Date</b>	09.21.20	<b>Agenda Item</b>	5
<b>Approved by City Manager</b>	N/A	<b>Presenter(s)</b>	Mr. Dave Beach, City Manager
<b>Reviewed by City Attorney</b>	N/A	<b>Department</b>	Administration
<b>Subject</b>	Resolution Declaring a Public Necessity		
<b>Attachments</b>	Not yet available		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:	N/A	
	Additional Appropriation Required:	N/A	
	Additional Account Number:	N/A	

**Executive Summary**

Staff is requesting that City Council adopt a resolution declaring the existence of a public necessity of the acquisition of a drainage easement and temporary construction easement in connection with the Buffalo Speedway project.

**Recommended Action**

Staff recommends that the City Council adopt a resolution.