

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

FEBRUARY 3, 2014

Council Chamber	Town Meeting	7:00 PM
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7008 S. RICE AVENUE
BELLAIRE, TX 77401



Mayor

Dr. Philip L. Nauert

Mayor Pro Tem

Amanda B. Nathan

Councilman

James P. Avioli Sr.

Councilman

Pat B. McLaughlan

Councilman

Roman F. Reed

Councilman

Gus E. Pappas

Councilman

Andrew S. Friedberg

Mission Statement:

The City of Bellaire is dedicated to outstanding quality service and facilities to ensure an open, progressive, and secure community.

REGULAR SESSION (TOWN MEETING) - 7:00 P.M.**A. Call to Order - Dr. Philip L. Nauert, Mayor****B. Announcement of a Quorum - Dr. Philip L. Nauert, Mayor****C. Inspirational Reading and/or Invocation - James P. Avioli, Sr., Councilman - Position No. 2****D. Pledges to the Flags - James P. Avioli, Sr., Councilman - Position No. 2****1. U.S. Pledge of Allegiance**

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all.

2. Pledge to the Texas Flag

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

E. Personal/Audience Comments

In order to address the City Council, please complete a "Speaker Form" (located at the entrance to the Council Chamber) and turn the form in to City Clerk Tracy L. Dutton prior to commencement of the meeting. Speakers are limited to five (5) minutes.

The purpose of this item is to allow citizens or other interested parties an opportunity to address City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy and legislative issues). Non-agenda issues regarding daily operational and administrative matters should be first dealt with at the administrative level by calling City Hall at (713) 662-8222 during business hours.

[Note: State law will not permit the City Council to fully discuss, debate, or consider items that are not on the agenda. Items that cannot be referred to the City Staff for action *may* be placed on the agenda of a future City Council Session.]

F. New Business**1. Boards and Commissions Governed by State Law****a. Board of Adjustment**

- i. Board of Adjustment Annual Report for the 2013 calendar year to be presented by Chair Nick Bacile. Current Board Members include: Chair Nick Bacile, Vice Chair Deborah A. Sharp, Carmen Bechter, Tom Ligh, Patricia (Patty) McGinty, Amar Raval, and Dr. Aashish Shah.

(Requested by Tracy Dutton, City Clerk)

b. Building and Standards Commission

- i. Building and Standards Commission Annual Report for the 2013 calendar year to be presented by Chair Kristin Schuster. Current Commissioners include: Chair Kristin Schuster, Vice Chair Laura Thurmond, Michael C. Baker, Paul Katz, Burt Martin, Laolu Yemitan. Danny A. Spencer was appointed to serve the unexpired term of John Rigby on January 27, 2014.

(Requested by Tracy Dutton, City Clerk)

c. Planning and Zoning Commission

- i. Planning and Zoning Commission Annual Report for the 2013 calendar year to be presented by Chair Winfred C. Frazier. Current Commissioners include: Chair Winfred Frazier, Vice Chair Bill Thorogood, E. Wayne Alderman, Paul C. Simmons, S. Lynne Skinner, Marc Steinberg, and Dirk Stiggins.

(Requested by Tracy Dutton, City Clerk)

2. Boards Governed by City Charter, Ordinance, or Resolution

a. Cultural Arts Board

- i. Cultural Arts Board Annual Report for the 2013 calendar year to be presented by Chair Terry Leavitt-Chavez. Current Board Members include: Chair Terry Leavitt-Chavez, Vice Chair Stephanie Goldfield, Ije Akunyili, Christopher Butler, Jacquelyn Quick, and Gretchen Sparks.

(Requested by Tracy Dutton, City Clerk)

b. Environmental and Sustainability Board

- i. Environmental and Sustainability Board (ESB) Annual Report for the 2013 calendar year to be presented by Chair William (Bill) Stone. Current Board Members include: Chair William (Bill) Stone, Vice Chair Seth A. Miller, Gayle Davies, Dorene Delaloye-Schroder, Mike Korotinsky, and Jason Wintz. Board Member Kirstin Feazel served on the ESB until December of 2013.

(Requested by Tracy Dutton, City Clerk)

c. L.I.F.E. Advisory Board

- i. LIFE Advisory Board Annual Report for the 2013 calendar year to be presented by Chair Iola Pickul. Current Board Members include: Chair Iola Pickul, Vice Chair Jeri Garner, Barbara Davis, Marjorie Ishee, Roberta Murray, Pauline Nolen, and Pat Westwood.

(Requested by Tracy Dutton, City Clerk)

d. Parks and Recreation Advisory Board

- i. Parks and Recreation Advisory Board Annual Report for the 2013 calendar year to be presented by Chair Jeff Addicks. Current Board Members include: Chair Jeff Addicks, Todd Blitzer, Jim Broadwell, Alissa Leightman, Gay Mayeux, Paula Mey, and Kim Padgett.

(Requested by Tracy Dutton, City Clerk)

3. State of the City Address

Dr. Philip L. Nauert, Mayor, will recap the City's goals, accomplishments, and activities during the 2013 calendar year in his State of the City Address.

G. Items for Future Agendas; Community Interest Items from the Mayor and City Council

[Note: It is the intent of this item to provide any member of City Council the opportunity to request to place new items on the agenda of the next Regular Session of City Council pursuant to *Article 4, Order of Business, Section A, Agenda*, of the *Rules of Procedure of the City Council of the City of Bellaire, Texas, 2012-2014*, and/or to make a report about items of community interest. Community interest items may include expressions of thanks, congratulations, or condolences; information regarding holiday schedules; honorary recognition of City officials, employees, or other citizens or entities; reminders of upcoming events sponsored by the City or another entity that is scheduled to be attended by a City official or employee; and/or announcements involving an imminent threat to the public health and safety of the citizens of Bellaire that has arisen after the posting of the agenda.]

H. Adjournment

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 02/03/14 07:00 PM
Department: City Clerk
Category: Report
Prepared By: Tracy Dutton
Department Head: Tracy Dutton
DOC ID: 1066

**SCHEDULED
ACTION ITEM (ID # 1066)**

Item Title:

Board of Adjustment Annual Report for the 2013 calendar year to be presented by Chair Nick Bacile. Current Board Members include: Chair Nick Bacile, Vice Chair Deborah A. Sharp, Carmen Bechter, Tom Ligh, Patricia (Patty) McGinty, Amar Raval, and Dr. Aashish Shah.

Item Summary:

Chair Nick Bacile will present the Board of Adjustment Annual Report for the 2013 calendar year to members of City Council.

Source of Funding:

N/A

Recommendation:

Acceptance of report into the record.

ATTACHMENTS:

- BOA Annual Report for 2013 (PDF)



CITY OF
Bellaire

7008 South Rice Avenue • Bellaire, Texas 77401-4495 • (713) 662-8222 • Fax: (713) 662-8212

February 3, 2014

Honorable Mayor and City Council
City of Bellaire
7008 S. Rice Ave.
Bellaire, TX 77401

Mayor Nauert and City Council:

The Board of Adjustment hereby submits to the City Council our Annual Report pertaining to the activities of the Board and variance request heard with subsequent actions taken during the year of 2013.

The Board of Adjustment is a statutory board responsible for considering applications for variances or special exceptions to the Zoning Code (Chapter 24 of the Code of Ordinances of the City of Bellaire, Texas). Landowners or their agents apply to the Building Official of the Department of Community Development for a variance. Formal dockets, which must be legally advertised, are scheduled for the Board of Adjustment to rule on.

Meetings are held to hear testimony on the applications. The Board of Adjustment determines the outcome of all applications, which may only be appealed to a Harris County District Court.

The Board of Adjustment consists of seven members who serve staggered two-year terms, maximum three consecutive terms. The Board of Adjustment selects its own Chair and Vice Chair for a term of one year. There are seven (7) members on the Board. State law requires a minimum of four (4) members be present to conduct any Board business, that a minimum of six (6) members be present to hear a docket item relating to a variance or special exception, and that a minimum of six (6) members vote in favor of a variance or special exception in order for it to be granted. The Board of Adjustment meets on the third Thursday of each month beginning at 7:00 PM in the Council Chamber, First Floor of City Hall. The Board of Adjustment has served the City of Bellaire and the community during the year by having monthly meetings to hear docketed items.

January, 2013

The Board met and had a quorum so the following items were considered:

Councilman Friedberg-Council Friedberg introduced himself as the Board's new liaison, and urged the Board to use him as a resource to voice any concerns or questions that they might have.

Approval of the Annual Report for 2013 to City Council.

This item was passed with a 6-yes, 0-no vote.

February, 2013- March 2013

There were no docket items and the Board did not meet during this time period.

April, 2013

The Board met and had a quorum so the following items were considered:

- I. **Docket #BOA-2013-01-Consideration and possible action on an application filed by National Signs, LTD, on behalf of Bellaire United Methodist Church, located at 4417 Bellaire Blvd, for a Special Exception for the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning Regulations, Article X, Signs, Section 24-1014 (2) to allow for a double-sided electronic message board/monument sign. The property is legally described as Lots 38 & 39, Block 1 of Westmoreland Farms, and is located in the R-5 Zoning District.**

Item postponed to May 9, 2013 at 7:00 PM.

- II. **Docket #BOA-2013-02-Consideration and possible action on an application filed by Sagstex Instruments, LP, owner of Meridian Banquet Hall, located at 5200 Bissonnet St, for an amendment to an already existing Special Exception to allow for the use of either the Meridian Banquet Hall or the Gatherings Banquet Hall for events taking place Monday-Friday. The property is legally described as Lots 1 through 5, Block 46 & ADJ N5 FT of abandoned alley of Bellaire, and is located in the CCD-2 Zoning District.**

Item postponed to May 9, 2013 at 7:00 PM.

May, 2013

The Board met and had a quorum and the following item was considered:

- I. **Docket #BOA-2013-01-Consideration and possible action on an application filed by National Signs, LTD, on behalf of Bellaire United Methodist Church, located at 4417 Bellaire Blvd, for a Special Exception for the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning Regulations, Article X, Signs, Section 24-1014 (2) to allow for a double-sided electronic message board/monument sign. The property is legally described as Lots 38 & 39, Block 1 of Westmoreland Farms, and is located in the R-5 Zoning District.**

This item was approved by a vote of 7-yes, 0-no vote.

- II. **Docket #BOA-2013-02-Consideration and possible action on an application filed by Sagstex Instruments, LP, owner of Meridian Banquet Hall, located at 5200 Bissonnet St, for an amendment to an already existing Special Exception to allow for the use of either the Meridian Banquet Hall or the Gatherings Banquet Hall for events taking place Monday-Friday. The property is legally described as Lots 1 through 5, Block 46 & ADJ N5 FT of abandoned alley of Bellaire, and is located in the CCD-2 Zoning District.**

This item was approved by a vote of 7-yes, 0-no vote.

June, 2013

There were no docketed item and the Board did not meet this month.

July, 2013

There was a quorum of the Members and a meeting did take place. One new member was sworn in and appreciation for the service of a departing member was noted. The member departing was Randy Pollard.

A new chair and vice-chair was elected.

August, 2013

The Board met and had a quorum and the following item was considered:

- I. **Docket #BOA-2013-03-Consideration and possible action on an application filed by Levinson Alcoser Associates LP, on behalf of Fidelis Realty Partners, owner of the property at 4500 Bissonnet St. for a variance from Section 24-536 C (2) c) 1) g of the City of Bellaire Code of Ordinances, to allow for a lot coverage of 88% in lieu of the 75% required by City Code. The property is located in R-M.1 Zoning District.**

Applicant withdrew their application prior to a Board vote.

September, 2013-December, 2013

There were no docket items and the Board did not meet.

The Board wishes to thank all members of the City staff for their dedication and service to this Board.

Sincerely,



Nick Bacile
Chairman

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 02/03/14 07:00 PM
Department: City Clerk
Category: Report
Prepared By: Tracy Dutton
Department Head: Tracy Dutton
DOC ID: 1067

**SCHEDULED
ACTION ITEM (ID # 1067)**

Item Title:

Building and Standards Commission Annual Report for the 2013 calendar year to be presented by Chair Kristin Schuster. Current Commissioners include: Chair Kristin Schuster, Vice Chair Laura Thurmond, Michael C. Baker, Paul Katz, Burt Martin, Laolu Yemitan. Danny A. Spencer was appointed to serve the unexpired term of John Rigby on January 27, 2014.

Item Summary:

Chair Kristin Schuster will present the Building and Standards Commission Annual Report for the 2013 calendar year to members of City Council.

Source of Funding:

N/A

Recommendation:

Acceptance of report into the record.

ATTACHMENTS:

- BSC Annual Report for 2013 (PDF)



CITY OF
Bellaire

7008 South Rice Avenue • Bellaire, Texas 77401-4495 • (713) 662-8222 • Fax: (713) 662-8212

February 3, 2014

Honorable Mayor and City Council
City of Bellaire
7008 South Rice Avenue
Bellaire, TX 77401

Mayor and City Council:

In 2013 the Building & Standards Commission met at 10 Regular Meetings and 5 Workshop Sessions. In addition to serving the statutorily mandated purpose for which it was created, the Commission has continued to serve in an advisory role to City Council and to provide public education on issues pertaining to building codes as outlined in City Ordinance. During 2013 the Commission did not hear any complaints regarding substandard structures.

At the end of the year the Commission consisted of the following members:

Kristin Schuster – Chair
Laura Thurmond – Vice Chair
Mike Baker
Paul Katz
Burt Martin
Laolu Yemitan

The Commission considered and acted on the following issues:

1. Public Hearings
 - a. Docket #BSC-2013-01-Discussion, consideration, and possible action on an application filed by F&G Landscape Design, on behalf of Ray & Leigh Cook, for a variance to the Building Code Ordinances of the City of Bellaire in order to allow for the use of non-creosote railroad ties in the backyard driveway. The property is addressed as 5222 Pine St. and is located in the R-3 Zoning District. The variance was granted.
2. Ordinances

- a. The Commission together with City Staff made a recommendation to City Council regarding revisions to the Bellaire Code of Ordinances, Chapter 9 Article II Division 4, Demolition and Salvage of Residential Structures, in order to permit Whole House Recycling. Council voted to approve the recommendation.
- b. The Commission worked with City Staff to review the City of Bellaire Code of Ordinances, Chapter 9, Buildings in preparation for the adoption of the 2012 suite of Building Codes, and to incorporate changes and updates to the City of Bellaire Code of Ordinances, Chapter 9, Buildings pertaining to:
 - 1. Temporary and Silt Fencing requirements for jobsites
 - 2. Roll-off Dumpster and Trash Collection requirements
 - 3. Worker's Compensation Insurance requirements for contractors
- c. The Commission took action to make recommendations to City Council pertaining to:
 - 1. Crawlspace Insulation, Air Barrier and Moisture Control requirements
 - 2. Thermostat requirements

The Commission is currently compiling a Report for City Council's consideration prior to a joint workshop session, to be held in early 2014.
- d. The Commission discussed and decided against recommending possible changes to the City of Bellaire Code of Ordinances, Chapter 9, Buildings pertaining to:
 - 1. Attic Ventilation requirements
 - 2. Termite Treatment requirement
 - 3. Bond requirements
- e. The Commission began an on-going discussion on possible changes to the City of Bellaire Code of Ordinances, Chapter 9, Buildings pertaining to:
 - 1. Crawlspace Ventilation or Vapor Barrier requirements
- 3. Educating the public about issues pertaining to the city's building codes
 - a. In 2013 the Commission continued to update and monitor the sustainability web pages, which went live in May of 2012. These web pages, researched and compiled by Building & Standards Commissioners, provide a range of information about ways that Bellaire residents can increase the energy efficiency and reduce the environmental impact of their homes. Topics include Building Ventilation, Insulation, Heating Ventilation and Air Conditioning, Doors & Windows, Roofing, Lighting & Appliances, Indoor Air Quality and Rainwater Harvesting. The web pages can be accessed online through the Community Development tab on the City's website.
 - b. The Commission participated in Bellaire Recycles Fest for the second year in a row by setting up and staffing a booth. Information was provided about Green Building strategies for new construction and ways that Residents can increase the energy efficiency and reduce the environmental impact of their existing homes. The booth showcased the Sustainability Web pages and provided residents an opportunity to give the Commission input regarding content and green building issues that are important to them in general. Among the topics residents addressed were Solar Power and green building strategies.

4. Other Business

- a. The Commission made a recommendation to City Council in support of the deconstruction rather than demolition of the City-owned structure at 5119 Jessamine Street. City Council voted to have the structure deconstructed by Habitat for Humanity. The Commission, in conjunction with City Staff, was able to use knowledge gained from the process to finalize the recommendation to City Council pertaining to revisions to the Bellaire Code of Ordinances, Chapter 9 Article II Division 4, Demolition and Salvage of Residential Structures.
- b. Together with the Environmental and Sustainability Board, the Commission presented a letter to City Council requesting that LEED Certification be listed among the mandatory program requirements for new City Facilities, including City Hall and Police & Courts facilities.
- c. The Commission discussed the National Flood Insurance Program's Community Rating System as it pertains to flood insurance rate discounts for Bellaire residents. The Commission determined that many segments of the Rating System align with the Commission's charge and identified as a future goal working with staff to identify areas of possible improvement in Bellaire's CRS rating to reduce residents' flood insurance rates.
- d. The Commission heard a presentation from Larry Haas of Nationwide Insurance regarding the impact of the Biggert-Waters Flood Insurance Rate Reform Act of 2012.
- e. The Commission heard a presentation by Gayle Davies of the Environmental and Sustainability Board regarding the Houston-Galveston Area Council Seminar on Energy Planning and Solar Energy Development, specifically regarding funding available for Solar Power installations as part of Public Building projects.
- f. The Commission held a workshop with local homebuilders to solicit feedback regarding topics on the Commission's Agenda, including attic ventilation, crawlspace construction practices and humidity control in crawlspace construction. Builders in attendance were Jim Willis of Diamond Custom Homes, Menny Rosenbaum and Philip Robbins of Bentley Custom Homes, and Marvin Blum of Blum Custom Homes. Mr. Cordova with Smart Vent was also in attendance to discuss crawlspace ventilation techniques. The Commission found the workshop useful and discussed holding similar workshops in the future.
- g. The Commission heard a presentation from Mark Smith with Rust Ewing Insurance regarding Worker's Compensation Insurance, General Liability Insurance and Bonding.
- h. The Commission received training by the City's Building Official, Lee Cabello regarding the city's process for third party certification of compliance with the IECC (Energy Code) and also on the standards and factors used by staff to determine whether a structure is substandard.
- i. The Commission prepared and submitted an Annual Report to City Council.
- j. The Commission revised and adopted Rules of Procedure.

Respectfully submitted,


Kristin Schuster, Chair

Building & Standards Commission

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 02/03/14 07:00 PM
Department: City Clerk
Category: Report
Prepared By: Tracy Dutton
Department Head: Tracy Dutton
DOC ID: 1068

**SCHEDULED
ACTION ITEM (ID # 1068)**

Item Title:

Planning and Zoning Commission Annual Report for the 2013 calendar year to be presented by Chair Winfred C. Frazier. Current Commissioners include: Chair Winfred Frazier, Vice Chair Bill Thorogood, E. Wayne Alderman, Paul C. Simmons, S. Lynne Skinner, Marc Steinberg, and Dirk Stiggins.

Item Summary:

Chair Winfred C. Frazier will present the Planning and Zoning Commission Annual Report for the 2013 calendar year to members of City Council.

Source of Funding:

N/A

Recommendation:

Acceptance of report into the record.

ATTACHMENTS:

- PZC Annual Report for 2013 (PDF)



CITY OF

Bellaire

7008 South Rice Avenue • Bellaire, Texas 77401-4495 • (713) 662-8222 • Fax: (713) 662-8212

February 3, 2014

Honorable Mayor and City Council

City of Bellaire

7008 South Rice Avenue

Bellaire, Texas 77401

Mayor Nauert and City Council:

The Planning and Zoning Commission of the City of Bellaire, Texas (the "Commission") is an advisory body to the City Council regarding Zoning and subdivision regulations. The Commission is also responsible for the review and approval/rejection of Plats and for making recommendations to the City Council regarding plans for the physical development of the City.

The existence of the Commission is governed by state and local laws. These include, but are not limited to:

- Texas Local Government Code, Chapter 171, Regulation of Conflicts of Interest of Officers of Municipalities, Counties and Certain Other Governments
- Texas Local Government Code, Chapter 211, Municipal Zoning Authority
- Texas Local Government Code, Chapter 212, Municipal Regulation of Subdivisions and Property Development
- Texas Government Code, Chapter 551, Open Meetings Law
- Texas Government Code, Chapter 552, Public Information
- Bellaire Code of Ordinances, Chapter 2, Article VI, Code of Ethics
- Bellaire Code of Ordinances, Chapter 2, Article VII, Boards, Commissions and Committees
- Bellaire Code of Ordinances, Chapter 23.5, Land Subdivision Regulations
- Bellaire Code of Ordinances, Chapter 24, Planning and Zoning

Actions taken by the Commission in its advisory role are in the form of recommendations to the City Council. Such actions include, but are not limited to:

- Responding to requests from the City Council, the Staff Liaison, or City Manager.
- Reviewing the Comprehensive Plan and reporting on such review to the City Council.
- Recommending amendments to the Code of ordinances concerning matters involving land use regulations and the future growth and regulation of the City.

- Considering Applications brought before the Commission for Planned developments, Specific Uses, permitted uses, or other amendments to Zoning regulations or the official zoning district map as provided by the Code of Ordinances.
- Annually reporting to the City Council the Commission's needs, accomplishments, and recommendations.

The Commission performed in this capacity during the year 2013 and will continue to serve the state purpose for which it was created in the current year of 2014.

Within the calendar year 2013, the Commission fulfilled its duties through the performance of the following tasks:

- Conducted eleven (11) regular scheduled meetings, which included six (6) public hearings.
- Conducted one (1) Special Session for a public hearing.
- Held three (3) workshops.
- Reviewed and acted upon three (3) replats, one for the creation of a new subdivision known as "Robinson on Maple."
- Reviewed and acted upon one (1) Specific Use Permit request.
- Prepared, reviewed, discussed, and acted upon proposed amendments to Chapter 24, Planning & Zoning regulations – which included addressing zoning districts regulating the downtown area and the Bissonnet Corridor – working with the consultant from Kendig Keast Collaborative.

It is through these actions that the Commission also fulfills its duty to serve the Bellaire community. The Commission's advisory and administrative duties were performed while keeping in mind the Commission's role to serve the needs of the Bellaire community as a whole and as guided by the Comprehensive Plan adopted in 2009. The Commission will continue to serve the community in through further implementation of the Comprehensive Plan.

The Commission wishes to thank Commissioner Lori Aylett for her outstanding contributions last year and her exemplary service as Vice-Chair of the Commission.

The major highlight of the Commission during 2013 was the extensive work expended by all of its members along with the City's planning consultant, Gary Mitchell of Kendig Keast Collaborative. Mr. Mitchell was instrumental in the review, revisions, and final recommendations on the amendments to Chapter 24 of the Code of Ordinances with regard to the creation of two new commercial/mixed use zoning districts focusing on the downtown area and the Bissonnet Corridor.

The Commission is well positioned and suited to continue to carry out its duties moving forward in 2014. Commissioners currently serving their Bellaire community through active participation on the Commission include:

E. Wayne Alderman

Paul C. Simmons

S. Lynne Skinner

Marc Steinberg

Dirk Stiggins

Bill Thorogood – Vice Chair

Winfred C. Frazier – Chairman

The Commissioners wish to express their gratitude to the Mayor and City Council for supporting the Commissions' efforts. We also want to thank the City Manager; City Staff, specifically John McDonald and Ashley Parcus; Assistant City Attorney Elliot Barner; and Council Liaison Corbett Parker for their extensive and continual efforts to support the Commission.

In summary, the Commission looks forward to continuing to serve the Bellaire community in 2014 and is most appreciative of the opportunity.

Respectfully,

A handwritten signature in black ink, appearing to read 'Winfred C. Frazier', with a long horizontal flourish extending to the right.

Winfred C. Frazier

Chairman

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 02/03/14 07:00 PM
Department: City Clerk
Category: Report
Prepared By: Tracy Dutton
Department Head: Tracy Dutton
DOC ID: 1069

**SCHEDULED
ACTION ITEM (ID # 1069)**

Item Title:

Cultural Arts Board Annual Report for the 2013 calendar year to be presented by Chair Terry Leavitt-Chavez. Current Board Members include: Chair Terry Leavitt-Chavez, Vice Chair Stephanie Goldfield, Ije Akunyili, Christopher Butler, Jacquelyn Quick, and Gretchen Sparks.

Item Summary:

Chair Terry Leavitt-Chavez will present the Cultural Arts Board Annual Report for the 2013 calendar year to members of City Council.

Source of Funding:

N/A

Recommendation:

Acceptance of report into the record.

ATTACHMENTS:

- Cultural Arts Board Annual Report 2013 (DOCX)

CULTURAL ARTS BOARD

Chair

Terry Leavitt-Chavez

Vice Chair

Stephanie Goldfield

Current Members

Christopher Butler

Gretchen Sparks

Jacquelyn Quick

Ije Akunyili

Open

Prior Members

Arun Gaala

Judy McConnell

Council Liaison

Roman F. Reed

Staff Liaison

Diane White

Annual Report For The Period

January 1, 2013 – December 31, 2013

The Cultural Arts Board in 2013 continued their focus to enhance the quality of life in Bellaire through visual and performing arts. The board focused their efforts on the following during:

- **City of Bellaire July 4th Celebration:** Board provided spin art to the community. The third year in a row adults and children lined up to participate in this event.
- **Bellaire Recycles Festival:** Board cosponsored a successful eARTh and Photo Contest with the Bellaire Environmental and Sustainability Board. A press release about the event was sent out by the Cultural Arts Board. Various local media published release including Bellaire Ourblok, Instant News, Bellaire Connect, and The Examiner. The contest had numerous entries that made for difficult decisions for the judging committee consisting of Bellaire Cultural Arts Board members Terry Leavitt-Chavez, Stephanie Goldfield, and Past Chair of the Bellaire Environmental and Sustainability Board Brenda Cauthen.
- **Holiday In The Park:** For the third year in a row board members distributed 300 magic color scratch off ornaments to children attending the event.
- **Wayfinding Signage and Entry Markers:** Late 2012 board voted on accepting the “Elegant Theme” presented by the Art Institute of Houston to be utilized in wayfinding signage and entry markers in Bellaire. On March 18, 2013 Cultural Arts Board made this recommendation to the Bellaire City Council. Council moved to accept the recommendation of the Cultural Arts Board and to request board to provide the back up for the other options as requested by some of the members of City Council in the interim. On April 1, 2013 Mayor Philip L. Nauert created and appointed an ad hoc committee to explore and recommend action regarding entry markers and wayfinding signs for the City Of Bellaire. Cultural Arts Board Chair Terry Leavitt-Chavez accepted the appointment to the Ad Hoc Wayfinding Committee.
- **Art Fund:** Bellaire Cultural Arts Board has developed Art Fund documentation. The intention of the art fund is to be a separate fund within the budget of the City Of Bellaire with a purpose of supporting cultural events and expanding and maintaining the City’s public art collection. Board was unable to get on City Agenda late 2013. Board would like the support to present to council in 2014.
- **Fire Station Art:** 2012 board moved forward with concept for a traditional art piece in front of Bellaire Fire Station and presented to Council on November 5, 2012. In a 6-1 vote the City Council approved the board’s recommendation to depict “A Tradition of Service”: using a likeness of long-time volunteer fire fighter Nick Aring. In 2013 Board members visited Betz Art Foundry here in Houston learning about the process of casting bronze statues, and receiving an initial quote of \$25,000 for project. Cultural Arts Board staff liaison Diane White submitted \$45,000 into the original 2013 Bellaire City budget for this project. Submission didn’t make final adoption. Chair Terry Leavitt-Chavez talked to Fire Chief Daryl Anderson and they both are interested in going forward with project through outside fundraising.

- **Bellaire Town Square Great Lawn And Pavilion:** Cultural Arts Board staff liaison Diane White, and Chair Terry Leavitt-Chavez met with Bellaire Recreation Superintendent Cheryl Bright to brainstorm ideas for cultural events for the new great lawn and pavilion. During conversation it was agreed that it was essential to get the public's input on what events they would like to have at the pavilion. Late 2013 The Cultural Arts Board was tasked with creating a survey on survey monkey. Board let public know it was out there to take by utilizing emails, notify me, newsflash, and city web page, and has gotten a good response to survey. Bellaire Cultural Arts Board will be sharing results with Bellaire Parks and Recreation team early March 2014.

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 02/03/14 07:00 PM

Department: City Clerk

Category: Report

Prepared By: Tracy Dutton

Department Head: Tracy Dutton

DOC ID: 1070

SCHEDULED**ACTION ITEM (ID # 1070)**

Item Title:

Environmental and Sustainability Board (ESB) Annual Report for the 2013 calendar year to be presented by Chair William (Bill) Stone. Current Board Members include: Chair William (Bill) Stone, Vice Chair Seth A. Miller, Gayle Davies, Dorene Delaloye-Schroder, Mike Korotinsky, and Jason Wintz. Board Member Kirstin Feazel served on the ESB until December of 2013.

Item Summary:

Chair William (Bill) Stone will present the Environmental and Sustainability Board Annual Report for the 2013 calendar year to members of City Council.

Source of Funding:

N/A

Recommendation:

Acceptance of report into the record.

ATTACHMENTS:

- ESB Annual Report for 2013 - Color (PDF)



**BELLAIRE ENVIRONMENTAL AND SUSTAINABILITY BOARD'S
2013 ANNUAL REPORT**

Chair

William Stone

Vice Chair

Seth A. Miller

Current Members (Term Ends)

Gayle Davies (06 30 14)
Dorene Delaloye (06 30 14)
Kirstin Feazel (06 30 15)
Mike Korotinsky (06 30 15)
Seth A. Miller (06 30 14)
William Stone (06 30 15)
Jason Wintz (06 30 15)

Council Liaison

Jim Avioli

Staff Liaisons

Joe Keene, Director of Public Works
Todd Gross, Information Coordinator, Public Works

January 28, 2014

Honorable Mayor and City Council
7008 South Rice Avenue
Bellaire, TX 77401

Mayor and City Council:

Pursuant to Chapter 2, Administration, Article VII, Boards and Commissions, Division 1, Generally, Section 2-104 Annual or special reports to city council ("Section 2-104"), of the Code of Ordinances of the City of Bellaire, Texas, here is the Bellaire Environmental and Sustainability Board's annual report for the period from January 1, 2013 through December 31, 2013.

As required by Section 2-104:

- (1) Yes, this Board is serving the purpose for which it was created.
- (2) Yes, this Board is serving the current community needs.
- (3) The Board's major accomplishments are detailed below
- (4) We are not aware of any other board, public or private, which would better serve the function of the Board.
- (5) Our recommendations follow our major accomplishments.

MAJOR ACCOMPLISHMENTS AND YEAR IN REVIEW

Curbside Recycling

The attached chart shows the increased weight of recyclable materials for the curbside recycling program in Bellaire. Our Board has benefitted greatly from what has been done prior to our work. We continue to educate our citizens on the changes to the program (e.g., what is and is not collected for recycling) and discuss and implement ways to improve the program.

The cost to citizens for solid waste collection has not increased since 1994, making Bellaire's solid waste pickup affordable, but also posing the question whether rates for solid waste should be modified.

Houston Galveston Area Council

In 2013, we had an increased presence at Houston Galveston Area Council (HGAC) regional workshops. The information obtained from their presentations has been outstanding and we have brought back from those presentations good ideas that are helping the Board in our mission and work. Some of the topics covered at their various meetings were the recycling of batteries, ballast, and cigarette butts; solar energy, and possible funding for same; recycling of plastics and cartons; education strategies, and recycling partnerships.

Whole House Recycling

The Board continued to voice our support of whole house recycling by working with Bellaire's Building and Standards Commission and supporting the recycling of the home at 5119 Jessamine. At our August meeting, Kristen Schuster, the Chairperson of the Building and Standards Commission, gave us a report on the recycled house on Jessamine.

Bag It Video

At the end of our March 6, 2013 meeting at the Bellaire Civic Center, we showed this film which documents the environmental harm and impact from plastic shopping bags and other disposable plastic products.

Tour of Waste Management's Material Recovery Facility

Most of the new Board had not attended the MRF facility on Gasmer in Houston, Texas, and we made arrangements to take another tour of that plant for the new members that have not been there. On March 20, 2013 two of our Board members and Lisa Boesen toured the facility. Though we were not able to get inside the plant to watch the unloading of the trucks and the workers sort through recyclables that move on the dozens of conveyor belts, we were able to learn about the MRF and the activities that take place there.

Bellaire Spring Fling – Nature Discovery Center – April 20, 2013

The Board attended Bellaire's Spring Fling. We sold recycling bins, had kids' activities, and continued educate our citizens on issues relating to sustainability.

Pin Oak School Parking

The Board looked at some problems with parking and the dropping off and the picking up of students at this school. Board member Jason Wintz indicated that parents and teachers were involved with improving on that situation.

Fourth of July parade

The Board chose not to march in the parade this year, but did set up an educational booth on the Great Lawn for our residents to attend after the parade and to obtain information on recycling and sustainability.

Fifth Annual Bellaire Recycles Fest

The Fifth Annual Bellaire Recycles Fest was held on November 2, 2013, and the planning and implementation again went very well. The Board thanks the Mayor, City Council, City Manager, Board Liaison Jim Avioli, and Joe Keene for their decision and implementation for the City's sponsorship of the Fest this year. That relieved our Board from having to spend a lot of time and effort in fundraising and allowed us to focus on planning the Fest.

The Board had to find a new location for Recycles Fest because of the repair and maintenance of the water tower on South Rice. The location was moved North to Loftin Park and also in the Condit

Elementary School parking lot. Planning the event was a major part of our regular monthly meetings from July through October, and in addition to our regular meetings, we had planning workshops and special sessions on Monday, July 15, 2013, Sunday, September 15, 2013, Wednesday, October 16, 2013, and Wednesday, October 30, 2013. Chairing the event were members Dorene Delaloye, and Vice Chairman, Seth A. Miller. A special thank you to both of them is deserved for all the work they did before, during and after the event. Additionally, the Board wishes to thank Public Works for their hard work and going above and beyond this year.

Attached hereto is the flier from our event. We partnered with Gulf Coast Regional Blood Center to hold a blood drive this year at the Bellaire Fire Station. We will submit to the Mayor and City Council next month a follow-up report for the Recycles Fest.

The Chairman of the West University Place's Recycling and Solid Waste Reduction Board, Orval Marlow attended our December 11, 2013 meeting at our Board's request to pursue working together on America's Recycles Day and other environmental matters. This Board intends to ask that our City Council approve a joint Recycles Day with our sister city starting in 2014.

Pumpkin Patch

Our Board again attended the Saturday, October 19, 2013 Pumpkin Patch at the Nature Discovery Center. As we did last year, we promoted recycling and sustainability and also the upcoming Fifth Annual Recycles Fest.

Newsletter

The Board continues to print a newsletter three times a year for distribution to residents. All issues are distributed electronically through the City's News and Information Electronic distribution system. Limited printed copies available are available at the Library, City Hall and Public Works for those who do not have computer access. Our newsletter is one of the primary means for resident education on issues relating to sustainability.

Christmas Tree Recycling

Public Works continued this program to provide a Christmas tree recycling option for residents who wanted to repurpose their discarded live Christmas trees. Public Works made arrangements for The Save Our Beach Association to collect the trees and use them to help build sand dunes. The Save Our Beach Association is a non-profit organization (www.sobatx.org) that was founded to help protect our beaches along the Surfside Beach coastline. This year, the recycled Christmas trees will be transported to Crystal Beach, West of Galveston to help catch the sand; and build the sand dunes. The sand dunes are the first line of protection against a hurricane.

RECOMMENDATIONS

1. As we requested last year, it would be helpful if we could secure help from city staff on the planning, contact with sponsors/vendors of Bellaire Recycles Fest for the November 2014 event.
2. As indicated above, we intend to partner with West University Place on a Recycles Fest, and we will be asking City Council to allow us to work with our neighboring city this year on that event.
3. When interviewing potential applicants to our Board, whether the applicant, if appointed to our Board, we would like for City Council to determine whether the applicant has the time to devote a significant amount of work towards Recycles Fest.
4. We urge City Council to continue to communicate with and involve us in assuring that sustainability concerns are fully addressed in any final decisions with regard to the development of Evelyn's Park.
5. Though curbside recycling continues to improve, we think that we need to get more of our residents to participate, and we welcome any help the City and its various departments and employees can give us in this regard.
6. We think it might be time for the City and the Public Works Department to consider picking up recycling twice a week and solid waste once a week. Our Board believes that this will increase recycling which benefits the tipping fees received by the City from Waste Management and concurrently reduces the fees the City spends in having them dispose of solid waste collection.
7. The Board believes the City, our Board, and our Public Works Department should undertake efforts to get our commercial business owners and their garbage/trash collectors to implement recycling collection efforts for the waste they produce.
8. The end of the year had Christmas and New Year's Day fall on Wednesday, both city, state and national holidays. The result was that the last day recyclables were picked up in Bellaire in 2013 was December 18, 2013, and the first day they were picked up in 2014 was January 8, 2014. The three week buildup of recyclables was too much, and the crews did not finish picking all households recyclables until Midnight on January 8, 2014. Additionally, the residents were burdened by having to hold on to their recycling items for so long. The result was that many of the things we need to recycle were disposed of in the solid waste collection pickups when residents chose not to hold on to their recyclables for this long period. A big thank you should go out to all those residents that held on to those materials for three weeks. The City and Public Works need to have some flexibility on trash and recycling collections when holidays interfere with normal collections of both.

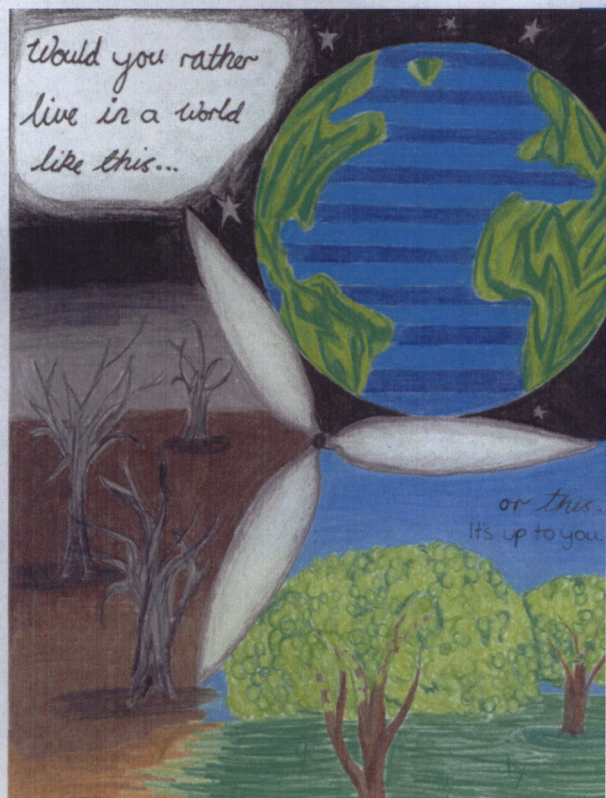
This report is submitted on behalf of the entire Environmental & Sustainability Board.

William Stone
Chair

SOLID WASTE ACTIVITIES
FY2010 vs FY2011 vs FY2012 vs FY2013
COMPARISON BY TONNAGE

	CURBSIDE RECYCLING			
MONTH	FY2010	FY2011	FY2012	FY2013
OCT	141.93	129.71	139.72	187.34
NOV	120.41	151.43	185.18	183.07
DEC	188.15	191.59	172.20	172.56
JAN	149.53	162.46	151.37	217.34
FEB	100.96	138.01	162.92	157.08
MAR	113.13	170.46	169.28	125.12
APR	127.74	137.61	156.17	127.74
MAY	134.86	152.03	203.06	136.78
JUN	113.50	191.60	145.76	155.62
JUL	130.42	137.32	148.43	147.01
AUG	108.92	135.45	187.44	174.37
SEP	165.96	189.89	158.94	160.33
TOTAL	1,595.51	1,887.56	1,980.47	1,944.36

	GARBAGE			
MONTH	FY2010	FY2011	FY2012	FY2013
OCT	709.39	557.42	617.27	598.01
NOV	651.11	617.96	698.26	701.83
DEC	976.58	778.89	759.51	768.06
JAN	773.85	709.49	812.69	635.24
FEB	590.10	609.45	612.51	540.40
MAR	958.31	837.10	701.54	605.12
APR	816.95	779.67	587.37	640.43
MAY	624.16	618.40	527.47	641.25
JUN	798.87	692.76	612.58	573.37
JUL	657.13	502.02	560.04	597.88
AUG	689.23	606.96	615.26	625.48
SEP	663.01	566.71	782.33	519.26
TOTAL	8,908.69	7,876.83	7,886.83	7,446.33



BELLAIRE RECYCLES FEST

EARTH CONTEST

ART & PHOTO CONTEST for
CHILDREN AGES 5-18

SATURDAY, NOVEMBER 2, 2013

Loftin Park • 7008 S. Rice Ave
(next to City Hall)

Sponsored by:

THE BELLAIRE ENVIRONMENTAL AND
SUSTAINABILITY BOARD & THE BELLAIRE
CULTURAL ARTS COMMISSION

WHO CAN ENTER?

Anyone between the ages of 5 – 18.

There are four divisions: Kindergarten to Grade 2; Grades 3 to 5;
Grades 6 to 8; Grades 9 to 12

ENTRY DUE DATE

Saturday, November 2 between 9:00 – 10:00 AM

Bring the completed entry for and attach it to your artwork or photograph. Entries must be picked up by 1:00 PM at the conclusion of the event unless you agree to have it displayed at City Hall.

JUDGING & AWARDS

All contestants will be judged on the following criteria:

- ✓ Use of recyclable materials ✓ Environmental theme/message
- ✓ Creativity ✓ Composition
- ✓ Explanation of art or photo ✓ Originality

COOL prizes will be awarded for 1st Place in each of the 4 divisions. Ribbons will be awarded to 2nd & 3rd Place winners.

WINNERS will be announced at 12:30 PM on Nov. 2nd

ART GUIDELINES

Express your commitment to reduce waste in the environment by creating something innovative from waste and/or used products. Your entry can be flat or 3-dimensional. No size requirements. Any materials are allowed. New fastening materials such as glues, tape, screws, nails, Velcro, etc. are permitted. **At least 2 sentences need to be included to explain what the artwork represents.** One entry per person.

PHOTOGRAPHY GUIDELINES

Express your commitment to the environment with photos. How has your life been impacted by the beauty or negligence around you OR how have you impacted your environment? Your photograph can be color or black & white (sized 8x10 or larger) depicting how one can limit waste and/or increase beauty. The photograph must be taken by you and not previously published. **At least 2 sentences need to be included to explain what the photograph represents.** One entry per person.
No depiction of nudity, adult or illegal subject matter in any entries.

EARTH CONTEST is about our environment and community. What better way to express yourself and your commitment to the planet & the City of Bellaire than via art and photography? Use the 'trash' of our lives in new and innovative ways OR photograph something that expresses a commitment to limit waste and increase beauty around us.

Complete, clip and attach securely to artwork or photograph.

Name: _____

Address: _____

Phone: _____

School: _____

Environmental Message/Title: *(use back if necessary)* _____

Division (circle one): K – 2 3 – 5
 6-8 9-12

GIVE BLOOD

.ORG

Sydney, blood recipient

Bellaire Environmental and Sustainability Board

Saturday, November 2

9:00 am - 1:00 pm

Bellare Fire Dept. Training Room
5101 Jessamine

Contact Bill Stone
(713)713-857-8531 or go to
www.giveblood.org and enter
sponsor code: B510

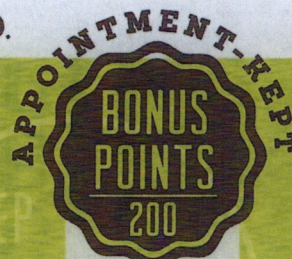
Eat. Drink. Bring I.D.



Gulf Coast Regional
Blood Center

Commit for Life.

Blood donors
make a
difference.



To schedule your
donation, call
1(888)482-5663
or visit
giveblood.org

The CITY OF BELLAIRE Proudly Presents

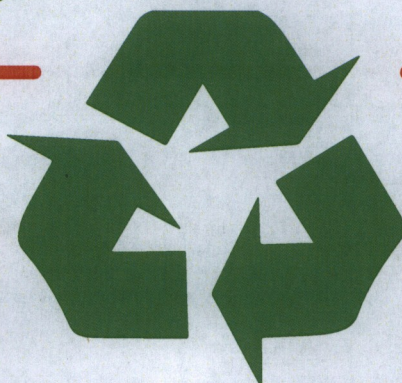
2013

Family Fun

BELLAIRE Recycles Fest V SATURDAY NOV. 2ND 7008 S. Rice Ave. (near City Hall)

Recycle Unwanted Items

5TH ANNUAL



RECYCLES FEST

EVERYONE'S INVITED!

9AM - 1PM

Bellaire Cultural Arts Commission is sponsoring a Children's Art & Photo Contest. Ages 5-18 Visit: www.ci.bellaire.tx.us for entry forms.

PLAY: Lots of kid-friendly activities--rock wall, can smashing, face painting, inflatable bouncy house and MORE!

VISIT: Booths and displays of green vendors and organizations from Bellaire / Houston.

LEARN: What items are accepted by curbside recycling; tips for proper disposal of items not taken in the curbside program and how to reduce yard waste.

SEE: Electric vehicles, solar panels, and green toys.

EAT: Food trucks *What's Up Cupcake* and *Juice Girl*. Free samples from *Snap Kitchen*.

FREE AND SECURE electronics and small appliance recycling by *CompuCycle*.

FREE AND SECURE paper shredding by *A1 Shredding*.

ADOPT a dog or cat from *Friends For Life* via the *Mobile Adoption Vehicle*.

DONATE coats, jackets, blankets, clothing, glasses, and sleeping bags.

SHOP fruit and vegetables from *Plant It Forward Farms* and grab a book from *Friends of the Bellaire Library's* fall book sale. Feed your body and your mind!

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 02/03/14 07:00 PM
Department: City Clerk
Category: Report
Prepared By: Tracy Dutton
Department Head: Tracy Dutton
DOC ID: 1071

**SCHEDULED
ACTION ITEM (ID # 1071)**

Item Title:

LIFE Advisory Board Annual Report for the 2013 calendar year to be presented by Chair Iola Pickul. Current Board Members include: Chair Iola Pickul, Vice Chair Jeri Garner, Barbara Davis, Marjorie Ishee, Roberta Murray, Pauline Nolen, and Pat Westwood.

Item Summary:

Chair Iola Pickul will present the LIFE Advisory Board Annual Report for the 2013 calendar year to members of City Council.

Source of Funding:

N/A

Recommendation:

Accept report into the record.

ATTACHMENTS:

- LIFE Annual Report for 2013 (PDF)



**L.I.F.E. ADVISORY
BOARD**

Chair

Iola Pickul

Vice Chair

Jeri Garner

Secretary

Roberta Murray

Members

Barbara Davis

Marjorie Ishee

Pauline Nolen

Pat Westwood

Council Liaison

Phil Nauert

Staff Liaisons

Parks & Recreation Director Jane Dembski
Recreation Superintendent Cheryl Bright-West
Senior Services Specialist Valerie Langdon

**Annual Report for the Period
January 1, 2013 – December 31, 2013**

**State of the City Report
February 3, 2014
LIFE Advisory Board**

Through the Parks and Recreation Department Senior Adult Services, the City of Bellaire provides the Bellaire LIFE program (BLIFE) for active adults ages 50 and up. BLIFE represents Living, Information, Fun, and Enrichment. Our programming is designed to keep our participants engaged in life through continued learning opportunities, new relationships and new experiences. Our programming provides the residents of Bellaire and surrounding communities with a leisure lifestyle through socialization, games, day trips, special activities and events. The atmosphere is fun with a sense of camaraderie.

BLIFE takes advantage of free bus transportation services offered by the Harris County Transportation Department. Generally, staff is able to secure one to two Harris County buses per month for day trips within a 200-mile radius from Houston. The trips provide a change of scenery for the participants as well as provide an opportunity to learn about an area's history, tourism and entertainment opportunities; to make new friends; and to enhance the overall lifestyle of each participant. In 2013, we visited one of the world's largest collections of nutcrackers in Seguin; visited the Manny Gammage Texas Hatter's store in Lockhart which has made hats for lots of politicians, musicians, movie stars and common folk; walked through River Oaks during the Azalea Trail; visited the Bob Bullock Texas State History Museum and the beautiful State Capitol; took the glass bottom boat ride in San Marcos; shopped for hours at the Nutcracker Market in Houston; enjoyed a wonderful summer evening at Miller Outdoor Theater; saw a replica of the Liberty Bell; visited an exotic cat refuge and wildlife orphanage; watched pick-up trucks being assembled at the Toyota Factory in San Antonio; toured the very historic missions in Goliad; and watched a baseball game in Sugar Land. We also learned about the medications we are prescribed, drug interactions, and dosages; learned about aging and how to handle all the details involved such as wills, future housing, power of attorney, etc.; how to prevent and treat knee and hip injuries; and how to hire the proper repairman without getting nailed. BLIFE participants also recognized some of the more important "holidays" of the year such as Valentine's Day with two chocolate fountains; a "Souper" Bowl tail gate party with a real tailgate; Mother's Day; National Apron Day; Halloween; Cinco de Mayo; Grandparent's Day; and of course, Waffle Day.

In an effort to make a difference in the community, BLIFE participants collected over 225 nonperishable food items for the Houston Food Bank during the 2013 holiday season.

Provided for under City ordinance, and appointed by the Mayor and City Council, the LIFE Board meets monthly to provide guidance to Staff in determining program objectives. In addition, LIFE Board members provide assistance to staff during programs, trips, activities and events.

2013 BLIFE Programming Participation

<u>Activity</u>	<u># of Participants</u>
24 bus day trips	707
6 Educational Seminars	104
12 monthly Bingo games	254
11 monthly Men's/Women's Club Programs	263
42 Monday Bridge	672
43 Tuesday weekly meetings of various games, bridge	267
47 Wednesday Crafts and Conversation	188
49 Friday Bridge	573
16 Movies	649
17 Special Events:	
luncheons, extra game days, pumpkin decorating	
book swap	<u>467</u>
<u>Totals</u>	
267activities	4,144 participants

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 02/03/14 07:00 PM
Department: City Clerk
Category: Report
Prepared By: Tracy Dutton
Department Head: Tracy Dutton
DOC ID: 1072

**SCHEDULED
ACTION ITEM (ID # 1072)**

Item Title:

Parks and Recreation Advisory Board Annual Report for the 2013 calendar year to be presented by Chair Jeff Addicks. Current Board Members include: Chair Jeff Addicks, Todd Blitzer, Jim Broadwell, Alissa Leightman, Gay Mayeux, Paula Mey, and Kim Padgett.

Item Summary:

Chair Jeff Addicks will present the Parks and Recreation Advisory Board Annual Report for the 2013 calendar year to members of City Council.

Source of Funding:

N/A

Recommendation:

Acceptance of report into the record.

ATTACHMENTS:

- PRAB Annual Report - 2013 (DOCX)

February 3, 2014

Honorable Mayor and City Council

City of Bellaire

7008 South Rice Avenue

Bellaire, Texas 77401

Re: **ANNUAL REPORT OF THE BELLAIRE PARKS AND RECREATION ADVISORY BOARD**

Mayor and City Council:

It is my honor and pleasure to serve as Chair of the Bellaire Parks and Recreation Advisory Board (the “Board”) for 2014. The seven member Board is comprised of very dedicated volunteers including Todd Blitzer, Jim Broadwell, Alissa Leightman, Gay Mayeux, Paula Mey, Kim Padgett, and, as a non-voting member, Parks and Recreation Department Director, Jane Dembski. In addition, to service on this Board, our members serve as volunteers at many of Bellaire’s celebrations such as Holiday in the Park and the 4th of July Parade and Celebration. The Board is also served by our Council Liaison, Mandy Nathan, who provides invaluable advice and counsel.

The members of the Board act in an advisory capacity to Council and to the Parks and Recreation Department (the “Department”) regarding policy matters pertaining to city parks and recreation. The specific charge from Council to the Board is as follows:

- a. Make recommendations to the city council regarding sources of funding for parks and recreation programs additions and improvements.
- b. Review and make advisory recommendations to the department and city council on proposed parks and recreation programs additions and improvements.
- c. Promote and stimulate public interest in parks and recreational programs and assist the director of the department in seeking the cooperation of public and private agencies that may have a direct or indirect involvement in parks and recreation.

- d. Review, and make advisory recommendations, to the department and the city council on changes, modifications and amendments to parks and recreation policies of the city. Other functions and duties of the board shall be to:
1. Acquaint itself with, and make a continuous study and inspection of the complete parks and recreation system;
 2. Recommend and help secure a comprehensive master plan and other studies for parks and recreation for the development of parks, facilities and recreation programs;
 3. Conduct a periodic review and update of the master plan and provide an annual report to the city council; and,
 4. Perform such other duties as the city council may prescribe.

As a part of the above listed duties and responsibilities, the Board considered and acted on a variety of issues in 2013.

BELLAIRE TOWN SQUARE

In January of 2013, the Board commenced meetings with Clark Condon Associates to complete Plan Documents for the multi-purpose Great Lawn Project of Bellaire Town Square (“BTS”). After presenting construction documents to Council and hearing concerns about the project from various council members, the Board, in working with the architect, addressed issues regarding the height of the proposed waved beam performance pavilion, ADA compatibility, specifically ramps, railing and step width, illumination of the pavilion and the park south to Jessamine and drainage. After receiving approval from Council, preconstruction meetings commenced in April 2013 and construction began in May. The project was completed in late November 2013 in time for Holiday in the Park. Reviews from citizens regarding the Great Lawn Project and the Performance Pavilion have been very positive.

PARKS AND RECREATION MASTER PLAN

As has been previously reported to you, in January 2013 the Board held a Board workshop to review goals and objectives and create guiding principles for the development of the Bellaire Parks and Recreation 10 Year Master Plan (“the Plan”). The Board identified leadership

groups within the city government and potential groups outside of the city governmental structure with which to work during 2013 in the continued creation of the Plan.

At this initial workshop, the Board created two Plan subcommittees. The Plan Focus Group Subcommittee compiled questions for a citizen focus group meeting, assigned Board members to facilitate the group meeting, compiled group meeting information, prepared for a public workshop, and compiled workshop information. The Plan Content Subcommittee is working with the Department staff to create the actual content and compilation of information for the Plan document

Thereafter, the Board held a workshop / focus group meeting on June 5, 2013 pertaining to the Parks and Recreation Master Plan. The workshop included a discussion regarding Evergreen Park to get ideas for possible new development of the park. From 2006 to June 2013, over \$600,000 was spent on the pool and pool facility. The structure was built in the early 1950s and much continues to be spent in repair and remodeling of the facility. Also, with the water tanks removed from the southeast portion of the park, there is a significant area of green space available to be developed. The Board is considering an analysis of the park that includes functionality and beautification.

The Board will be presenting a ten year proposed Bellaire Parks and Recreation Master Plan to Council in 2014.

ANNUAL ASSESSMENT OF BELLAIRE PARKS

The members of the Board spent time reviewing and assessing each of the Bellaire parks. The results of this review have been discussed in Board meetings and will be part of the Bellaire Parks and Recreation Master Plan.

During 2013, the Board also discussed, and considered, matters pertaining to bike/pathways, recreation fee structures, holiday decorations, parks capital improvements, proposed ordinances related to the use of alcohol in certain park facilities, ordinances regarding pets being permitted in certain parks, as well as a variety of other issues. The Board also continued its analysis of the Parks and Recreation Citizen Survey as a part of the Board's work on the Master Plan.

While much was accomplished in 2013 there is much work to be done in the coming year. We look forward to working with Council in 2014.

Sincerely,

Jeff Addicks
Board Chairman