CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MAY 5, 2014

Council Chamber	Special Session and Regular Session	6:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

Mayor

Dr. Philip L. Nauert

Mayor Pro Tem	Councilman	Councilman
Amanda B. Nathan	James P. Avioli Sr.	Pat B. McLaughlan
Councilman	**Councilman**	**Councilman**
Roman F. Reed	Gus E. Pappas	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.

I. SPECIAL SESSION - 6:00 PM

A. Call to Order and Announcement of a Quorum - Dr. Philip L. Nauert, Mayor

B. Municipal Facilities Design

1. Presentation and possible action regarding the results of the Municipal Building Planning Studies prepared by Pierce Goodwin Alexander and Linville and presented by Mr. Jeff Gerber, Chief Executive Officer.

   (Requested by Karl Miller, Facilities Management)

2. Presentation of and possible action on a recommendation from the Department of Facilities Management that will outline the procurement process for the selection of Architectural and Engineering services and construction methodology options for the new municipal facilities to include: City Hall, Police Station, Municipal Courts, and Bellaire Civic Center.

   (Requested by Karl Miller, Facilities Management)

C. Adjournment

D.

II. REGULAR SESSION - 7:00 PM

A. Call to Order and Announcement of a Quorum - Dr. Philip L. Nauert, Mayor

B. Inspirational Reading and/or Invocation - Roman F. Reed, Councilman - Position No. 1

C. Pledges to the Flag - Roman F. Reed, Councilman - Position No. 1

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.

D. Proclamations

1. Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming the month of May 2014 as "Older Americans Month" in the City of Bellaire, Texas, in recognition of older adults for their many contributions to the community.

   (Requested by Tracy L. Dutton, City Clerk)

2. Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming the week of May 11-17, 2014, as "National Police Week" in the City of Bellaire, Texas, in recognition and appreciation of all law enforcement officers for the vital services they perform, their exemplary service to their communities, and in honor of those that have made the ultimate sacrifice.

   (Requested by Byron Holloway, Police Department)

3. Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming the week of May 18-24, 2014, as "Emergency Medical Services Week" in the City of Bellaire, Texas, in recognition of the dedication, value, accomplishments, and tremendous efforts our emergency medical services teams make to improve the health in our community.

   (Requested by Darryl Anderson, Fire Department)

4. Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming the week of May 18-24, 2014, as "National Public Works Week," and encouraging our residents to join in paying tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they have made to our health, safety, welfare, and quality of life.

   (Requested by Diane K White, Public Works)

5. Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming May 21, 2014, as "Bellaire Special Olympics Day" in the City of Bellaire, Texas, in recognition and appreciation of the partnership between law enforcement and Special Olympics to provide sports competition opportunities to those with physical and mental challenges.

   (Requested by Byron Holloway, Police Department)

E. Approval or Correction of Minutes

1. Mayor and Council - Regular Session - Apr 21, 2014 7:00 PM

F. Personal/Audience Comments

G. Report(s)

1. City Manager's Report

1. City Manager's Report dated May 5, 2014, regarding projects update and Public Works Department transition.

   (Requested by Paul A. Hofmann, City Manager)

H. New Business

1. Consent Agenda

All items listed under the Consent Agenda are considered routine and are recommended for approval by a single motion of City Council, without discussion. If discussion is desired, any one or more members of City Council and/or the Mayor may request that an item be removed from the Consent Agenda and considered separately.

a. Consideration of and possible action on a request from the Bellaire Police Department, Bellaire Public Works Department, Bellaire City Library and Facilities Management for Council authorization to auction city property and vehicles identified as no longer of use to any other departments.

   (Requested by Paul A. Hofmann, City Manager)

b. Consideration of and possible action on a request for City Council authorization for the City Manager of the City of Bellaire, Texas, to execute, for and on behalf of the City of Bellaire, Texas, a transmittal letter to CenterPoint Energy's Director of Regulatory Affairs affirmatively approving a request from CenterPoint Energy to suspend the operation of an interim rate adjustment for changes in investment for a period of one (1) year.

(Requested by Tracy L. Dutton, City Clerk)

2. Adoption of Ordinance(s)/Resolution(s)

a. Consideration of and possible action on a recommendation from the Bellaire Finance Department to award a contract for meter reading services to the lowest responsive bidder, Alexander's Contract Services, Inc., and on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the Mayor and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with Alexander's Contract Services, Inc., for the provision of sufficient personnel and meter-reading handheld devices to complete monthly water meter reads within a seven (7) day work cycle to the Finance Department, Utility Billing, of the City of Bellaire, Texas 77401, on a contract basis for three (3) years, commencing on June 1, 2014, and expiring on May 31, 2017, with an automatic renewal for two (2) consecutive one (1) year periods upon mutual agreement of both parties.

(Requested by Linda Symank, Finance Administration)

b. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Ordinance No. 13-041, which authorized the execution of a Standard Form of Agreement with Total Contracting Ltd. for the "Rebuild Bellaire, Phase Four Paving and Drainage Improvement Project," for the purpose of removing the proposed sidewalk and curb ramp on the west and north sides of the 800 Block of Jaquet Drive, said removal of which would decrease said Agreement by $17,400.00, and authorizing The City Manager of the City of Bellaire, Texas, to execute a Change Order (No. 1) with Total Contracting Ltd. for said decrease. (Item requested by Councilman Roman F. Reed).

(Requested by Diane K White, Public Works)

I. 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 Meeting 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 City 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.]

J. Adjournment

III. SPECIAL SESSION (EXECUTIVE SESSION) - IMMEDIATELY FOLLOWING REGULAR SESSION)

A. Call to Order and Announcement of a Quorum - Dr. Philip L. Nauert, Mayor

B. Convene in Executive Session:

Members of City Council will convene in Closed Session to be held in the Council Conference Room (located directly behind the Council Chamber) under the *Texas Government Code, Chapter 551, Open Meetings, Section 551.074, Personnel Matters; Closed Meeting,* to deliberate the employment classification of the City Clerk of the City of Bellaire, Texas.

C. Reconvene:

Members of City Council will reconvene in Open Session in the Council Chamber and take action, if any, on item(s) discussed in Executive Session (Closed Session).

D. Adjournment

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
ACTION ITEM (ID # 1133)

Meeting: 05/05/14 06:00 PM
Department: Facilities Management
Category: Discussion
Department Head: Karl Miller
DOC ID: 1133 A

Item Title:

Presentation and possible action regarding the results of the Municipal Building Planning Studies prepared by Pierce Goodwin Alexander and Linville and presented by Mr. Jeff Gerber, Chief Executive Officer.

Background/Summary:

In December 2013, City Manager, Mr. Bernard Satterwhite authorized Pierce Goodwin Alexander and Linville (PGAL) to implement the Municipal Building Planning Studies. The purpose of the studies was to assist City Council with making a final decision as to the size, configuration and location of new municipal facilities, which includes: City Hall, Civic Center, Police Station and Municipal Courts. Mr. Jeff Gerber, Chief Executive Officer, PGAL, will present various opportunities as well as a recommendation.

Consideration for the site options included existing Parks Master Plans, existing City Ordinances related to Loftin Park, existing tree locations in Town Center, proposed development of the new elementary school across the street from City Hall on South Rice Ave., existing residential areas, existing amenities in and around Town Center, 2013 Conceptual Studies and previously held public hearings. Parking was also an important consideration in selecting sites and building configuration options.

Previous Council Action Summary:
During the February 25, 2013 City Council meeting Mr. Jeff Gerber, PGAL, presented to City Council an update to the Facilities Plan which reported on the current conditions of City Hall, Police Station and Municipal Courts. City Council voted to replace both facilities during their April 1, 2013 Council meeting. In November 2013, through a bond referendum, the voters of the City of Bellaire voted in favor of funding new facilities.

Fiscal Impact:
None

Recommendation:
It is the recommendation of the Director of Facilities Management that City Council votes in favor of the Campus Building Option as presented by Mr. Gerber.

ATTACHMENTS:

- Workshop Municipal Building Presentation 050514 (PPTX)

MUNICIPAL BUILDING CONCEPT STUDIES
Council Meeting

05/05/2014

PREPARED BY
PGAL

Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

AGENDA

- Review pre-design scope objectives
- Linking together City Initiatives
- Review of big picture opportunities
- Review site configuration options
- Recommendation of site configuration
- Council comments

PREDESIGN PLANNING SCOPE

- Refine project program
- Identify possible building configuration options
- Identify parking requirements/ opportunities
- Consider single building and multiple building options
- Recommend site configuration to be used in future design process

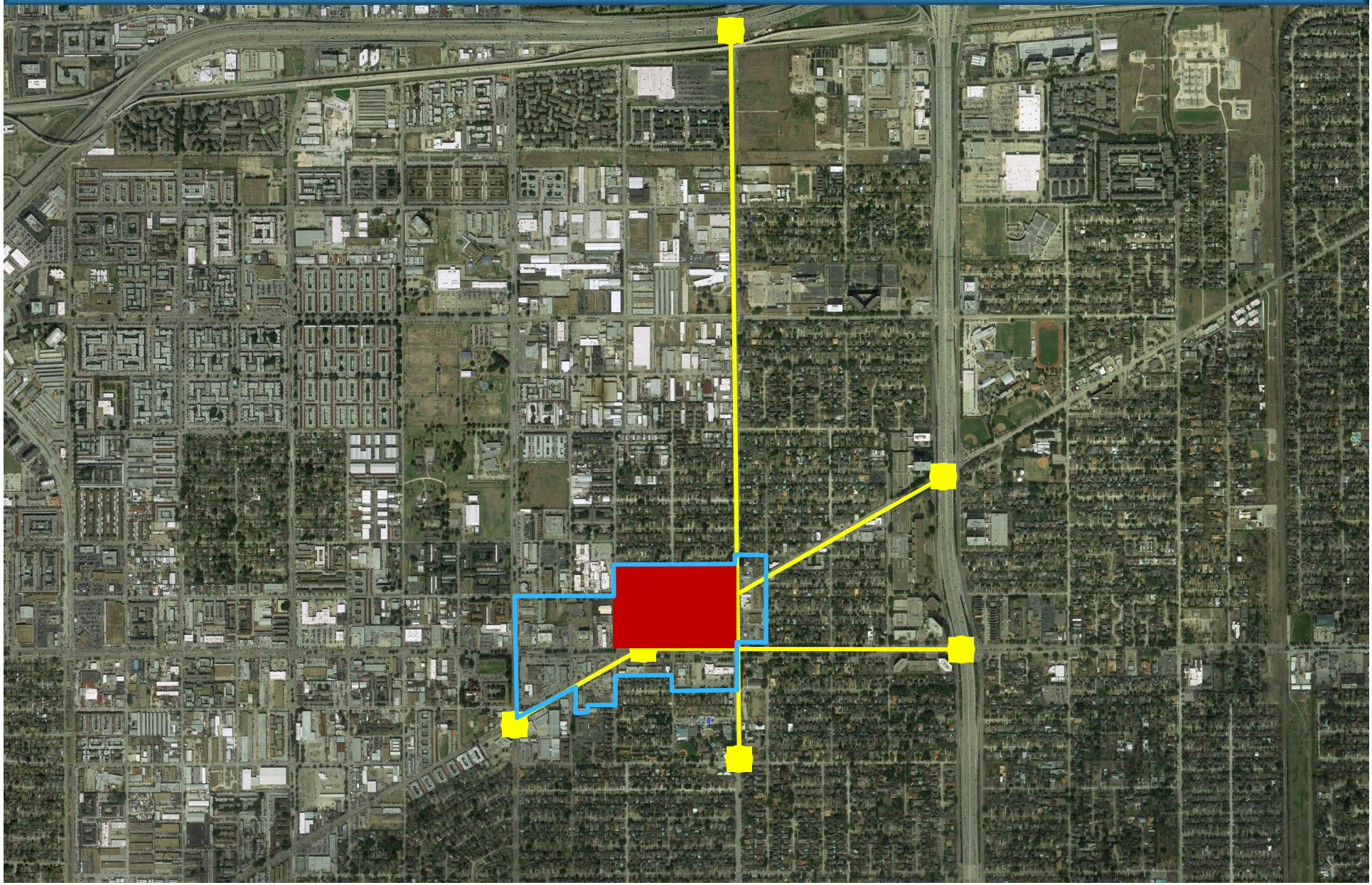
CITY OF BELLAIRE INITIATIVES

- Public Art
- City Markers and Wayfinding
- Comprehensive Plan
- Parks Master Plan
- City Branding
- Facilities Master Plan

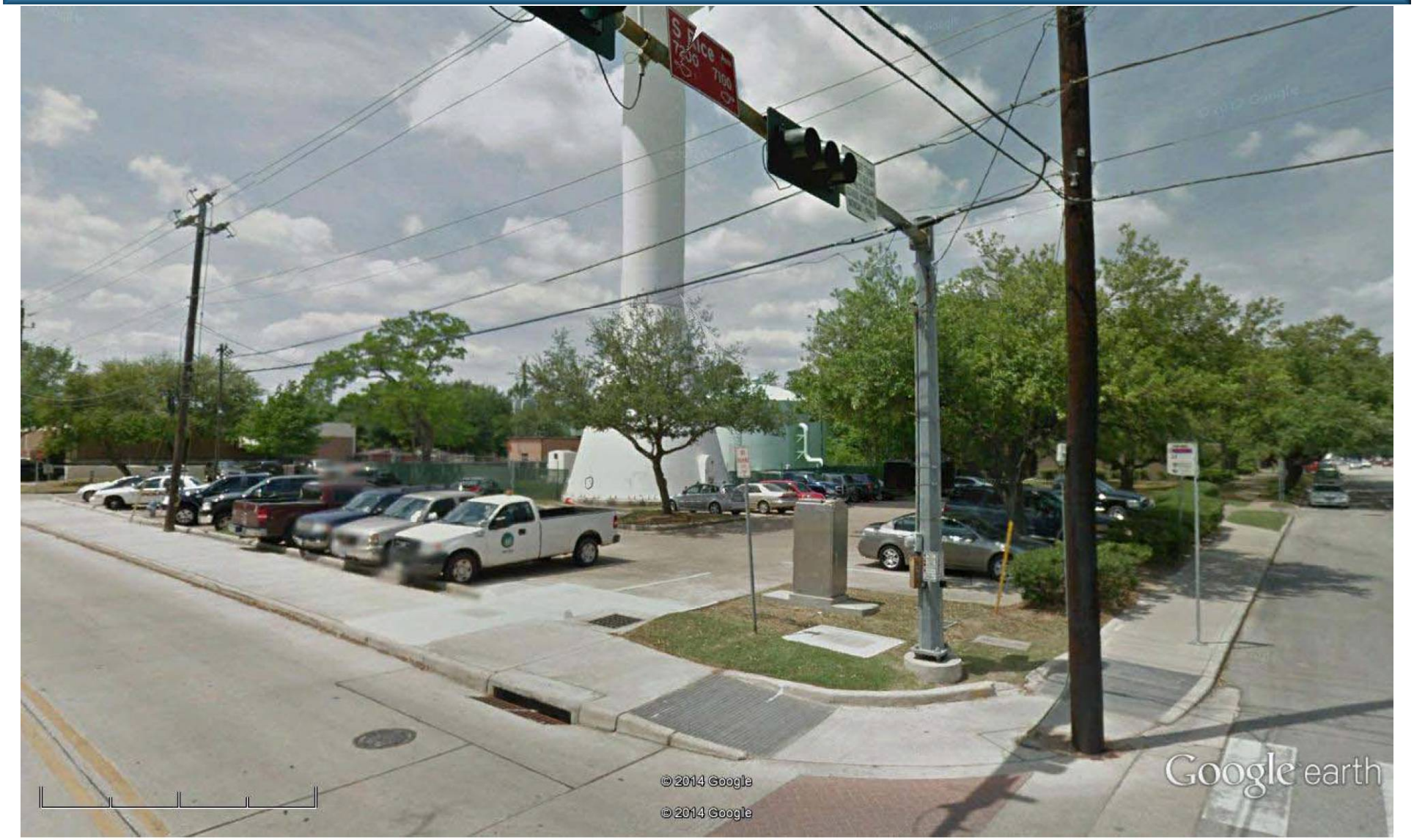
OPPORTUNITY TO LINK TOGETHER CITY PRIORITIES

- Acknowledge previous public input
- Consider “big picture”
- Respect the long term solution
- Create pedestrian friendly environment
- Improve value of existing investments
- Integration of existing or planned community spaces
- Enhancement of “green spaces”

Existing Transportation Corridors



Existing Town Square Corner



Google earth

feet 10

meters 5

District Marker – Option 1

District Marker – Option 2

District Marker – Option 3

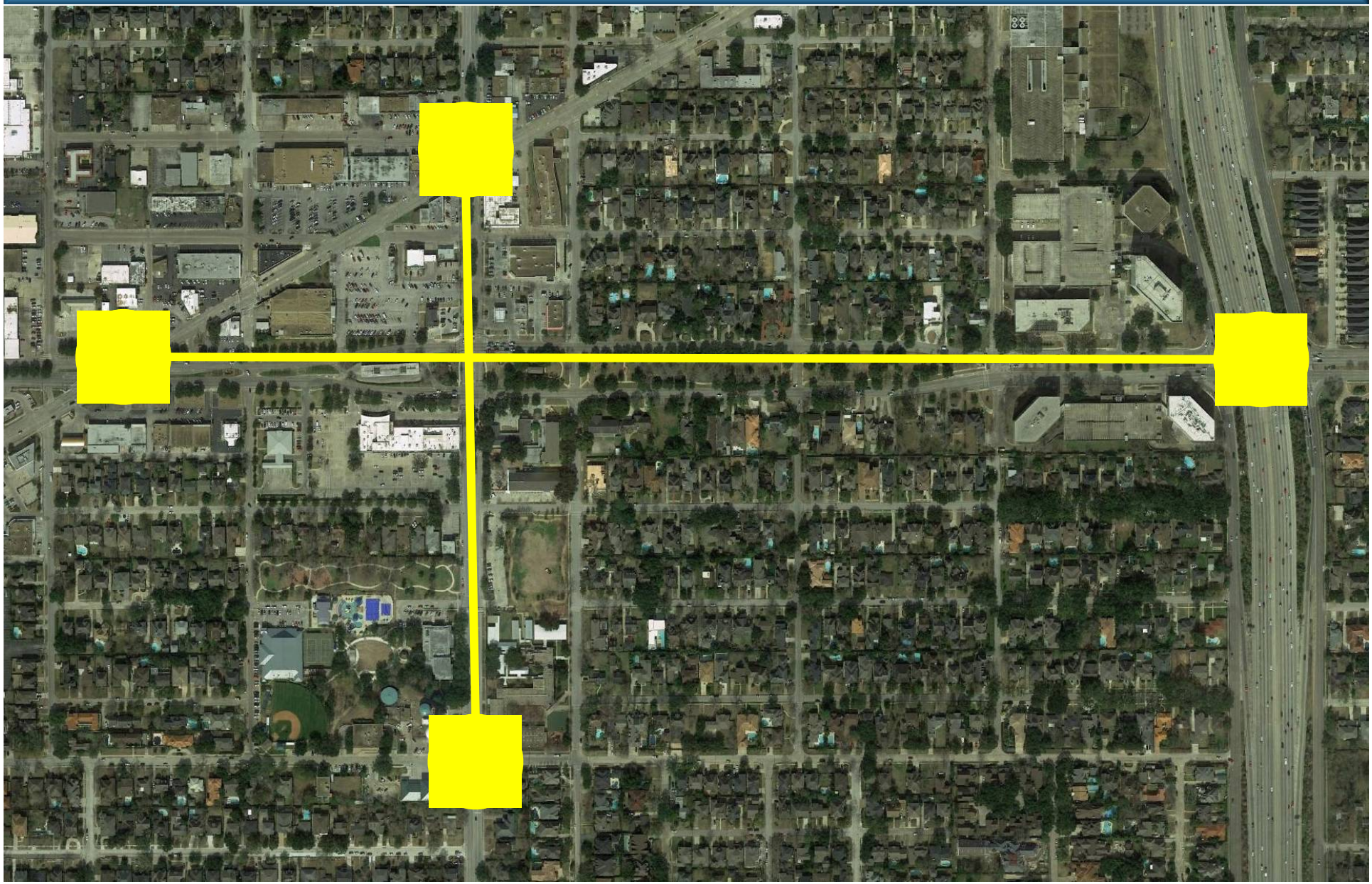
Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

District Markers – Option 4

Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

Existing City Park Space

Potential Pedestrian Corridors



Walkable Streetscape

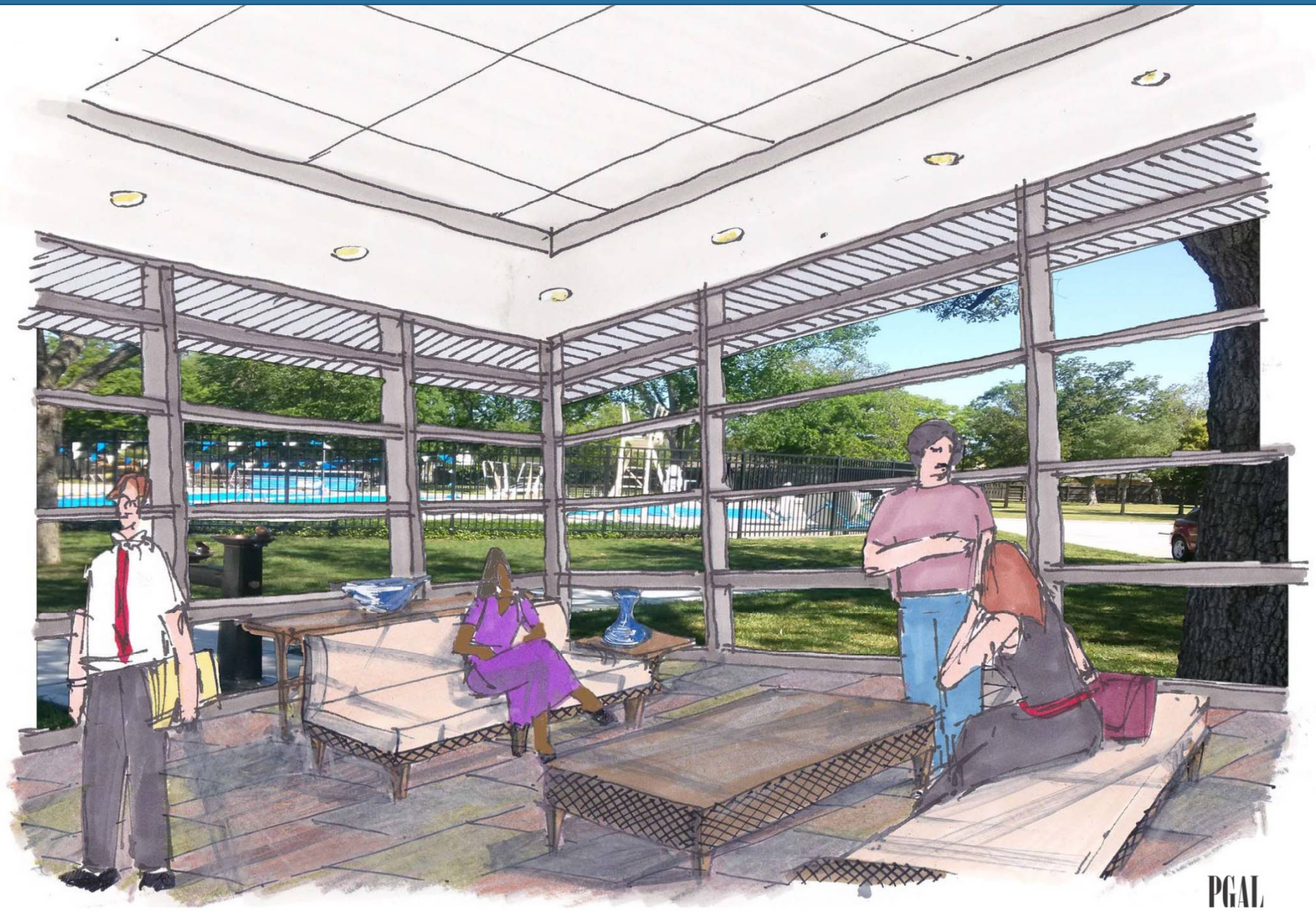
Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

Linking Together Green Space

BUILDINGS LOCATED WITHIN A PARK

- Transparent buildings
- Open up buildings to park
- Front buildings on the park
- Linking the park elements
- Creating pedestrian pathways through the site

BuildingTransparency



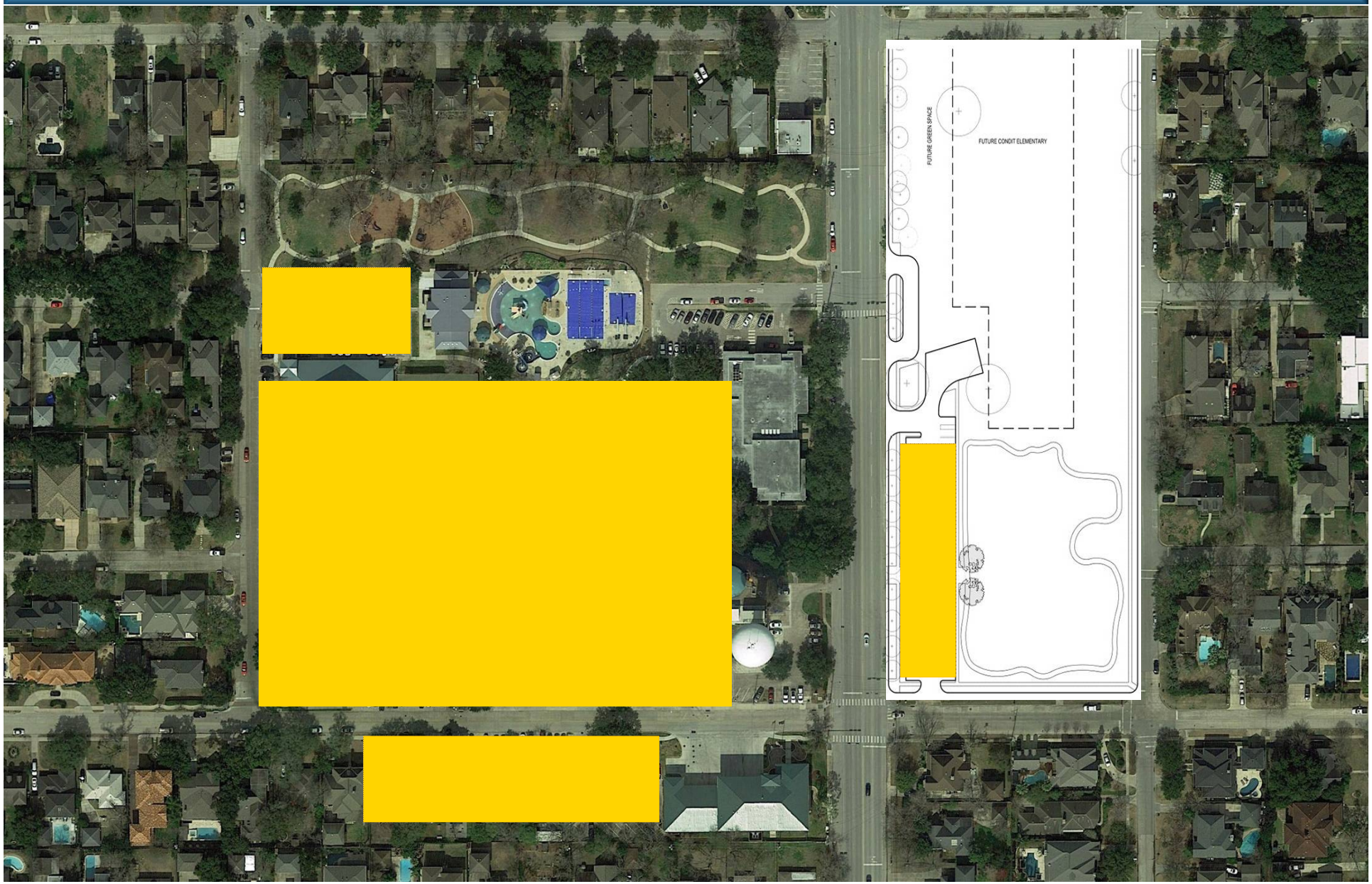
Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

Indoor/Outdoor Spaces That Open to Park

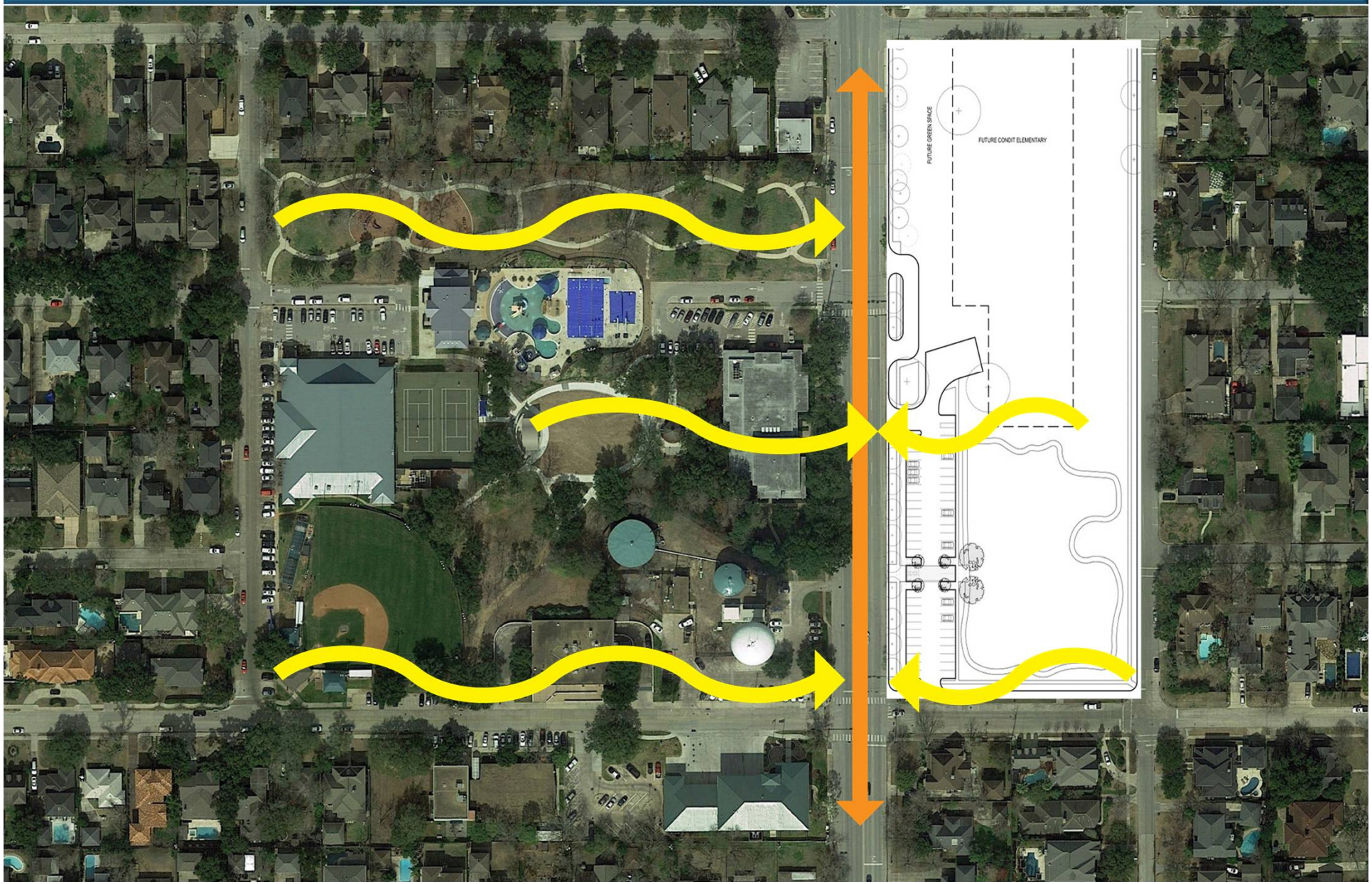
Daylighting Interior Spaces

Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

Perimeter Parking Zones



Enhance Pedestrian Pathways



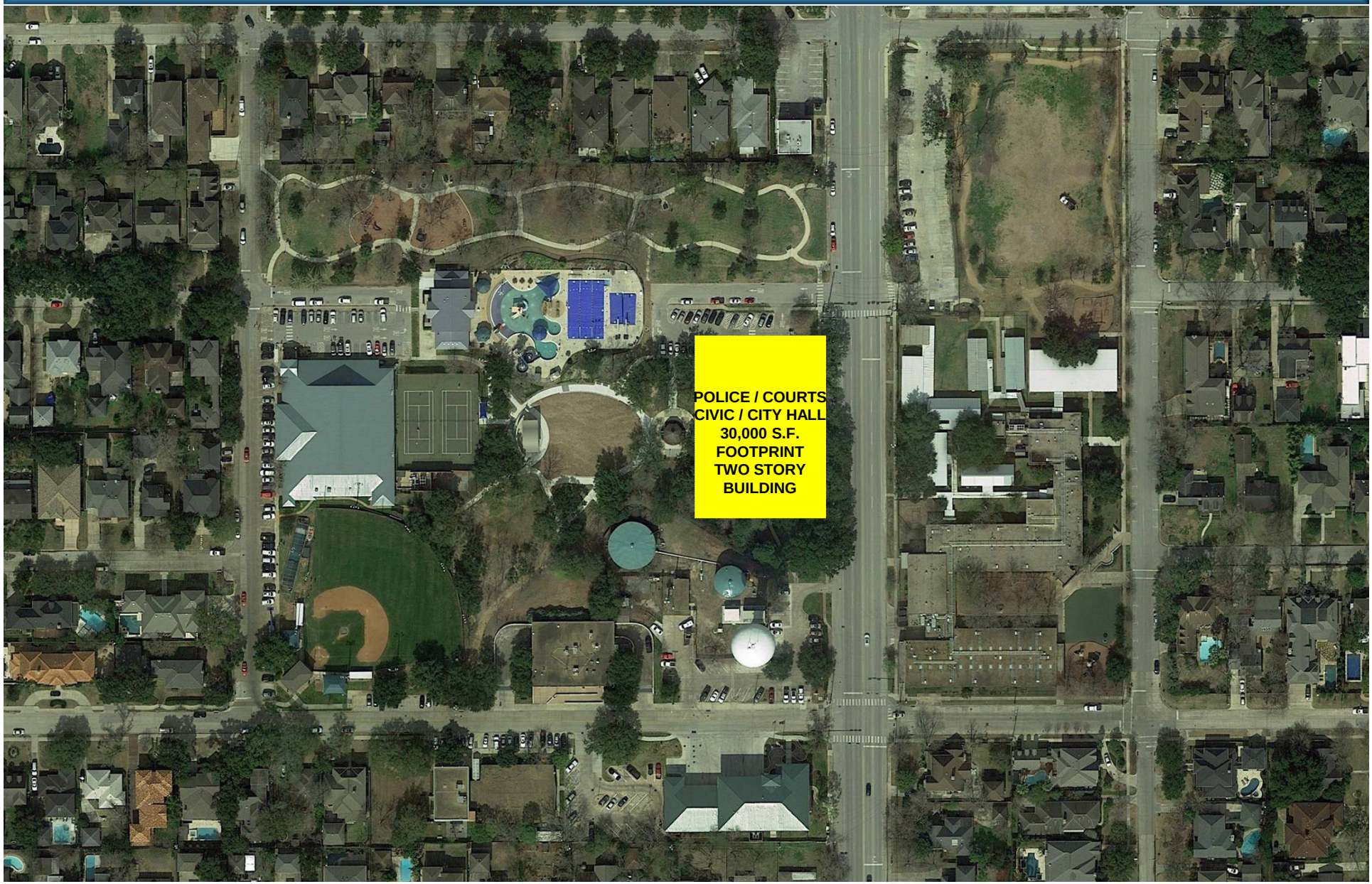
DEPARTMENTAL SPACE PROGRAM REQUIREMENTS

- City Hall 10,161 GSF
- Civic Center 7,850 GSF
- BLIFE 2,174 GSF
- Municipal Courts 5,080 GSF
- Police Department 14,312 GSF
- Shared Spaces 2,136 GSF
- Total 41,713 GSF

MUNICIPAL FACILITY CONFIGURATION OPTIONS

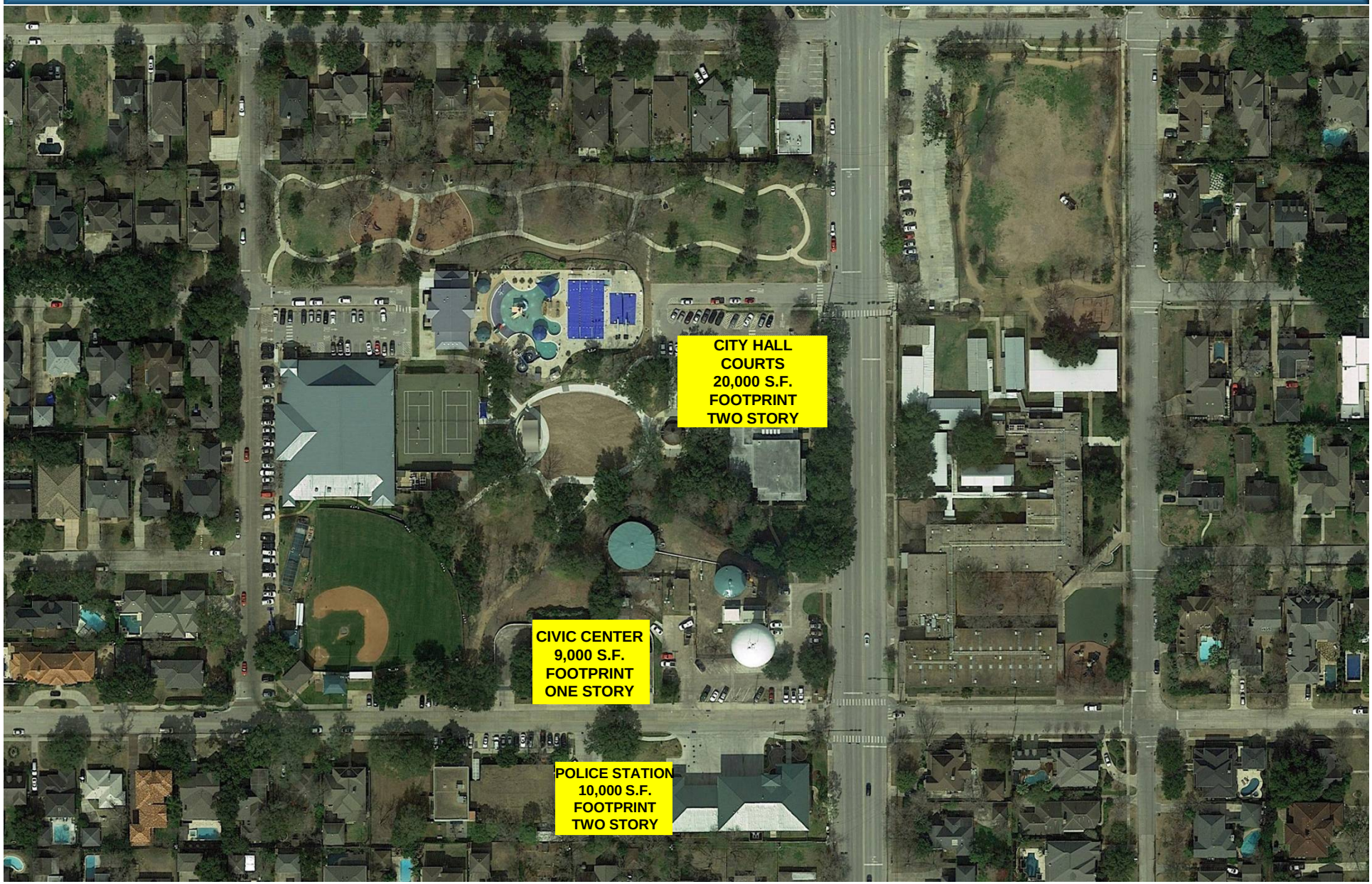
- Single Consolidated Building Option
- Two Buildings Option
- Campus of Buildings Option

Consolidated Building Option



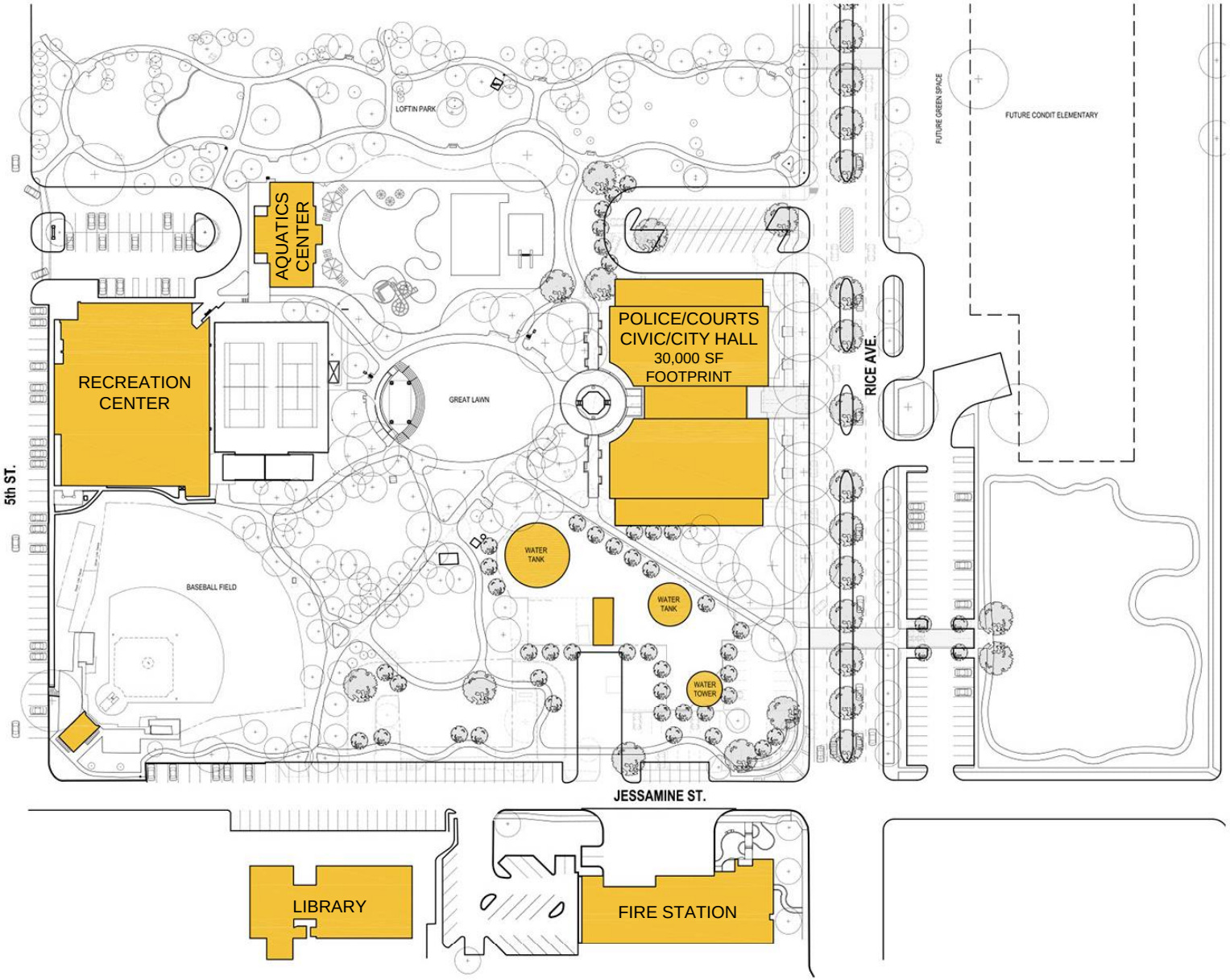
Split Building Option

Campus of Buildings Option



Consolidated Building

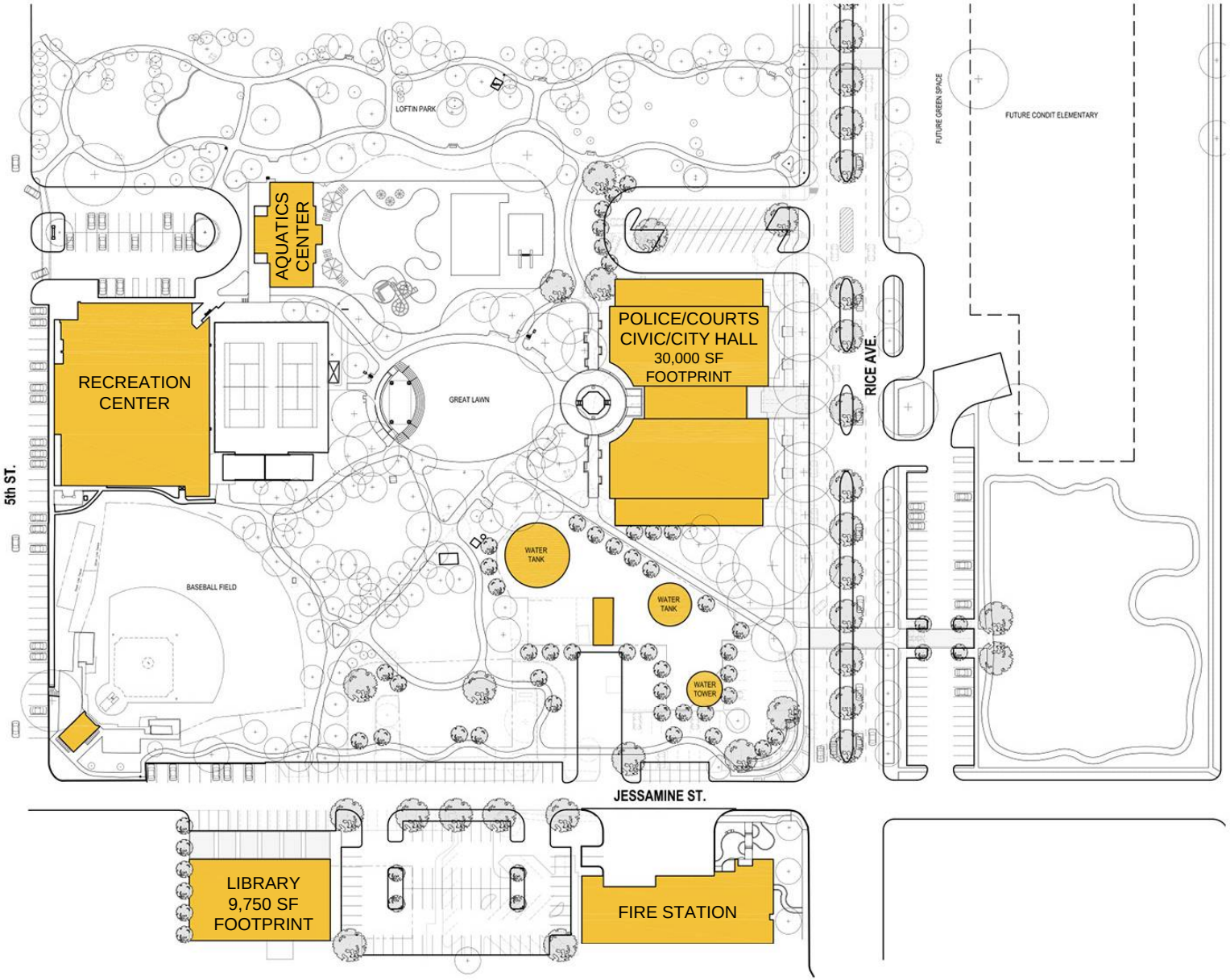
Short Term Master Plan



Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

Consolidated Building

Long Range Master Plan



Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

CONSOLIDATED BUILDING OPTION

Pros

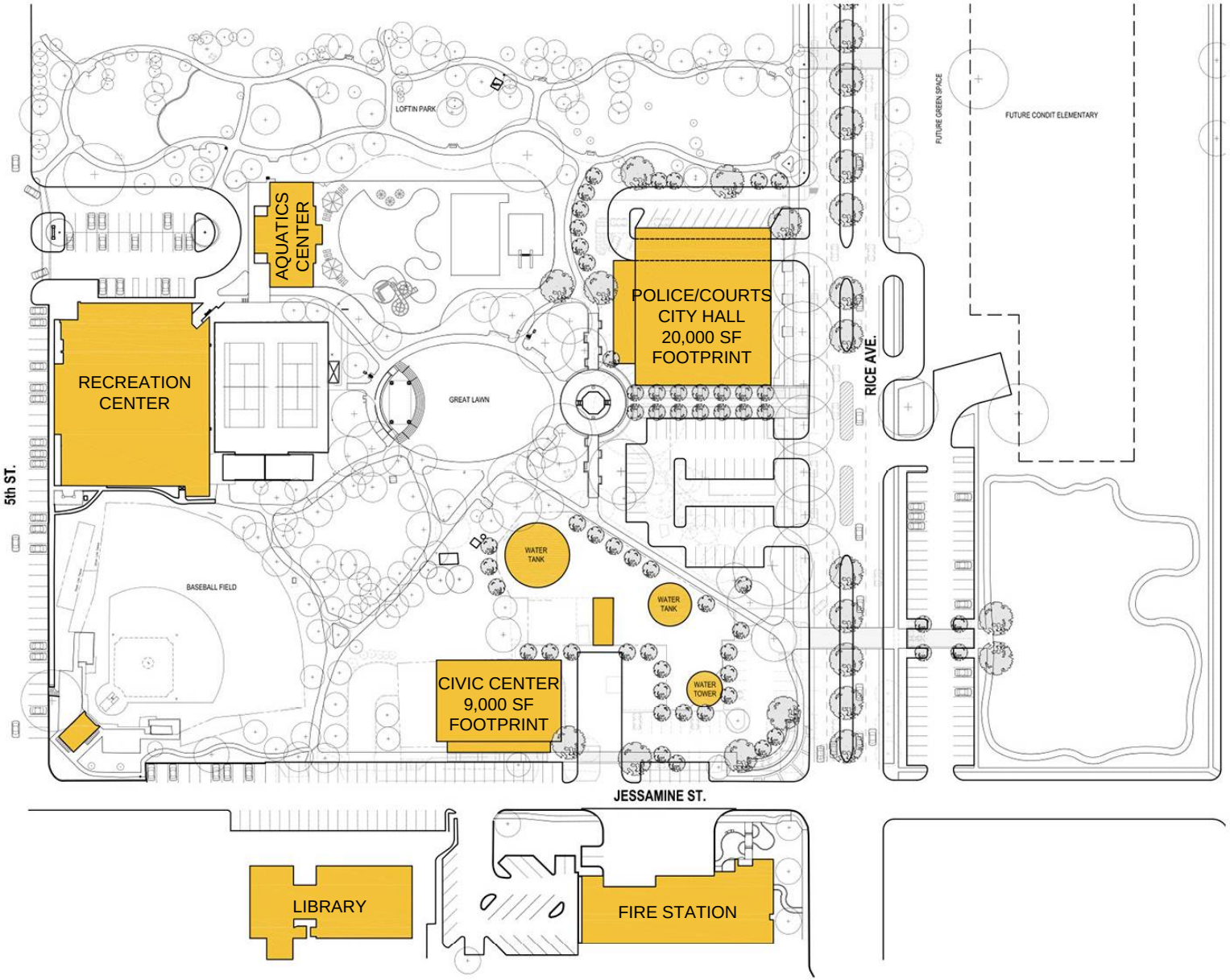
- All City departments in the same building
- Most efficient construction
- Maximizes green space compared to other options being considered

Cons

- Largest impact on existing trees
- Parking is most remote

Split Building

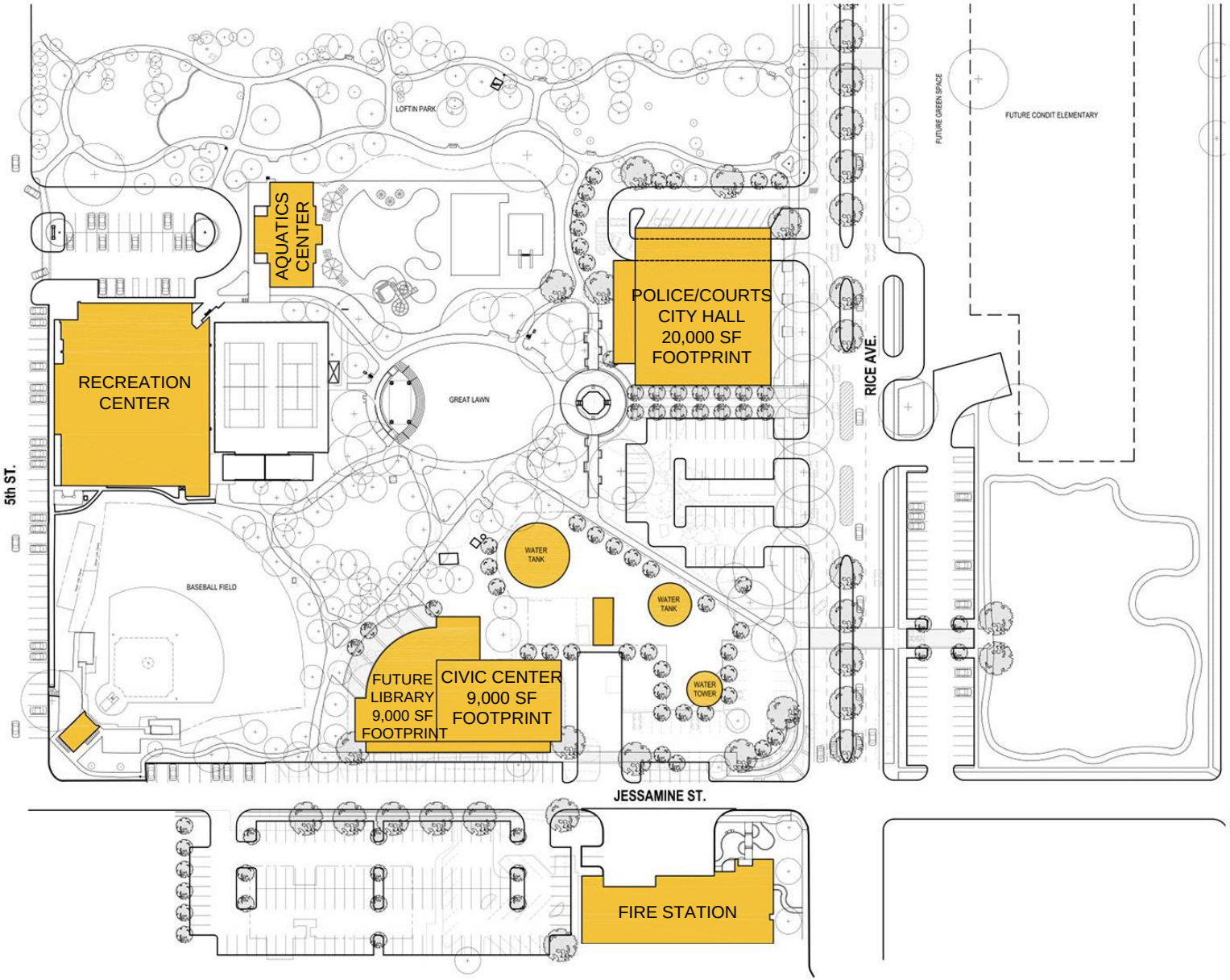
Short Term Master Plan



Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

Split Building

Long Term Master Plan



Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

SPLIT BUILDING OPTION

Pros

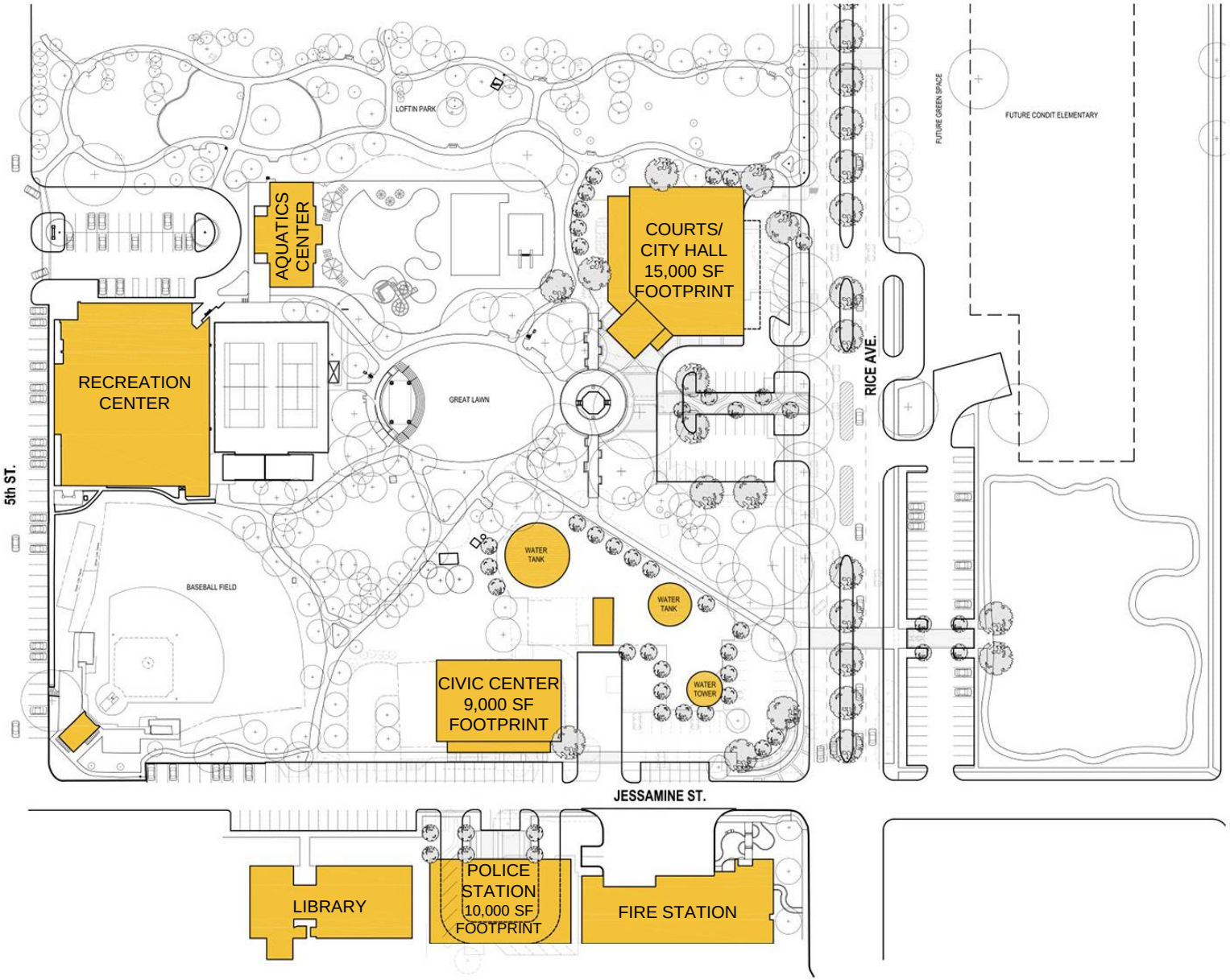
- Minimizes impact on existing trees
- Largest parking zone
- Allows for Civic Center and future library to be in the park
- Opens Great Lawn to Rice

Cons

- Somewhat less green space than other options being considered

Campus Building

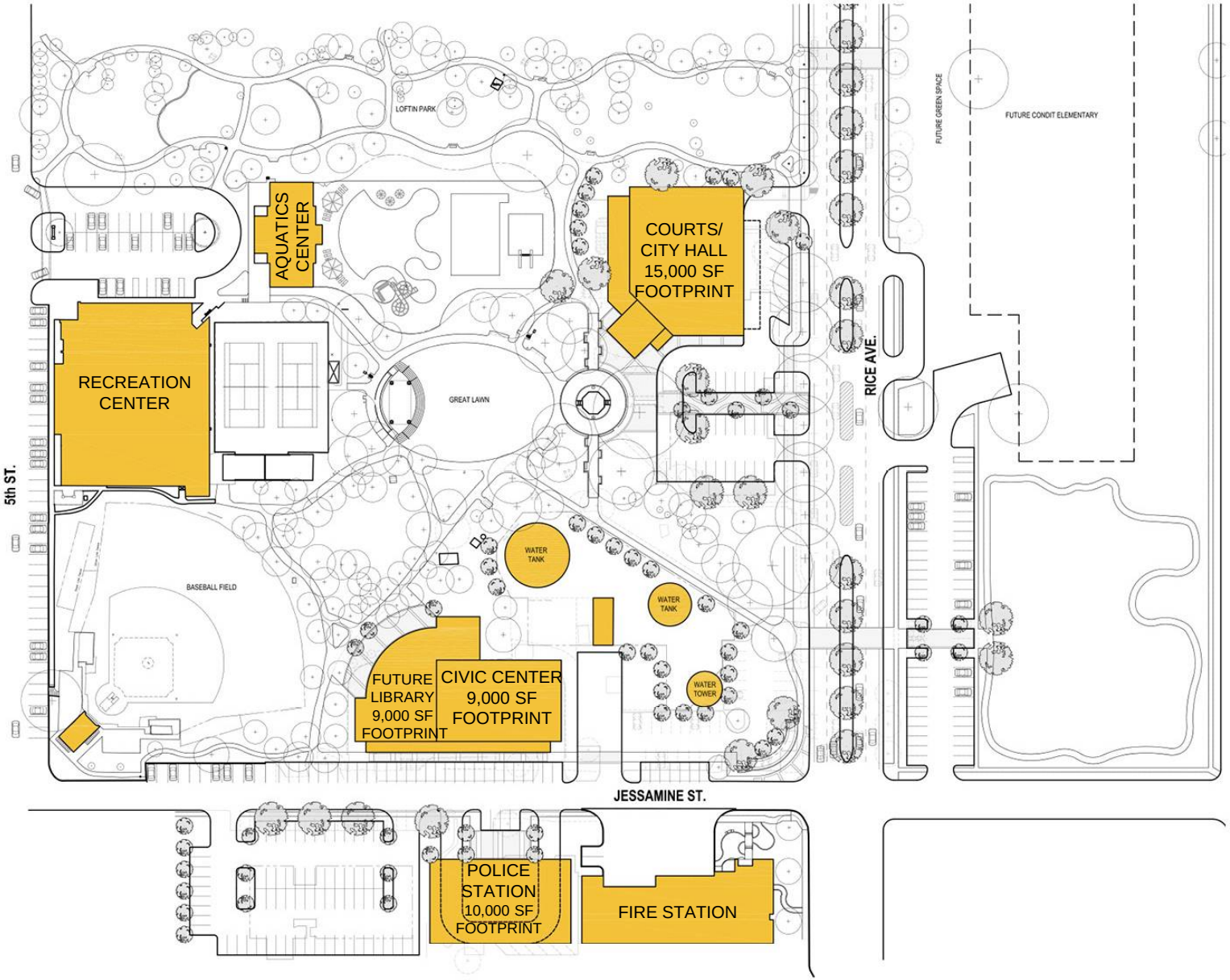
Short Term Master Plan



Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

Campus Building

Long Term Master Plan



Attachment: Workshop Municipal Building Presentation 050514 (1133 : Municipal Facilities Design)

CAMPUS OF BUILDINGS OPTION

Pros

- Creates public safety zone
- Minimizes scale of buildings
- Opens the Great Lawn to Rice
- Separates City functions

Cons

- Somewhat less green space than other options being considered
- Least efficient construction

BIG DECISION: POLICE DEPARTMENT AND MUNICIPAL COURT

Same Building

- Enhanced security for courts
- Public perception of safety
- Close communication/collaboration

Different Buildings

- Reduction of threats
- Public perception of conflict of interest
- Reduced congestion in response time
- Privacy of community interaction

CONFIGURATION RECOMMENDATION

- Campus of Buildings Option
  - Creates Public Safety Zone
  - Expands existing park
  - Maximizes pedestrian corridors
  - Moves parking to perimeter

THE CITY OF BELLAIRE Texas

MUNICIPAL BUILDING CONCEPT STUDIES
Council Meeting

05/05/2014

PREPARED BY PGAL

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
ACTION ITEM (ID # 1224)

Meeting: 05/05/14 06:00 PM
Department: Facilities Management
Category: Discussion
Department Head: Karl Miller
DOC ID: 1224 A

Item Title:

Presentation of and possible action on a recommendation from the Department of Facilities Management that will outline the procurement process for the selection of Architectural and Engineering services and construction methodology options for the new municipal facilities to include: City Hall, Police Station, Municipal Courts, and Bellaire Civic Center.

Background/Summary:

The Director of Facilities Management, Karl Miller, will present to City Council the proposed process for selecting a firm to provide architectural and engineering services for the Municipal Facilities Project (City Hall, Police Station, Municipal Courts, and the Bellaire Civic Center) and various options available for construction services that meet the State of Texas procurement laws. The presentation will also include a time line addressing the various steps required to ensure sound management of the processes that will assure all City and State procurement laws and ordinances are in compliance.

The State of Texas, Government Code, Title 10. General Government, Subtitle F. State and Local Contracts and Fund Management, Chapter 2254. Professional and Consulting Services, Subchapter A. Professional Services, provides the requirements that the City of Bellaire must follow in selecting an Architectural Firm for the City's Municipal Facilities project. Section 2254.004, Contract For Professional Services of Architect, Engineer, or Surveyor identifies that the City must, "(1) first select the most highly qualified provider of services on the basis of demonstrated competence and qualifications; and (2) then attempt to negotiate with the provider a contract at a fair and reasonable price." The Director of Facilities Management will use the same process followed during the selection of a architectural firm for the Fire Station. This includes advertisement of a Request For Qualifications (RFQ) which will allow interested parties to submit their qualifications for review based on predetermined criteria and an interview process prior to selection. Once that has occurred, the City will then be able to negotiate professional service fees and terms of an agreement prior to making a recommendation to City Council.

There are several options identified when hiring a construction company in the State of Texas Local Government Procurement Code related to construction methodologies, options include:
- Design-Bid-Build: Traditional government procurement method for construction projects. Facility is designed, bids are received and low bid that meets requirements is awarded the contract. This method will attract the most bidders and usually results in the lowest price but often attracts companies that are not as qualified as others. Often the most qualified construction companies don’t submit bids figuring less qualified companies will come in with a lower price. This process is good for straight forward projects that are not subject to change. Changes often result in change orders which usually have costs associated. In a strong construction market this method can result in a final product that doesn’t necessarily meets expectations.
- Competitive sealed proposal: This method is similar to the Design-Bid-Build method but allows the owner to include qualifications into the evaluation process. It is also good for straight forward construction projects that aren’t likely to have many changes or potential

problems. It will also attract a variety of qualified and unqualified contractors to a project. Pricing is based on the submitted bid and change orders often have costs associated. Like the Design-Bid-Build this method isn't as effective in attracting the most qualified contractors in a strong economy.
- Construction Manager at Risk (CMR): The CMR is the construction method used for the Bellaire Fire Station. It is qualification based and the contractor is responsible for providing the City of Bellaire with a guaranteed price (Guaranteed Maximum Price or GMP). Once the GMP is accepted by the City Council the construction company is responsible for ensuring the GMP. If the project is over budget the contractor is responsible for the overage. If the project is under budget the City realizes the cost savings. This method also requires a great deal of documentation and is probably the most transparent method available due to the amount of documentation required since the selected contractor must follow State procurement laws though out the project. The CMR method also fosters a collaborative process by bringing the contractor into the design process early which allows them to begin pricing at an early stage, identifying construction and/or design problems early, allows their expertise to be realized, assists with eliminating potential obstacles, forecasting necessary time lines, optimizes flexibility in procurement options, and reduces change orders. The Fire Station is a good example, no change orders were issued and the contractor worked in a collaborative effort by identifying problems early in the process and bringing them to the attention of the City and the Architect while helping us resolve issues as they were identified. Although time consuming, the selection process is a very important aspect of the process since not all contractors are qualified to provide this level of service nor are they equipped to provide the necessary mechanisms required in the procurement process. It also requires a great amount involvement by staff to ensure the integrity of the process and in decision making.
- Design-Build: This method is exactly what it is termed; the design and building process take place simultaneously and can result in the lowest cost for a project. The General Contractor is required to provide a GMP. The design-build method works well for a project that needs to be expedited, but it requires the owner to be flexible in the end result of the project. There are minimal checks and balances and limited transparency. The Architect is under contract with the General Contractor. It is not a recommended process for complex projects.
- Design-Build-Finance: Developer holds the contract with the owner, general contractor and architect. Project provides a guaranteed price and requires no financing by the owner. The developer is responsible for securing finances and the lending process is usually at a higher rate. There are at best minimal check and balances with limited transparency and requires the owner to be flexible throughout the process and with the end result. Owner's requirements must be defined at the project outset. This would not be a recommended process for the Municipal Facilities Project.

It is the opinion of the Director of Facilities Management, the best construction method for the new Municipal Facilities is the Construction Manager at Risk option. This will ensure the City secures a highly qualified construction company and allows for flexibility in making changes as problems arise and eliminates budget over-runs during construction. It is important that the construction company is identified and brought into the design process early on since they will be an integral part of the design team. This will allow the City the opportunity to utilize their expertise and create a collaborative project team.

The RFQ selection process for professional services and the Construction Manager at Risk construction method are both the same methods used for the Bellaire Fire Station. The end

result of the Bellaire Fire Station was a tremendous success, no change orders related to original design, the project was completed a month ahead of schedule and the original contract came in $100,000.00 under budget which resulted in a cost savings to the City of Bellaire.

The Director of Facilities Management is also recommending that the City utilize the American Institute of Architects (AIA) Standard Form of Agreement Between Owner and Construction Manager as the contractual terms of the agreement with the Contractor. These documents will be reviewed by the City Attorney and brought back to City Council for review and approval. The AIA construction contracts were used for construction services at the Bellaire Fire Station.

Previous Council Action Summary:

N/A

Fiscal Impact:

None

Recommendation:

It is the recommendation of the Director of Facilities Management that City Council approve moving forward with the Request For Qualification (RFQ) process in selecting an Architectural Firm to provide professional services and implement a Request For Proposal (RFP) for the selection of a construction company and to utilize a Construction Manager at Risk methodology for the construction of the Municipal Facilities and to bring back to City Council recommendations.

ATTACHMENTS:

- Time line 042914 revised (XLSX)
- Construction options overview 042914 (PDF)

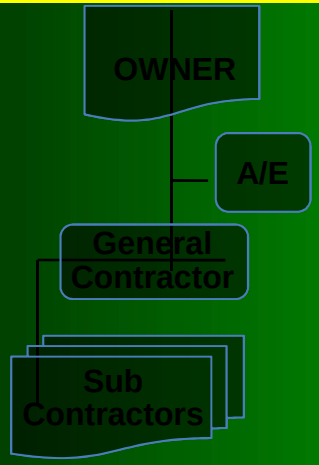
City of Bellaire
City Hall/ Police Station
Proposed Timeline
May 5, 2014

Project Step	Start Date	Target Completion Date
Site Option Selection		May 5, 2014
Develop RFQ for Architectural Services	May 6, 2014	May 30, 2014
Issue RFQ for Architectural Services	June 2, 2014	June 23, 2014
Evaluation of RFQ submittals for Architectural Services	June 24, 2014	July 3, 2014
Coordinate and Interview selected firms	July 7, 2014	July 25, 2014
Negotiate Professional Service Fees for Architectural Services	August 4, 2014	August 29, 2014
Negotiate Contractual Terms	August 4, 2014	August 29, 2014
City Council Award Professional Services Contract		September 15, 2014
Begin Concept Design Phase	October 1, 2014	December 1, 2014
Develop RFP for Construction Manager at Risk Services	September 2, 2014	October 1, 2014
Issue RFP for Construction Manager at Risk Services	October 2, 2014	October 23, 2014
Evaluation of RFP submittals for Construction Services	November 3, 2014	November 14, 2014
Coordinate and Interview selected firms	November 17, 2014	November 28, 2014
Negotiate Contractual Terms and Fees	December 1, 2014	December 30, 2014
City Council Award Contract for Construction Services		January 19, 2015
City Council review and acceptance of Concept Design		January 19, 2015
Development of Final Design drawings	January 20, 2015	August 17, 2015
City Council approve Guaranteed Maximum Price for construction		September 7, 2015
Construction of New Facilities	October 1, 2015	July 1, 2016

Note: Time line is based on single phase project, multiple phases may extend project up to 8 additional months.

Attachment: Time line 042914 revised (1224 : Municipal Facilities Procurement Process)

Design-Bid-Build



- Traditional, well-known and understood
- Simple procurement process – low bid / best value
- Defined scope
- Good for simple, uncomplicated projects that are not schedule-driven and not subject to change

Competitive Sealed Proposal

- Similar to Design-Bid-Build
- Selection based on qualifications as well as price
- Takes advantage of competitive bid market
- Can provide local bid preference, if desired
- Ideal for straightforward projects

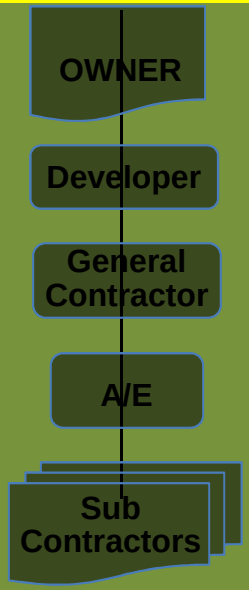
CM at Risk

- Qualifications-based selection
- CM at Risk holds trade contracts/performance risk
- Fosters team collaboration
- Fast-track and overlap with design and construction
- Minimizes errors/omissions, change orders, warranty issues and claims

Design-Build

- Contractor holds contract with owner
- Architect works for contractor
- Guaranteed price before CD's complete
- Fast track – design concurrent / overlaps with construction
- Ideal for straightforward projects

Design-Build-Finance



- Developer holds contract with owner
- Contractor and architect works for developer
- Guaranteed price before CD's complete
- No owner financing is required

Prepared by PGAL

Attachment: Construction options overview 042914 (1224 : Municipal Facilities Procurement Process)

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
PROCLAMATION (ID # 1221)

Meeting: 05/05/14 06:00 PM
Department: City Clerk
Category: Proclamation
Department Head: Tracy L. Dutton
DOC ID: 1221

Item Title:

Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming the month of May 2014 as "Older Americans Month" in the City of Bellaire, Texas, in recognition of older adults for their many contributions to the community.

Background/Summary:

History:

As you know, each May, the nation celebrates "Older Americans Month" in recognition of older Americans' contributions to their communities.

According to the U.S. Department of Health and Human Services Administration for Community Living, "Older Americans Month" was established in 1963. In April of 1963, John F. Kennedy, 35th President of the United States, met with the National Council of Senior Citizens and later issued a proclamation, which served as a prelude to designating May as "Senior Citizens Month."

In 1980, Jimmy Carter, 39th President of the United States, designated what was once called "Senior Citizens Month" as "Older Americans Month." Since that time, "Older Americans Month" has become an annual tradition. The theme for "Older Americans Month 2014" is "Safe Today. Healthy Tomorrow."

Request for Proclamation:

In order to show the City of Bellaire's appreciation and acknowledgement of the contributions made by our older residents, Senior Services Specialist Valerie Langdon, Director of Parks and Recreation Jane L. Dembski, and Recreation Superintendent Cheryl Bright-West have asked Mayor Nauert to proclaim the month of May 2014 as "Older Americans Month" in the City of Bellaire, Texas.

Accordingly, a proclamation has been prepared for this purpose and is attached hereto. The L.I.F.E. Advisory Board of the City of Bellaire, Texas, as well as other older adult participants in the Senior Services programs, will be present to accept the proclamation on behalf of Bellaire's older adult residents.

Previous Council Action Summary:

The City of Bellaire, Texas, has annually recognized "Older Americans Month" by proclamation since May of 2010.

Fiscal Impact:

N/A

Recommendation:

The Senior Services Department and L.I.F.E. Advisory Board recommend issuance of a proclamation recognizing the month of May 2014 as "Older Americans Month."

ATTACHMENTS:

- Older Americans Month - May 2014 (PDF)

City of Bellaire, Texas

Proclamation

Whereas, the City of Bellaire, Texas ("Bellaire"), includes approximately 2,500 citizens ages 60 and older; and

Whereas, Bellaire is committed to helping all individuals live longer, healthier lives; and

Whereas, the older adults in Bellaire have made countless contributions and sacrifices to ensure a better life for future generations; and

Whereas, we recognize the value of injury prevention and safety awareness in helping older adults remain healthy and active; and

Whereas, our community can provide opportunities to enrich the lives of individuals young and old by:

- Emphasizing the need to take action to safeguard themselves from unintentional injuries where they live, work and socialize;
- Providing information on avoiding leading causes of injury for older adults—falls, motor vehicle-related incidents, suffocation, medication overdose, and fire/burns; and
- Helping older adults take control of their safety and well-being.

Now, Therefore, I, **Dr. Philip L. Nauert, Mayor of the City of Bellaire, Texas,** do hereby proclaim the month of **May 2014** to be **Older Americans Month** in Bellaire, Texas, and urge every citizen to take time this month to recognize older adults and the people

Attachment: Older Americans Month - May 2014 (1221 : Older Americans Month - May 2014)

who serve and support them as powerful and vital individuals who greatly contribute to the community.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 5th day of May, 2014.

Dr. Philip L. Nauert, Mayor
City of Bellaire, Texas

Attachment: Older Americans Month - May 2014 (1221 : Older Americans Month - May 2014)

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
PROCLAMATION (ID # 1191)

Meeting: 05/05/14 06:00 PM
Department: Police Department
Category: Proclamation
Department Head: Byron Holloway
DOC ID: 1191

Item Title:

Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming the week of May 11-17, 2014, as "National Police Week" in the City of Bellaire, Texas, in recognition and appreciation of all law enforcement officers for the vital services they perform, their exemplary service to their communities, and in honor of those that have made the ultimate sacrifice.

Background/Summary:

At the request of the Chief of Police, Dr. Philip L. Nauert, Mayor, will issue a proclamation proclaiming the week of May 11-17, 2014, as "National Police Week" in the City of Bellaire, Texas, in recognition and appreciation of the services provided by law enforcement officers and to honor those that have made the ultimate sacrifice.

National Police Week was established by a joint resolution of Congress in 1962 and signed into law by President John F. Kennedy and pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others. Bellaire Police Sergeant Jimmie Norman is one such officer who was killed in the line of duty on December 24, 2012.

Sergeant Norman, his family, and others were recognized at the U.S. Capital in Washington, D.C., by President Obama and members of Congress on May 15, 2013.

Previous Council Action Summary:

This is the second year that such proclamation was brought to Mayor Nauert by Chief Holloway.

Fiscal Impact:

N/A

Recommendation:

Police Chief Byron Holloway recommends the issuance of this proclamation in recognition of National Police Week.

ATTACHMENTS:

- Police Week - May 11-17 2014 (PDF)

City of Bellaire, Texas

Proclamation

Whereas, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Bellaire Police Department; and

Whereas, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

Whereas, since the first recorded death in 1791, almost 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including those in the Bellaire Police Department; and

Whereas, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C., and this being the only memorial in our nation's capital where new names are added each year; and

Whereas, 286 new names of fallen heroes are added to the National Law Enforcement Officers Memorial this spring, including 100 officers killed in 2013 and 186 officers killed in previous years; and

Whereas, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 26th Annual Candlelight Vigil, on the evening of Tuesday, May 13, 2014; and

Whereas, the Candlelight Vigil is part of National Police Week, which takes place this year on May 11-17; and

Whereas, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

Attachment: Police Week - May 11-17 2014 (1191 : National Police week May 12-16)

Now, Therefore, **I, Dr. Philip L. Nauert, Mayor of the City of Bellaire, Texas,** do hereby proclaim and formally designate the week of **May 11-17, 2014**, as

Police Week

in Bellaire, Texas, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 5th day of May, 2014.

_____

Dr. Philip L. Nauert, Mayor
City of Bellaire, Texas

Attachment: Police Week - May 11-17 2014 (1191 : National Police week May 12-16)

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
PROCLAMATION (ID # 1142)

Meeting: 05/05/14 06:00 PM
Department: Fire Department
Category: Proclamation
Department Head: Darryl Anderson
DOC ID: 1142 A

Item Title:

Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming the week of May 18-24, 2014, as "Emergency Medical Services Week" in the City of Bellaire, Texas, in recognition of the dedication, value, accomplishments, and tremendous efforts our emergency medical services teams make to improve the health in our community.

Background/Summary:

History:

In November of 1974, Gerald Ford, 38th President of the United States, declared the week of November 3-10, 1974, as the first "National Emergency Medical Services Week." This annual observance continued for four more years and was reinstituted by the American College of Emergency Physicians (ACEP) in 1982. At that time, the observance of "National Emergency Medical Services Week" was moved to September and then moved back to the 3rd week in May beginning in 1992. According to the ACEP, the annual observance was moved from September to May in order to separate "Emergency Medical Services Week" from "Fire Prevention Week," which occurs each year in October.

Request for Proclamation:

In order to honor the dedication of Bellaire's emergency medical services teams who provide day-to-day lifesaving services for our community and in recognition of the dedication, value, accomplishments, and tremendous efforts our emergency medical services teams make to improve the health in our community, Mayor Nauert was asked to proclaim the week of May 18-24, 2014, as "Emergency Medical Services Week" in the City of Bellaire, Texas.

Accordingly, a proclamation has been prepared for this purpose and is attached hereto. Fire Chief Darryl Anderson will be present to accept the proclamation on behalf of the Emergency Medical Services Division of the Bellaire Fire Department.

Previous Council Action Summary:

The City of Bellaire, Texas, has recognized "Emergency Medical Services Week" since 2003. The most recent recognition occurred in May of 2013, with Mayor Nauert issuing a similar proclamation.

Fiscal Impact:

N/A

Recommendation:

Fire Chief Darryl Anderson recommends the issuance of a proclamation in observance of Emergency Medical Services Week.

ATTACHMENTS:

- Emergency Medical Services Week - May 18-24 2014 (PDF)

City of Bellaire, Texas

Proclamation

Whereas, emergency medical services is a vital public service; and

Whereas, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

Whereas, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

Whereas, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, first responders, educators, administrators and others; and

Whereas, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

Whereas, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

Now, Therefore, **I, Dr. Philip L. Nauert, Mayor of the City of Bellaire, Texas,** in recognition of this event do hereby proclaim the week of **May 18-24, 2014**, as

Emergency Medical Services Week

in the City of Bellaire, Texas, with the theme, *EMS: Dedicated. For Life,"* and encourage the community to observe this week with appropriate programs, ceremonies, and activities.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 5th day of May, 2014.

Dr. Philip L. Nauert, Mayor
City of Bellaire, Texas

Attachment: Emergency Medical Services Week - May 18-24 2014 (1142 : EMS Week- Dedicated for Life)

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
PROCLAMATION (ID # 1192)

Meeting: 05/05/14 06:00 PM
Department: Public Works
Category: Proclamation
Department Head: Diane K White
DOC ID: 1192 A

Item Title:

Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming the week of May 18-24, 2014, as "National Public Works Week," and encouraging our residents to join in paying tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they have made to our health, safety, welfare, and quality of life.

Background/Summary:

At the request of the Interim Director of Public Works, Diane K. White; Dr. Philip L. Nauert, Mayor, will issue a proclamation proclaiming the week of May 18th - 24th, 2014, as "National Public Works Week" in the City of Bellaire, Texas, and encourage all residents to acquaint themselves with the issues involved in providing Public Works and to recognize the contributions which Public Works professionals make every day to health, safety, comfort, and quality of life.

Instituted as a public education campaign by the American Public Works Association (APWA) in 1960, National Public Works Week calls attention to the importance of public works in community life. The Week seeks to enhance the prestige of the often-unsung heroes of our society-the professionals who serve the public good every day with quiet dedication.

Interim Director of Public Works Diane K. White will accept the proclamation on behalf of the Public Works Department.

Previous Council Action Summary:

This is the first year that this item has been brought to the Mayor for consideration.

Fiscal Impact:

N/A

Recommendation:

The Interim Director of Public Works, Diane K. White Recommends the issuance of a proclamation in recognition of National Public Works Week.

ATTACHMENTS:

- National Public Works Week - May 18-24 2014 (PDF)

City of Bellaire, Texas

Proclamation

Whereas, public works infrastructure, facilities and services are of vital importance to the health, safety, and well-being of the citizens of the City of Bellaire, Texas; and

Whereas, such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers, and employees of the City of Bellaire, Texas, who are responsible for and who plan, design, build, operate, and maintain the water supply and water treatment, and who deliver solid waste services and recycling collection services which are essential to serve our citizens; and

Whereas, it is in the public interest for citizens to gain a knowledge of and to maintain an interest and understanding of the importance of public works and public works programs in their community; and

Whereas, this year's theme "Building for Today, Planning for Tomorrow" is a tribute to all Public Works employees who create the foundation of a stronger, more livable community;

Now, Therefore, **I, Philip L. Nauert, Mayor of the City of Bellaire, Texas,** do hereby proclaim and designate the week of **May 18-24, 2014,** as

National Public Works Week

in the City of Bellaire, Texas, and encourage our residents to join in paying tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they have made to our health, safety, welfare, and quality of life.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 5th day of May, 2014.

Dr. Philip L. Nauert, Mayor
City of Bellaire, Texas

Attachment: National Public Works Week - May 18-24 2014 (1192 : National Public Works Week - May 18-24, 2014)

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
PROCLAMATION (ID # 1193)

Meeting: 05/05/14 06:00 PM
Department: Police Department
Category: Proclamation
Department Head: Byron Holloway
DOC ID: 1193

Item Title:

Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming May 21, 2014, as "Bellaire Special Olympics Day" in the City of Bellaire, Texas, in recognition and appreciation of the partnership between law enforcement and Special Olympics to provide sports competition opportunities to those with physical and mental challenges.

Background/Summary:

At the request of the Chief of Police, Dr. Philip L. Nauert, Mayor, will issue a proclamation proclaiming Wednesday, May 21, 2014, as "Bellaire Special Olympics Day" in the City of Bellaire, Texas, in recognition and appreciation of law enforcement officers that volunteer their time and resources to create sport training and competition opportunities to children and young adults with physical as well as mental challenges.

Bellaire Officers, led by Officer Tracie Mathews-Segura, worked year-round to raise funds to support Texas Special Olympics. (Officer Tracie Mathews-Segura is the Gulf Coast Regional Director for the Law Enforcement Special Olympics Torch Run.) Their efforts will culminate on May 21, 2014, when they, along with other Gulf Coast area officers, will begin the Houston portion of the 2014 Law Enforcement Torch Run. Officers will begin this portion of the run from the Great Lawn behind Bellaire City Hall and carry the Special Olympics Law Enforcement "Flame of Hope" torch through the City of Bellaire.

Their run will end at Arlington, Texas, where officers will participate in the opening ceremonies of the 2014 Special Olympics Summer Games. Officers will spend the remainder of their time assisting with the games and special athletes.

Previous Council Action Summary:

This is the first year this proclamation has been requested.

Fiscal Impact:

N/A

Recommendation:

Police Chief Holloway recommends the proclamation for "Bellaire Special Olympics Day."

ATTACHMENTS:

- Bellaire Special Olympics Day - May 21 2014 (PDF)

City of Bellaire, Texas

Proclamation

Whereas, the Special Olympics showcases the courage and perseverance of the human spirit, challenging millions of people with disabilities to set high goals, always try their best, and embody the Special Olympics Athlete Oath "Let me win. But if I cannot win, let me be brave in the attempt"; and

Whereas, the Special Olympics' mission is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with physical and intellectual disabilities, providing continuous opportunities to develop physical fitness, demonstrate courage, experience joy, and share skills, gifts, and fellowship with fellow athletes, their families, and the community; and

Whereas, law enforcement officers work year-round to raise funds to support the Special Olympics games and athletes; and

Whereas, law enforcement officers serve as the "Guardians of the Flame," and the Bellaire Police Department will participate in the Special Olympics Law Enforcement Torch Run as it proceeds from Houston to Arlington and will carry the "Flame of Hope" through a portion of the City of Bellaire on Wednesday, May 21, 2014; and

Whereas, the City of Bellaire wishes to support the Special Olympics and honor those volunteers and athletes who participate in year-round sports training and athlete competitions for children and adults with physical as well as intellectual disabilities in 150 countries around the world;

Now, Therefore, **I, Dr. Philip L. Nauert, Mayor of the City of Bellaire, Texas,** do hereby proclaim **Wednesday, May 21, 2014**, as

Bellaire Special Olympics Day

in the City of Bellaire, Texas.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 5th day of May, 2014.

_____

Dr. Philip L. Nauert, Mayor
City of Bellaire, Texas

Attachment: Bellaire Special Olympics Day - May 21 2014 (1193 : Texas Law Enforcement Special Olympics Torch Run May 21st)

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

APRIL 21, 2014

Council Chamber	Regular Session	7:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

REGULAR SESSION - 7:00 P.M.

A. Call to Order and Announcement of a Quorum - Dr. Philip L. Nauert, Mayor

Dr. Philip L. Nauert, Mayor, called the Regular Session of the City Council of the City of Bellaire, Texas, to order at 7:01 p.m. on Monday, April 21, 2014, and announced that a quorum was present.

Attendee Name	Title	Status	Arrived
Philip L. Nauert	Mayor	Present	
Amanda B. Nathan	Mayor Pro Tem	Present	
Roman F. Reed	Councilman	Present	
James P. Avioli Sr.	Councilman	Present	
Gus E. Pappas	Councilman	Present	
Pat B. McLaughlan	Councilman	Present	
Andrew S. Friedberg	Councilman	Present	
Paul A. Hofmann	City Manager	Present	
Alan P. Petrov	City Attorney	Present	
Tracy L. Dutton	City Clerk	Present	

B. Inspirational Reading and/or Invocation - Amanda B. Nathan, Mayor Pro Tem

Amanda B. Nathan, Mayor Pro Tem, provided the inspirational reading for the evening.

C. Pledges to The Flag - Amanda B. Nathan, Mayor Pro Tem

1. U.S. Pledge of Allegiance

2. Pledge to the Texas Flag

Amanda B. Nathan, Mayor Pro Tem, led members of City Council and the audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

D. Approval or Correction of Minutes

1. Mayor and Council - Special Sessions and Regular Session - Apr 7, 2014 6:00 PM

   Dr. Philip L. Nauert, Mayor, called for separate action on the minutes of the three City Council sessions held on Monday, April 7, 2014. The sessions held that evening included a Special Session (Executive Session) at 6:00 p.m., followed by a Regular Session at 7:00 p.m., followed by a Special Session (Executive Session) immediately following the Regular Session.

First Motion:

To approve the minutes of the Special Session (Executive Session) of the City Council of the City of Bellaire, Texas, held on Monday, April 7, 2014, at 6:00 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Andrew S. Friedberg, Councilman
SECONDER:	James P. Avioli, Sr., Councilman
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas,
	McLaughlan, Friedberg
NAYS:	None

Second Motion:

To approve the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, April 7, 2014, at 7:00 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Andrew S. Friedberg, Councilman
SECONDER:	Amanda B. Nathan, Mayor Pro Tem
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas
	McLaughlan, Friedberg
NAYS:	None

Third Motion:

To approve the minutes of the Special Session (Executive Session) of the City Council of the City of Bellaire, Texas, held on Monday, April 7, 2014, immediately following the Regular Session.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Andrew S. Friedberg, Councilman
SECONDER:	Roman F. Reed, Councilman
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

E. Personal/Audience Comments

John Gajewski and Liz Gajewski

Mr. and Mrs. Gajewski addressed City Council regarding new sidewalk construction planned for the 800 Block of Jaquet Drive.

Mr. Gajewski commented that he had received a sewer reconstruction notice several months ago with a reference at the bottom of the notice referring to sidewalk and driveway reconstruction. Mr. Gajewski assumed that the reference to sidewalk reconstruction meant repairs to existing sidewalks, not construction of new sidewalks.

After learning that new sidewalk would be constructed, the Gajewskis distributed a

petition against the installation of a sidewalk on the 800 Block of Jaquet Drive to residents. Mr. Gajewski indicated that 25 homes would be impacted by the installation of a sidewalk, and he had obtained signatures from 20 of the homes.

Several reasons were cited by Mr. Gajewski for the residents' opposition to the installation of sidewalks, which included the impact to trees and sprinkler systems, reduction of green space, and an increase in messes by dogs. Also of note was the fact that Jaquet Drive was not a through street.

Mr. and Mrs. Gajewski urged City Council to take the concerns of the residents be taken seriously and inquired as to what could be done to prevent further construction.

Lynn McBee

Ms. McBee addressed City Council and indicated that she greeted the City Manager's Strategic Planning Process with excitement. Her only concern was with the use of the term "comprehensive" in relation to the strategic planning process or model.

She concluded by noting that she appreciated the newness of the process.

F. Reports

1. City Manager's Report dated April 21, 2014, regarding the Public Works Department Transition, Project(s) Update, and Upcoming Events.

   Paul A. Hofmann, City Manager, presented the City Manager's Report dated April 21, 2014 ("Report"), to members of City Council. Topics covered in the Report included a brief summary of the Public Works Department transition, major project(s) update, and an overview of upcoming events.

   Following questions of City Manager Hofmann by members of City Council regarding his Report, action was taken to accept the Report into the record.

   Motion:

   To accept the City Manager's Report dated April 21, 2014, as presented by City Manager Paul A. Hofmann, into the record.

   (Requested by Paul A. Hofmann, City Manager)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Pat B. McLaughlan, Councilman
SECONDER:	Roman F. Reed, Councilman
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

2. Presentation and discussion of a Strategic Planning Process to include a Five-Year Fiscal Forecast, Preliminary Five-Year CIP, Comprehensive Plan Update and Mid-Year Review.

   Paul A. Hofmann, City Manager, presented the process in which the City was preparing the fiscal year 2015 (FY 2015) Budget and the draft Five-Year Capital Improvement Plan (CIP). It was noted that the FY 2015 Budget and draft Five-Year CIP would be presented to City Council on July 21, 2014, and considered for

Minutes Acceptance: Minutes of Apr 21, 2014 7:00 PM (Approval or Correction of Minutes)

possible adoption no later than September 30, 2014.

City Manager Hofmann's presentation outlined a strategic planning process for the City that included the following objectives/benefits: linkage of short- and long-term decision making, linkage of long-term objectives with financial planning, assurance of financial stewardship, implementation of community high expectations, and communication to create effectiveness.

Strategic Planning Model:

A Strategic Planning Model was presented to City Council which consisted of the following six elements: Comprehensive Plan (20-year planning horizon with a review every five years); Council Priorities (five-year planning horizon with a review on an annual basis), Capital Improvement Plan (five-year planning horizon with a review on an annual basis), Fiscal Forecast (five-year planning horizon reviewed continuously), Departmental Plans (three-year horizon with a review every three years on a rotating basis), and the Budget (with a planning horizon of one year reviewed on a quarterly basis).

City Manager Hofmann provided a "Strategic Planning/Budget Development Calendar" to City Council that would be used in preparing the City's FY 2016 Budget.

Comprehensive Plan Update:

A Comprehensive Plan Update was presented to City Council which outlined goals that were in progress or had been accomplished, as well as a summary of work that still needed to be completed. The four main focus areas of the update were as follows: Land Use and Community Character, Mobility, Public Infrastructure, and Commercial Area Development and Enhancement.

With respect to the "Land Use and Community Character" focus area, City Manager Hofmann identified the goals adopted by City Council that were in progress or completed, as follows: Goal 2.1 - protection of residential atmosphere; Goal 2.2 - greater housing choice/life cycle housing; and Goal 2.3 - quality parks and recreation.

One goal was in progress or completed under the "Mobility" focus area. A police pedestrian safety program and enhanced signal timing were cited for that goal (i.e., Goal 3.1 - multi-modal transportation/enhanced mobility).

Public infrastructure projects that were in progress or completed included water well improvements, storm drainage and street improvements, new Fire Station, Bellaire City Library renovations, and planning for the new City Hall/Police Station/Municipal Court facilities.

With respect to the fourth focus area, "Commercial Area Development and Enhancement," the following goals were cited as in progress or completed: Goal 5.1 - transition of RDD to mixed-use TOD (i.e., creation of UV-T zoning district); Goal 5.2 - revitalized City Center (i.e., rezoning of downtown and commercial corridor - UV-D and CMU); and Goal 5.3 - vibrant commercial corridors/improved aesthetics (i.e., design standards in new zoning districts).

In concluding his overview of the Comprehensive Plan Update, City Manager

Minutes Acceptance: Minutes of Apr 21, 2014 7:00 PM (Approval or Correction of Minutes)

Hofmann provided a summary of substantial work to be completed.

Council Priorities

A high level overview of Council priorities was provided by City Manager Hofmann which included the following focus areas: Residential/Commercial, Public Infrastructure and Facilities, Budget and Finance, Residential and Recreational, and Economic Development.

Capital Improvement Plan

City Manager Hofmann defined a Capital Improvement Plan as a program that provided a link between the City's comprehensive plan, parks master plan, the annual budget, and the five-year financial forecast. In summary, the plan would focus attention on community-wide goals and needs, allow for an informed public, encourage more efficient program administration, identify the most economically sound means of funding projects, enhance and maintain the City's credit rating, help plan for future debt issues; and define the impact of master plans and studies.

The objectives of projects included in the Capital Improvement Plan were identified as follows: asset protection, beautification, public safety, quality of life, economic development, and/or city services. Funding sources included General Fund contribution, Enterprise Fund contribution, METRO funds, bond authority issued but not appropriated; bond authority issued and appropriated, and new bond authority.

City Manager Hofmann provided an overview of the status of projects currently included in the Capital Improvement Plan within the General Fund, Enterprise Fund, Water and Wastewater Infrastructure Program, METRO Street and Sidewalk Program, 2005 Rebuild Bellaire Program, and the 2013 Municipal Buildings and Parks Program.

Funding challenges included a successor to the Rebuild Bellaire Program, water and wastewater infrastructure, parks and open space, and the Street Pavement Management Program.

Fiscal Forecast:

City Manager Hofmann advised that a five-year fiscal forecast that was structurally balanced provided a planning tool that avoided fluctuating debt service rates, created an operations budget that included all recurring expenditures, transfers to capital, vehicle and equipment purchases, and funded capital improvements projects. Reference was made to the process the City followed in prior years. City Manager Hofmann provided the following suggested approach:

To make maintenance and equipment recurring/base budget items (i.e., budgeted for upfront);

Continue to use conservative budget practices;

Continue to emphasize paying cash for capital projects;

Present a comprehensive five-year CIP and Fiscal Forecast; and

Minutes Acceptance: Minutes of Apr 21, 2014 7:00 PM (Approval or Correction of Minutes)

To avoid "structural deterioration."

Assumptions regarding Debt Service were discussed and a fiscal forecast for Debt Service with projections through the fiscal year 2019 was provided.

Assumptions regarding the General Fund and Enterprise Fund were discussed and a fiscal forecast provided for both funds.

Mayor Nauert opened the floor for questions regarding City Manager Hofmann's presentation. Following questions, City Council recessed for a five-minute break.

FY 2014 Mid-Year Budget Review:

Assistant City Manager Diane K. White provided the mid-year budget review to members of City Council. It was noted that the purpose of the review was to provide City Council with the status of the City's current budget; to communicate substantial impacts on revenue and/or expenditures; and to discuss the possibility/probability of needed adjustments and the impact of such adjustments to the fund balances.

With respect to revenue collections in the General Fund, it was noted that 81% of the budgeted revenue had been collected as of March 31, 2014. As for expenditures, 49% had been expended in the General Fund as of March 31, 2014.

For the Enterprise Fund, revenues and expenditures were noted to be on target at this time.

Within the Vehicle, Equipment and Technology Fund, all vehicles had been purchased on budget, equipment had been received or was underway and on budget, and technology projects had been completed or were underway and on budget.

Potential budgetary impacts to the General Fund consisted of the following unbudgeted items:

Retirement Pay;

Legal Representation (TXDOT improvements to the IH 610/US Highway 59 corridor);

Final Payment to City Manager Search Firm;

New City Manager Relocation Expenses;

Reclassification of Finance Manager Position to Assistant Director of Finance;

Potential to Collaborate with West University Place on a Compensation Study; and

Pay Out of Compensatory Hours Earned.

In closing, Assistant City Manager White presented a draft FY 2015 Budget

Minutes Acceptance: Minutes of Apr 21, 2014 7:00 PM (Approval or Correction of Minutes)

Calendar to members of City Council.

Following questions of Assistant City Manager White, action was taken to accept the Bellaire Strategic Planning Model and FY 2014 Mid-Year Budget Review into the record.

Motion:

To accept the Bellaire Strategic Planning Model presentation, as presented by City Manager Paul A. Hofmann, and the FY 2014 Mid-Year Budget Review, as presented by Assistant City Manager Diane K. White, into the record.

(Requested by Diane K White, Public Works)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Pat B. McLaughlan, Councilman
SECONDER:	Roman F. Reed, Councilman
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

G. New Business

Adoption of Ordinance(s)/Resolution(s)

1. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Ordinance Nos. 09-073 and 12-056 for the purpose of increasing the City Clerk's annual compensation as a result of the City Clerk's annual performance review.

   Motion:

   To adopt an ordinance of the City Council of the City of Bellaire, Texas, amending Ordinance Nos. 09-073 and 12-056 for the purpose of increasing the City Clerk's annual compensation as a result of the City Clerk's annual performance review.

   Mayor Nauert noted, for the record, that the City Clerk had received a 5% increase in her compensation.

   (Requested by Tracy L. Dutton, City Clerk)

Minutes Acceptance: Minutes of Apr 21, 2014 7:00 PM (Approval or Correction of Minutes)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amanda B. Nathan, Mayor Pro Tem
SECONDER:	Roman F. Reed, Councilman
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

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

Items for future agendas included a request from Councilman Roman F. Reed to place an item on the next agenda to consider removing the construction of sidewalk from the 800 Block of Jaquet Drive (Rebuild Bellaire, Phase Four Paving and Drainage Improvements Project).

Community interest items from the Mayor and City Council included reminders of the following upcoming events: Trolley Tunes Concerts and Evelyn's Park Pop Up in the Park; expressions of appreciation and thanks to City Manager Hofmann and Assistant City Manager White for the work that went into their informative presentations; and an expression of congratulations to Joe Keene, former Director of Public Works, on his well-deserved retirement.

I. Adjourn

Motion:

To adjourn the Regular Session of the City Council of the City of Bellaire, Texas, at 9:17 p.m. on Monday, April 21, 2014.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Councilman Andrew S. Friedberg, Councilman
SECONDER:	Gus E. Pappas, Councilman
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas,
	McLaughlan, Friedberg
NAYS:	None

Minutes Acceptance: Minutes of Apr 21, 2014 7:00 PM (Approval or Correction of Minutes)

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
ACTION ITEM (ID # 1234)

Meeting: 05/05/14 06:00 PM
Department: City Manager
Category: Report
Department Head: Paul A. Hofmann
DOC ID: 1234

Item Title:

City Manager's Report dated May 5, 2014, regarding projects update and Public Works Department transition.

Background/Summary:

City Manager Paul A. Hofmann will present his City Manager's Report dated May 5, 2014, covering the following topics: Public Works Department transition, projects update.

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

The City Manager recommends acceptance of the City Manager's Report date May 5, 2014, into the record.

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
ACTION ITEM (ID # 1219)

Meeting: 05/05/14 06:00 PM
Department: Organizational Services
Category: Surplus
Department Head: Paul A. Hofmann
DOC ID: 1219 A

Item Title:

Consideration of and possible action on a request from the Bellaire Police Department, Bellaire Public Works Department, Bellaire City Library and Facilities Management for Council authorization to auction city property and vehicles identified as no longer of use to any other departments.

Background/Summary:

Attached is a list of surplus property to be auctioned if approved by Council and the listed property will be delivered to Houston Auto Auction.

Previous Council Action Summary:

On previous Council action to auction city property, Council has approved like items to be delivered to Houston Auto Auction.

Fiscal Impact:

Houston Auto Auction has a standard government retainer fee of ten percent per item with a maximum cap of $500 dollars.

Recommendation:

Approval from Mayor and Council to direct City of Bellaire City Manager Paul A. Hofmann to prepare for auction the attached items as Council deems appropriate.

ATTACHMENTS:

- Surplus Items for May 5, 2015 Council Meeting (PDF)

City of Bellaire

DEPARTMENT EQUIPMENT SURPLUS

DEPARTMENT: **Police** **COUNCIL DATE:** May 5, 2014

Item	Fixed Asset #	Serial/Model #	Condition (1)	Recommended Disposition (2)
2002 Dodge Pick Up (546P)		1B7GL12X02s702297	R – 87,850 miles Transmission and A/C repairs needed	A
2010 Dodge Charger (595P)		2B3AA4CT0AH177662	R- 83,000 miles	A

(1) Useable as is
Obsolete
Repairable
Beyond Repair

(2) Discard
Auction
Store for Future Use
Recycle

Department Head Approval

Attachment: Surplus Items for May 5, 2015 Council Meeting [Revision 2] (1219 : Authorization to Auction

City of Bellaire

DEPARTMENT EQUIPMENT SURPLUS

DEPARTMENT: Public Works **COUNCIL DATE: May 5, 2014**

Item	Fixed Asset #	Serial/Model #	Condition (1)	Recommended Disposition (2)
2000 S10 Pickup Truck 480CD	N/A	1GCCS19WOY8193140	B	A
2001 F150 Pickup Truck 499ST	N/A	1FTRF17W91NA73586	B	A
2001 F150 Pickup Truck 500WD	N/A	1FTRF17W91NA73590	B	A
2001 F150 Pickup Truck 501WWC	N/A	1FTRF17W91NA73589	B	A
2003 F150 Pickup Truck 526WD	N/A	1FTRF17W83NB17919	B	A
2004 F150 Pickup Truck 536SW	N/A	2FTRF17W94CA93864	B	A

(1) Useable as is
Obsolete
Repairable
Beyond Repair

(2) Discard
Auction
Store for Future Use

Department Head Approval Diane K. White

City of Bellaire

DEPARTMENT EQUIPMENT SURPLUS

DEPARTMENT: **Library** **COUNCIL DATE:** **May 5, 2014**

Item	Fixed Asset #	Serial/Model #	Condition (1)	Recommended Disposition (2)
GE Microwave			B	A
Windchaser pedestal fan		FTR2003 SN 03083907	R	A
Color Television Receiver		EVS 20S SN M20Y0370216	R	A

(1) Useable as is
Obsolete
Repairable
Beyond Repair

(2) Discard
Auction
Store for Future Use
Recycle

Department Head Approval

Attachment: Surplus Items for May 5, 2015 Council Meeting [Revision 2] (1219 : Authorization to Auction

City of Bellaire

DEPARTMENT FURNITURE AND EQUIPMENT SURPLUS

DEPARTMENT: Facilities Management **DATE: May 5, 2014**

ITEM	FIXED ASSET TAG #	SERIAL NUMBER	CONDITION (1)	RECOMMENDED DISPOSITION (2)
Wireless microphone system Previously used in Civic Center (Telex System)	N/A	6068	U	A
Office chair	N/A	N/A	R	A

(1) **U**seable as is
Obsolete
Repairable
Beyond Repair

(2) **D**iscard
Auction
Store for Future Use

Department Head

Attachment: Surplus Items for May 5, 2015 Council Meeting [Revision 2] (1219 : Authorization to Auction

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
ACTION ITEM (ID # 1208)

Meeting: 05/05/14 06:00 PM
Department: City Clerk
Category: Discussion
Department Head: Tracy L. Dutton
DOC ID: 1208

Item Title:

Consideration of and possible action on a request for City Council authorization for the City Manager of the City of Bellaire, Texas, to execute, for and on behalf of the City of Bellaire, Texas, a transmittal letter to CenterPoint Energy's Director of Regulatory Affairs affirmatively approving a request from CenterPoint Energy to suspend the operation of an interim rate adjustment for changes in investment for a period of one (1) year.

Background/Summary:

During the month of April 2014, the City Clerk's Office received notification from CenterPoint Energy ("CenterPoint") that CenterPoint had filed its annual 2014 gas reliability infrastructure program ("GRIP") interim rate adjustment (GRIP Filing) for their Houston Division with the Railroad Commission of Texas. The GRIP Filing *could* result in an increase of approximately $0.48 to a residential customer's monthly charge during 2014.*

*Suspension/deferral of the interim rate adjustment for a period of one year has been requested (see paragraph three of this summary).

According to the *Texas Utilities Code, Title 3, Gas Regulation, Subtitle A, Gas Utility Regulatory Act, Chapter 104, Rates and Services, Subchapter G, Interim Cost Recovery and Rate Adjustment, Section 104.301, Interim Adjustment for Changes in Investment,* an interim adjustment in a utility's monthly customer charge may be filed with a regulatory authority as a means for a utility to recover the cost of investment in service for gas utility services. CenterPoint has reported in its GRIP Filing that an investment in safety and dependability of over $66.6 million was made in its Houston Division during calendar year 2013.

CenterPoint has also filed a request with the Railroad Commission of Texas for an operational suspension of the interim rate adjustment for a period of one year. If the request is granted, recovery of the cost of investment will be deferred. In other words, customers in the City will experience **no increase** in gas utility rates for one year.

CenterPoint has requested that the City affirmatively approve its request to suspend operation of the interim rate adjustment for one year at any time prior to May 30, 2014, and has provided a transmittal letter that may be signed by a City Official approving the request.

Previous Council Action Summary:

This is the first request the City has received in 2014 for approval of a suspension of an interim rate adjustment for changes in investment.

Fiscal Impact:

N/A

Recommendation:

City Manager Paul A. Hofmann and City Clerk Tracy L. Dutton recommend Council authorization for the City Manager to execute, on behalf of the City of Bellaire, Texas, a transmittal letter affirmatively approving CenterPoint's request for a suspension of an interim rate adjustment for a period of one year.

ATTACHMENTS:

- CenterPoint Energy Annual GRIP Filing and Suspension Request - 2014 (PDF)

CenterPoint Energy

CenterPoint Energy
1111 Louisiana Street
Houston, TX 77002-5231
P.O. Box 2628
Houston, TX 77252-2628

March 31, 2014

Mayor and City Council
City of Bellaire
Bellaire, Texas

Re: CenterPoint Energy's 2014 Annual GRIP Filing and Suspension Request for the Houston Division

Dear Madam or Sir:

CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas ("CenterPoint" or the "Company"), hereby submits its annual 2014 gas reliability infrastructure program ("GRIP") interim rate adjustment ("IRA") filing for the Company's Houston Division and requests that the operation of the adjustment be suspended for one year. In support of its request CenterPoint files the enclosed tariffs and supporting documents, including a CD of the electronic files, with the City of Bellaire ("City"). If the Company's operational suspension request is granted, customers within the City will experience no increase in gas utility rates for one year.[1]

The Company's IRA filing is required by Section 104.301 of the Texas Utilities Code. It is an annual filing that would ordinarily result in an increase of $0.48 to the residential customer's monthly customer charge in 2014.[2] This is because the Company invested over $66.6 million in its Houston Division during calendar year 2013 and Section 104.301 requires an annual adjustment to CenterPoint's rates to account for this new investment in safety and dependability. Approval of the Company's operational suspension request however, will avoid an immediate increase and will defer recovery of this investment. If suspended, the Company's current monthly customer charges will remain in effect until superseded by the earlier of (1) the effective date of the Company's next annual GRIP adjustment for the Houston Division; or (2) the issuance of a final order in a rate setting proceeding for the Houston Division.

Pursuant to applicable law, CenterPoint's IRA will become effective on May 30, 2014, unless the City suspends that date for a period of no longer than forty-five (45) days. The City may affirmatively approve the Company's request to suspend operation of the IRA for one year at any time prior to May 30, 2014. For convenience purposes, CenterPoint has also included with this filing a transmittal letter that may be signed by a City Official approving the Company's request. Alternatively, if no action is taken by the City, the Company will deem its request to suspend operation of the tariff approved as of May 30, 2014.

---

[1] CenterPoint is filing the same request with each city within the Houston Division, as well as the Railroad Commission of Texas, which has original jurisdiction over the unincorporated areas of the Houston Division, as well as authority in those cities of the Houston Division that have ceded original jurisdiction to the Commission.

[2] The Company's filing would also normally result in an increase of $0.75 for General Service Small and $21.91 for General Service Large Volume Customers.

As required by Section 104.301 of the Texas Utilities Code, in support of the Company's filing, CenterPoint also includes the following:

(a) An Interim Cost Recovery and Rate Adjustment Report containing accounting schedules and project reports for the GRIP Adjustment Period including a description of (i) the projects undertaken during the GRIP Adjustment Period, (ii) the investment to provide utility service in the Houston Division, which were both completed and placed in service during the GRIP Adjustment Period, (iii) the Company's prior utility investments in the Houston Division that were either retired or abandoned during the GRIP Adjustment Period, and (iv) the cost, need and customers benefited by those investments and retirements (under the "Investment and Retirement Project Report" section of the enclosed filing).

(b) The Company's calculation of the GRIP Adjustment amount that would go into effect absent the Company's operational suspension request.

(c) Affidavits by Walter Fitzgerald, Beverly Melchisedech, and Steven Greenley (under the "Affidavits" section of the enclosed filing).

- Mr. Fitzgerald's affidavit verifies (i) that the Houston Division's books and records are kept in accordance with the rules of the Commission and (ii) that the reports enclosed accurately reflect the Houston Division's books and records related to the information in those reports.
- Ms. Melchisedech's affidavit verifies the notice of the GRIP filing through customer bill inserts.
- Mr. Greenley's affidavit concerns the reimbursement of relocation expenses.

(d) An earnings monitoring report showing the Company's earnings for the Houston Division during the 2013 calendar year (under the "Earnings Report" section of the enclosed filing).

The Company requests that the City return the enclosed copy of this letter with your file mark thereon to acknowledge such filings for our records. In addition, the source documentation and workpapers supporting the data and calculations contained in the foregoing reports is maintained in CenterPoint's electronic databases which are available for review. To schedule an opportunity to review the electronic databases or any hard copy project files related to the new investment or retirements, please contact me at (713) 207-5946.

Notice of this proceeding will be provided to affected customers in the Houston Division by bill insert or by separate mailing within 45 days after the date of this filing in accordance with the applicable law.

Attachment: CenterPoint Energy Annual GRIP Filing and Suspension Request - 2014 (1208 : Approval of CenterPoint Energy's 2014 Annual

In closing, the Company wishes to assure you that it will continue to prudently invest in infrastructure to ensure the safe and reliable delivery of its natural gas service to its customers. Please do not hesitate to contact us with any questions you may have regarding this filing.

Sincerely,

Keith L. Wall
Director of Regulatory Affairs

Attachments
cc: Mr. Steven Greenley
Mr. George Hepburn
Mr. Paul Lock
Mr. Mark Santos

DELIVERED TO:

_____, _____ of
NAME OFFICE (Mayor, City Secretary, etc.)

the City of Bellaire on this ____ day of March 2014

_____
SIGNATURE

Attachment: CenterPoint Energy Annual GRIP Filing and Suspension Request - 2014 (1208 : Approval of CenterPoint Energy's 2014 Annual

April 1, 2014

Keith L. Wall
Director of Regulatory Affairs
CenterPoint Energy
1111 Louisiana Street
Houston, Texas 77002-5231

Re: Approval of CenterPoint Energy's 2014 Annual GRIP filing and Suspension Request for the Houston Division

Dear Mr. Wall:

This correspondence is to notify CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas ("CenterPoint" or the "Company"), that the City of Bellaire hereby approves the Company's request to suspend the operation of its 2014 gas reliability infrastructure program ("GRIP") interim rate adjustment for one year.

SIGNED BY:

_____, _____ of
NAME OFFICE (City Official)

the City of Bellaire on this ____ day of April 2014

_____
SIGNATURE

Attachment: CenterPoint Energy Annual GRIP Filing and Suspension Request - 2014 (1208 : Approval of CenterPoint Energy's 2014 Annual

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

May 6, 2014

Mr. Keith L. Wall
Director of Regulatory Affairs
CenterPoint Energy
1111 Louisiana Street
Houston, Texas 77002-5231

Re: Approval of CenterPoint Energy's 2014 Annual GRIP Filing and Suspension Request for the Houston Division

Dear Mr. Wall:

This correspondence is to notify CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas ("CenterPoint" or the "Company"), that the City of Bellaire, Texas, hereby approves the Company's request to suspend the operation of its 2014 gas reliability infrastructure program ("GRIP") interim rate adjustment for one year.

CITY OF BELLAIRE, TEXAS

By: _____
Paul A. Hofmann, City Manager

Date: _____, 2014

PAH:tld

Attachment: CenterPoint Energy Annual GRIP Filing and Suspension Request - 2014 (1208 : Approval of CenterPoint Energy's 2014 Annual

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
ACTION ITEM (ID # 1218)

Meeting: 05/05/14 06:00 PM
Department: Finance Administration
Category: Contract
Department Head: Linda Symank
DOC ID: 1218

Item Title:

Consideration of and possible action on a recommendation from the Bellaire Finance Department to award a contract for meter reading services to the lowest responsive bidder, Alexander's Contract Services, Inc., and on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the Mayor and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with Alexander's Contract Services, Inc., for the provision of sufficient personnel and meter-reading handheld devices to complete monthly water meter reads within a seven (7) day work cycle to the Finance Department, Utility Billing, of the City of Bellaire, Texas 77401, on a contract basis for three (3) years, commencing on June 1, 2014, and expiring on May 31, 2017, with an automatic renewal for two (2) consecutive one (1) year periods upon mutual agreement of both parties.

Background/Summary:

The City of Bellaire outsources water meter reading services. The City has approximately 7,600 water and sprinkler meters that are read each month at an annual cost of approximately $56,000.

Severn Trent Services has provided meter reading services to Bellaire for the past 17 years. These services were last bid in 2005 and awarded to Severn Trent with a price of $0.60 per meter read with an annual renewal unless either party elected not to renew. In March the City was notified that Severn Trent was proposing a rate increase from $0.60 to $1.00 per meter read. In reviewing the existing contract approved by the City Council, it was determined and verified by our City Attorney that the contract did not include a provision for a rate increase. Mr. Fry, Regional General Manager with Severn Trent, also reviewed the contract and concurred that there was not a provision for a rate increase, but stated that they could not continue the contract at the current rate.

Finance solicited bids for meter reading services with a bid closing date of April 9, 2014. We received three responses and one No Bid to Bid #14-005 Meter Reading Services as summarized below:

Bidder	Cost per Meter Read	Cost per Re-read
Alexander's Inc.	$0.82	$0.82
Olameter Corporation	$0.82	$2.12
Severn Trent Services	$1.20	$1.20
Grid One Solutions	No Bid	No Bid

The low bid was submitted by Alexander's Inc., a corporation whose main office is located in Atascadero, California, but have offices throughout the United States. They have been in this business since 1968. They currently provide meter reading services to Bryan and

Temple, Texas and provide software and other services to El Paso, Orange, and Lubbock. We have contacted Bryan and Temple for references. Both cities gave very positive references with a high degree of satisfaction with the customer service provided and the response time from Alexander's Inc.

Bonnie Lumpkin, Utility Billing Representative, Bill Mize, Accounting Manager and I had a conference call with representatives of the company. They discussed their meter reading methodology, demonstrated their cloud based technology, and identified the manager and crew that would be servicing the City of Bellaire. Their reading service also includes assistance with ensuring efficient and accurate reads from each meter through their note system. Readers will enter a note and picture, if needed, to identify problems with a meter such as leaks, broken meters, meters with lids missing, or other issues that prevent an accurate read in a timely manner. The Utility Billing staff can obtain a report of all notes and submit a work order to Public Works for repairs. Their employees wear uniforms with ID's and drive vehicles that clearly identify who they are. We feel that they are a very professional organization using the latest technology for meter reading and can meet all our contract terms.

Finance recommends awarding our meter reading contract to the low bidder, Alexander's Inc. The contract is for the period June 1, 2014 through May 31, 2017 with an option to renew the contract an additional two one year periods, provided both parties agree.

Previous Council Action Summary:

City Council awarded this contract to Severn Trent Services in 2005 with automatic annual renewals unless either party gave notice. Severn Trent Services has performed this service for the City for the past 17 year.

Fiscal Impact:

The current contract with Severn Trent Services is for $0.60 per meter read and averages about $4,600 per month. The new rate is $0.82 per meter read and will average about $6,300 per month. The new contract will be in effect for the last four months of the fiscal year. The current Utility Billing budget in the Enterprise Fund will cover this increase.

Recommendation:

The CFO and Accounting Manager recommend awarding the meter reading services contract to Alexander's Inc.

ATTACHMENTS:

- Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (PDF)

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

ORDINANCE NO. 14-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AUTHORIZING THE MAYOR AND THE CITY CLERK OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE AND ATTEST, RESPECTIVELY, FOR AND ON BEHALF OF THE CITY OF BELLAIRE, TEXAS, A *STANDARD FORM OF AGREEMENT* WITH ALEXANDER'S CONTRACT SERVICES, INC., IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A," FOR THE PROVISION OF SUFFICENT PERSONNEL AND METER-READING HANDHELD DEVICES TO COMPLETE MONTHLY WATER METER READS WITHIN A SEVEN (7) DAY WORK CYCLE TO THE FINANCE DEPARTMENT, UTILITY BILLING, OF THE CITY OF BELLAIRE, TEXAS, 7008 SOUTH RICE AVENUE, BELLAIRE, TEXAS 77401, ON A CONTRACT BASIS FOR THREE (3) YEARS, COMMENCING JUNE 1, 2014, AND EXPIRING ON MAY 31, 2017, WITH AN AUTOMATIC RENEWAL FOR TWO (2) CONSECUTIVE ONE (1) YEAR PERIODS UPON MUTUAL AGREEMENT OF BOTH PARTIES.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS:

THAT the Mayor and the City Clerk of the City of Bellaire, Texas, are each hereby authorized to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a *Standard Form of Agreement* with Alexander's Contract Services, Inc., in a form as attached hereto and marked Exhibit "A," for the provision of sufficient personnel and meter-reading handheld devices to complete monthly water meter reads within a seven (7) day work cycle to the Finance Department, Utility Billing, of the City of Bellaire, Texas, 7008 South Rice Avenue, Bellaire, Texas 77401, on a contract basis for three (3) years commencing on June 1, 2014, and expiring on May 31, 2017, with an automatic renewal for two (2) consecutive one (1) year periods upon mutual agreement of both parties.

PASSED and **APPROVED** this 5th day of May, 2014.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Philip L. Nauert
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

EXHIBIT A

STANDARD FORM OF AGREEMENT

Agreement with:	Alexander's Contract Services, Inc.
Project:	Personnel and Meter-Reading Devices for City's Water Meters
Ordinance No.	14-____ dated May 5, 2014

STANDARD FORM OF AGREEMENT

STATE OF TEXAS §
§
COUNTY OF HARRIS §

This **AGREEMENT** is made and entered into this 5th day of May, 2014, by and between the **CITY OF BELLAIRE, TEXAS,** of the County of Harris and State of Texas, duly incorporated and existing under and by virtue of the Constitution and laws of the State of Texas, acting by and through the undersigned Mayor, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS,** thereunto duly authorized to do so, hereinafter referred to as **"CITY,"** and **ALEXANDER'S CONTRACT SERVICES, INC.,** a corporation, hereinafter referred to as **"CONTRACTOR."**

WITNESSETH:

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the **CITY,** the **CONTRACTOR** hereby agrees with the **CITY** to commence and provide the services described as follows:

> Bid No. 14-005, Meter-Reading Personnel (By Private Contractor) for the provision of sufficient personnel and meter-reading handheld devices to complete monthly water meter reads within a seven (7) day work cycle to the Finance Department, Utility Billing, of the City of Bellaire, Texas, Utility Billing, of the City of Bellaire, Texas, 7008 South Rice Avenue, Bellaire, Texas 77401, on a contract basis

in accordance with the conditions and costs stated in the **CONTRACTOR'S PROPOSAL** attached hereto and marked "Attachment 1," all of which are made a part hereof, collectively evidence and constitute the entire **Contract**.

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

The **CITY** agrees to pay the **CONTRACTOR** in current funds for the performance of the **Contract** in accordance with the **CONTRACTOR'S PROPOSAL** submitted therefore which forms a part of this **Contract** and to make payment on account thereof as provided therein.

The undersigned person executing this **Contract** and all other documents executed simultaneously herewith, does certify and attest that he or she is executing the same in his or her capacity as herein stated as an officer of said corporation.

IN WITNESS WHEREOF, the Mayor of the **CITY OF BELLAIRE, TEXAS,** as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS,** hereunto, have executed this **AGREEMENT** in the year and date first above written, under the authority granted to them under the provisions of Ordinance No. 14-____, an Ordinance duly enacted by the City Council of the **CITY OF BELLAIRE, TEXAS.**

CITY OF BELLAIRE, TEXAS

_____
Dr. Philip L. Nauert, Mayor
City of Bellaire, Texas

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk
City of Bellaire, Texas

APPROVED AS TO FORM:

_____
Alan P. Petrov, City Attorney
City of Bellaire, Texas

IN WITNESS WHEREOF, the **CONTRACTOR**, whose name is hereinafter set out, does certify and attest that he or she has executed this **Agreement** in his or her capacity as herein stated, for and on behalf of said corporation, and that he or she has authority to do so.

ALEXANDER'S CONTRACT SERVICES, INC.

_____
Printed Name:
Title:

Attest:

_____
Printed Name:
Title:

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

ATTACHMENT 1

CONTRACTOR'S PROPOSAL

Personnel and Meter-Reading Handheld Devices

Contractor:	Alexander's Contract Services, Inc.
Project:	Personnel and Meter-Reading Devices for City's Water Meters
Ordinance No.:	14-_____ dated May 5, 2014

ALEXANDER'S INC.

City of Bellaire

Proposal for the City of Bellaire
for Meter Reading Personnel (By Private Contractor)
BID #14-005
Date: April 9, 2014

Alexander's, Inc.
8655 Morro Rd., Ste. C
Atascadero, CA 93422

Bill Van Wagoner
billv@alexander-co.com
805-461-3458
801-461-1263 fax

ALEXANDER'S INC.

City of Bellaire
Meter Reading Personnel (By Private Contractor)
April 9, 2014

Table of Contents

Cover Letter

1. Bid Invitation
2. Bidder's Certification
3. Bid Proposal Form
4. Bid Form
5. Bid Specifications
6. Conflict of Interest Questionnaire
7. ACS Proposal For Cloud Smart Server Technology
8. ACS Innovative Features and Concepts
9. References

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

ALEXANDER'S INC.

April 9, 2014

Tracy L. Dutton
City Clerk
City of Bellaire, Texas
7008 South Rice Avenue
Bellaire, TX 77401

Re: Meter Reading Personnel (By Private Contractor)

Dear Tracy Dutton:

On behalf of Alexander's Contract Services Inc., enclosed herewith are one (1) original and two (2) copies of our proposal to the City of Bellaire for water meter reading services. The proposal outlines Alexander's understanding of the project and requested services, innovative approach and strategy, verifiable references, and fee proposal for meter reading services at your city.

ACS understands the need for the City of Bellaire to have the most accurate, timely and efficient reading performed by our professional staff. ACS proposes a bid whereby we will use our ultra-rugged handheld equipment and CSST software. We feel by choosing these services the City will achieve the highest rate of success in accuracy and real-time communication in the day to day meter reading process. By ACS providing these products and services, the City of Bellaire would see additional benefits in the areas of:

- Alexander's unique and powerful handheld software that requires meter readers to enter the meter ID in High/Low range breach (ID Lock), and then requires a Photo and GPS coordinates taken of the meter (Certified Read) to be supplied to the City as irrefutable proof that the read is accurate and the meter reader is at the correct premise.

- Paperless web based interface for billing staff to upload and download meter reading data, provide interactive meter reading reporting, live statuses and provides wireless mobile access for field technicians. This access is available by laptop, tablet, or smart phone.

- A means for office staff to redirect rereads, such as high, low, unread, and maintenance issues to field staff using the web and wireless mobile solutions.

- A full suite of web based reports and data information that can be accessed by the City users from any desktop or internet accessible wireless workstation.

8655 Morro Rd. Suite D, Atascadero, CA 93422 **Phone**: 805-461-3458 **Fax**: 805-461-1263 www.**alexander-co**.com

- Live access and updates to assist in allowing the City to receive a clean, accurate read data file while eliminating several costly administrative steps, and creating an environment for faster throughput in bill processing.

- Real-time notification of milestone read events to City staff via email or text message to an internet connected PC, laptop or smart phone.

Alexander's is confident in our ability to perform the highest level of service and requirements described in the RFP.

Any contact regarding this proposal should be directed to:

Bill Van Wagoner
Business Development Manager
Alexander's Contract Services, Inc.
8655 Morro Rd. Ste. C
Atascadero, CA 93422
Phone: 805-461-3458
billv@alexander-co.com

We would like to thank you in advance for your time and consideration, and we look forward to the opportunity of working with the City of Bellaire.

Sincerely,

Bill Van Wagoner
Business Development Manager
Alexander's Contract Services, Inc.

ALEXANDER'S INC.

Bid Invitation

CITY OF BELLAIRE, TEXAS
7008 SOUTH RICE AVENUE
BELAIRE, TEXAS 77401
(713) 662-8222

BID INVITATION

BID TITLE: **Meter Reading Personnel (By Private Contractor)**

BID CLOSING TIME: **10:00** a.m./~~p.m.~~) local time.
(By City Clerk Time Stamp) (Strike one)

BID NUMBER: **14-005**

BID CLOSING DATE: **04/09/2014**

This bid invitation includes:

Bid Invitation
Instructions to bidders
Bidder's certification form
Bid proposal form*
Specifications

*Requires bidder's signature, and must be returned with bid.

BID (To be completed by bidder)

The undersigned agrees to fully comply in strict accordance with the bid invitation, specifications and provisions attached thereto for the amounts shown on the bid proposal form Bids will be accepted within 120 days unless otherwise specified.

Bidder Name: Alexander's Contract Services, Inc.

Address: 8655 Morro Road, Suite C, Atascadero, CA 93422

Telephone: 805-461-3458

Signature on Individual Authorized to sign bid:

Date 04/01/14

Signer's Name and Title:

Tim Alexander, President

(Please print or type)

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

ALEXANDER'S INC.

Bidder's Certification

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB 620relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a).

(2) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(3) "Texas resident bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(b) The state or a governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that

(company name)

a Resident bidder of Texas as defined in HB 620.

Signature _ _ Print Name

I certify that Alexander's Contract Services, Inc.
(company name)

a Nonresident bidder of Texas as defined in HB 620 and our principal place of business is:

Atascadero, California

(City and State)

Signature _ Tim Alexander
Print Name

ALEXANDER'S INC.

Bid Proposal Form

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

BID PROPOSAL FORM

The undersigned proposes, in accordance with the terms of the bid documents of which this proposal is a part, to furnish to the City the following bid, as described in the bid invitation and specifications, and in accordance with instructions to bidders, which are a part of this proposal.

The undersigned hereby acknowledges having received a full set of bid documents and Addenda Numbers (none unless indicated here,_____

Further, the undersigned being duly sworn deposes and says an oath that said undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders and has not disclosed to any person, firm, or corporation the terms of said bid or the price herein.

Please print (in ink) or type: (photocopies of this form are acceptable)

Item Number/ Quantity	Description	Price	Unit Extension
7,600	Meter Reading Services	$0.82	$6,232.00/month

(NOTE: BID FORM ATTACHED HEREWITH)

ALEXANDER'S INC.

Bid Form

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

BID FORM
FOR METER READING PERSONNEL BY
A PRIVATE CONTRACTOR

SERVICE DESCRIPTION	Cost per Meter Read	Apprx Cost Per Month (Use 7,600 accts/mth)
Read one (1) meters	$.82	$6,232.00

SERVICE DESCRIPTION	Cost per Meter Re-read
Re-reads	$.82

PURCHASE PERIOD: The effective dates of purchase for this bid shall commence on June **1, 2014 and end on May 31, 2017.** The City of Bellaire retains the option to extend to the bidder awarded this bid, an extension at the end of the above purchasing period, for the purpose of purchasing meter reading services specified in this bid proposal, upon agreement with bidder and the City of Bellaire, said automatic extension and renewal of contract up to two (2) years, one year at a time subject to price increases, service and mutual agreement between the City of Bellaire and the successful bidder.

COMPANY NAME	Alexander's Contract Services, Inc.
ADDRESS	8655 Morro Road, Suite C
CITY, STATE, ZIP CODE	Atascadero, CA 93422

SIGNATURE OF BIDDER	
TITLE	President
OFFICE & MOBILE PHONES	805-461-3458
FAX	805-461-1263
DATE	04/01/14

File: Bid proposal for meter reading.xls

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

ALEXANDER'S INC.

Bid Specifications

(NOTE: BID SPECIFICATIONS ATTACHED HEREWITH)

CITY OF BELLAIRE

GENERAL SPECIFICATIONS

METER READING PERSONNEL
(BY PRIVATE CONTRACT)

It is the intent of this specification to describe services needed by the City of Bellaire from a Private Contractor to provide meter-reading personnel to the Finance Department, Utility Billing, of the City of Bellaire, located at 7008 South Rice Avenue, Bellaire, Texas 77401 on a contract basis for three (3) years and automatically renew for two (2) consecutive one (1) year periods unless either party gives the other party 60 days written notice prior to the expiration of any one year period that the contract will not automatically renew. However, either party to this agreement shall have the right to terminate this agreement by giving the other party thirty (90) days written notice of their desire and intention to terminate this agreement.

ACS Response: *ACS complies with this requirement.*

All water meters shall be read within the limits of the City of Bellaire.

ACS Response: *ACS complies with this requirement.*

Contracted meter readers shall read the water meters and enter the reading into an electronic meter-reading device compatible with the City of Bellaire's customer billing system, Incode.

ACS Response: *ACS complies with this requirement.*

There are approximately 7,600 water meters to be read each month. By Ordinance, customer bills must be dated 15 days prior to the due date which is the 2nd Friday of each month. The meter reading periods should be performed within a 28 to 33 day read cycle.

ACS Response: *ACS complies with this requirement.*

The Contractor shall make available to the City of Bellaire sufficient personnel and meter reading handheld devices to complete water meter reads to accomplish this task within a seven (7) day work cycle.

ACS Response: *ACS complies with this requirement.*

The City of Bellaire will notify the Contractor at least 24 hours in advance of needing meter readings.

ACS Response: *ACS complies with this requirement.*

It shall be the responsibility of the Contractor of record, to arrange end of the day/exit procedures with their meter readers.

ACS Response: *ACS complies with this requirement.*

The Contractor shall communicate with the City of Bellaire, Finance Department, regarding routes to be read, download the corresponding route information to the Contractors handhelds, and provide meter reading personnel within the next 24 hours to read each requested route.

ACS Response: *ACS complies with this requirement.*

The Contractor will review the meter read information and reread any unusual reads. Within 96 hours, the meter reading information will be downloaded to the City's customer billing system, Incode.

ACS Response: *ACS complies with this requirement.*

The Contractor will be responsible to provide all meter readers and meter reading handheld devices.

ACS Response: *ACS complies with this requirement.*

The Contractor will be responsible for all re-reads.

ACS Response: *ACS complies with this requirement.*

CITY OF BELLAIRE
METER READING PERSONNEL
(BY PRIVATE CONTRACT)

The Private Contractor shall assume all cost(s) and meter reading services to provide To the City of Bellaire the following basic parameters:

	Agree or Disagree
Meter Reading personnel shall be trained to be professional and courteous in dealing directly with the City's customers	**AGREE**
Meter Reading personnel shall be readily identifiable by the City's customers by distinctive clothing. Service vehicles shall have the company's logo prominently displayed	**AGREE**
Meter reading shall be accurate to within an error rate of less than 5% of total meter read	**AGREE**
Meter accounts that are not read shall be coded in the reading device with a reason as to why it was not read. Meter accounts without a read yet coded shall be payable to the Contractor.	**AGREE**
Meter accounts that are not read and are not coded shall not be payable to the Contractor by the City of Bellaire.	**AGREE**
The Private Contractor shall not be privileged to correct meter readings which are misread by their personnel. Payment for excessive (greater than 5%) misread meters shall be at the discretion of the City's Chief Financial Officer.	**DISAGREE (w/clarification)** **The Alexander handheld product reduces the need to reread. The product flags misread or rereads and sends them back to the field for review and correction before they are provided to the City's billing system. However, the City may configure the system to allow misreads and rereads to flow to the Web server for their own review.**
The Contractor shall bill the City on a monthly basis. Invoices are to be addressed to: City of Bellaire Accounts Payable, Finance Department 7008 South Rice A venue Bellaire, Texas 77401.	**AGREE**
The Contractor shall itemize on their billing the following items: Date Meter Reader's Name Number of Meters Read Number of Meters Re-read	**AGREE**

QUESTIONS REGARDING THESE SPECIFICATIONS SHOULD BE DIRECTED IMMEDIATELY TO BILL MIZE, 713-662-8261

FileL: Bid proposal for meter reading.xls

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

ALEXANDER'S INC.

Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person who has a business relationship with local governmental entity.**

N/A

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4 Brian Van Wagner
Signature of person doing business with the governmental entity

4/2/14
Date

Adopted 06/29/2007

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

ALEXANDER'S INC.

Alexander's Contract Services Inc. Proposes Cloud Smart Server Technology

CSST Ensures Accuracy and Consistency in Meeting Schedules
Unlike traditional meter reading solutions, ACS has become totally wireless by creating a Smart Server that is interfaced wirelessly in the field. The ultra-rugged meter reading Mobile 6.1 handheld supplied by ACS is equipped with an 802.11 b/g wireless or Verizon M2M secure interface that can link to the Smart Server from the field for data upload and download from the field. Data can be transferred to and from the wireless field handhelds throughout the day.

This allows ACS supervisors to manage routes efficiently by transferring routes to readers in the field, or as an option, to allow the meter readers to transfer data directly to the Cloud Smart Server Technology (CSST) meter reading system when routes are completed. No time is wasted in an administrative office. Routes can easily be changed or updated in the field as needed, allowing supervisors to manage more effectively and meet deadlines consistently.

All field data is made live on the client's secure area of the Cloud Smart Server from the first read to the last. This simple solution allows for the client to respond to early reading exceptions as they occur. Mis-reads, unreads and problem meters can be quickly addressed as the information is passed from the field to the office.

Since the CSST product is web based, constant communication and notification can be provided to client management via email and text message regarding the status of read and the various unread and misread conditions coming from the field.

The web based reports populate from the beginning of the read cycle and become complete upon the last meter read in the cycle. Cloud Smart Server Technology comes with dozens of standard reports, yet customized reporting is available by request of each ACS client.

When a reading cycle is complete, an email or text message can be sent to an authorized customer manager or staff member. There are many automated notifications that are triggered by different reading events, and all reports can be accessed from the client's CSST web site. This allows for the most efficient sharing of data possible between client's key personnel, supervisors and managers.

Streamlining Data Flow
The ACS CSST meter reading product will easily provide a seamless interface with the client's utility billing system. There will be no requirement to alter any of the existing interface formats for the upload and download files as related to the billing system.

During the pre-installation phase of the project, ACS will request a data format document of both the upload and download files and a sample of the data so that the proper file interface configuration and testing can be accomplished.

Once the client completes the upload of the data file to the CSST, an email and/or text message is sent to the appropriate supervisor notifying them of the upload. The supervisor can immediately receive and begin reading the file in the field. This same message can be sent to any number of the client's management team.

Since the ACS Smart Server product is interactive, any approved client staff member will be able to log onto the website and see live data regarding the reading process. Among other activity, the staff member will be able to affect some of these features:

- Status of the current reading cycle.
- Reports listing all meters that had readings outside the acceptable range (high/low limits)
- View Certified Read reports that can be transmitted to the City's client by email. These reports give irrefutable proof that the read is accurate. The report shows the meter photo, GPs coordinates, current read information and historical read information.
- Any other custom report the client has requested.
- The ability to send rereads or unreads to field operators to read.

Upon 100% completion of the meter reading, review of reports and exceptions, the supervisor can then process and transfer the file to the billing system. New cycles can be loaded to the Smart Server for upcoming read scheduling.

Streamlining Rereads

Meter ID Locks

ACS's CSST meter reading product provides superior accuracy due to its ID lock solution programmed into the handheld application. ACS does not allow the meter reader to view the previous read or meter ID number making it nearly impossible for a meter reader to enter an erroneous read.

When the meter reader reads a meter, the read must be within the high/low limits set by the billing system. If the read is outside of this range, the reader must enter the meter's ID number that is only found on the meter in question. Once the proper ID number is entered to the unit, it will unlock and show the reader the previous read and the ID number for that single meter only. A photo taken of the problem meter will also be required of the ACS meter reader. Then, at this point the reader is prompted to reread the meter taking the previous read into consideration. This simple function transforms to accuracy in the ACS system and guarantees that each read is authentic.

Supervisor Reads

Rereads can be generated as a filter in the supervisor's handheld in the field. Supervisors can verify rereads are accurate before the data is uploaded to the Smart Server. This eliminates change of schedules for the field readers, and also eliminates the need for the client's staff to process and request these reads for reread since it will have already been accomplished.

These verified reads then have been through two levels of scrutiny before they are uploaded to an interactive report on the Smart Server. The client's staff can decide to accept a read for billing or send the read in question to the field operators for additional verification.

If a reread is accepted, it moves to a report on Smart Server called "Verified Reads".
If a reread is sent to the field staff, it moves to a report called "Field Rechecks". These reads are made available to the field staff on ACS mobile based reread interface.

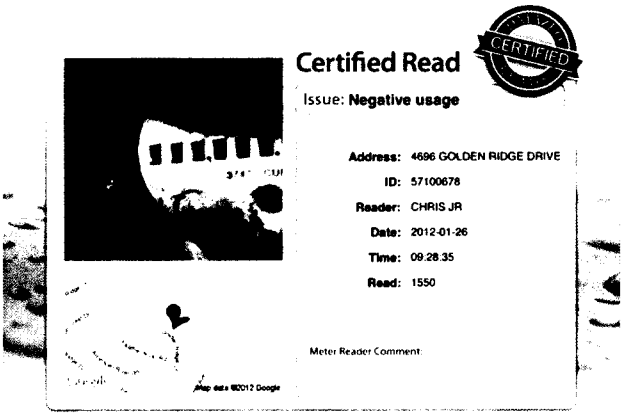
Once all rereads have been accepted by the client the file can be imported to the billing system via Smart Server. The billing process can start immediately. No additional processing will be required in reference to read accuracy and completeness. This will prove to eliminate many hours processing reread reports and manually entering corrected readings.

There is no other system available on the market today that can create this level of accuracy, ensuring timely billing of data each and every month.

CSST Billing and Data Compatibility Interface – Mirrors the Incode File Interface
The Alexander's CSST product is compatible with the Incode file interface and can exactly mirror the upload file as it is provided to the City of Bellaire billing product. This interface is transparent to the City and is fast and reliable. Meter read data information is integrated between systems on a defined frequency, utilizing an Incode formatted text file output/ upload to/from a common file system. The data structure is generally formatted to accommodate daily reading and monthly billing cycle schedules, yet can be modified according to the client's specific needs.

The CSST product is adaptable to allow for future enhancements and upgrades. The database allows for historical multiple incidences backed up to support current reading data. Because the CSST is a web-based product, it is scalable in nature and can accommodate large geographic areas with multiple sites, or, smaller, more isolated geographic locations and data volumes.

Certified Photo Read Feature – Adds Unparalled Accuracy and Timeliness of Data



Meter History

ACS Read	City Read	Time	Date	Year	Reader
1551	001551	1327	1221	2011	nchie c
1536	001536	1023	1118	2011	jeff v
1526	001526	0943	1020	2011	carlos h
1511	001511	1329	0921	2011	carlos h
1491	001491	1037	0822	2011	sergio v
1472	001472	1013	0720	2011	sergio v
1458	001458	1215	0620	2011	sergio v
1438	001438	0942	0519	2011	carlos h
1428	001428	0823	0422	2011	sergio v
1400	001422	1424	0325	2011	carlos h

With the ACS CSST meter reading software every questionable read is guaranteed to be authentic. The CSST software collects and cross references supplementary data to insure an authentic read has occurred while the ACS meter reader is at the meter in the field. By collecting this supplementary data at the time of the meter reading, all doubt regarding any questionable read not being authentic is removed. The "Certified Read" feature guides the meter reader to capture the date, time, GPS coordinates and a photo right at the meter.

The benefits of this feature are enormous to the end user. Certified Reads help to:
- Gain customer confidence
- Create an accuracy read rate above 99.9%
- Eliminate estimated reads
- Reduce customer inquiries
- Reduce billing mistakes
- Produce Certified Reports
- Substantiate billing data
- Certify meter tampering, neglect or abuse
- Validate meter reader comments

ALEXANDER'S INC.

ACS Innovative Features and Concepts – What Differentiates ACS from Other Vendors

Company History - Alexander's Contract Services has provided meter reading services to municipalities, water districts and other utilities since 1968.

We started reading meters in 1968 for the City of Yucaipa, California. Later many cities in Central California were added to the client list. Alexander's expanded into computerization of the meter reading process in the early 1980's. About that time the product was expanded to begin using AMR touch read services for many of the cities in Sacramento County.

Alexander's has their own team of programmers and designers for software product development and support. In 2003, we began an in-house software project to incorporate the many years of experience into a streamlined wireless and mobile solution. This solution provides the flexibility to allow the customer to implement and manage any meter reading demand from one location. Because of the years of involvement in the utility's process of gathering meter reading data from the field, we understand and have gained valuable knowledge regarding accurate field data acquisition and its expedition to the billing system. We also gained knowledge in the use of effective reporting and verification of misread or unread accounts, and the need to provide ease of access and real-time processing of field information.

We understand the problems that occur in the field during the data acquisition process and have spent many years designing innovative products to improve upon basic meter reading gathering methods and processes to ensure business success within the utility. That is why the benefits of our powerful Cloud Smart Server Technology (CSST) meter reading software, ultra rugged handhelds and trained professional meter readers bring unparalled to many utilities in the US.

High Level Accuracy and Billing Timeliness - All of ACS innovative concepts have greatly improved the consistency of timeline, read accuracy and communication within our clients meter reading programs. These innovations greatly reduce the errors in data processing of meter reading, and expedite the field acquisition to billing aspect of meter reading. We strive for faster and more accurate conversion of the raw meter reading data to formal bill. Along the way, the handheld and Smart Server software work to eliminate the exceptions that slow the reading process down and hinder the ability for timely billing of the customer.

ACS technology is geared around the concept of mobility in the field and the programmatic guidance of the meter reading process at each meter. The CSST system orchestrates the accuracy and validation of read through a simple requirement of field data validation on valid meters, and guides the meter reader to provide added verification through collection of Certified Read Photos, GPS, ID Match and comments when a questionable read arises. This creates accountability, while being executed in a mobile environment using reliable tools such as ultra-rugged handhelds. Crew Supervisors and client managers can be connected to the process through mobile devices such as a Smartphone, tablet or laptop.

Management of the system via various personnel is fully connected, no matter the mobile nature of the field work.

With use of the CSST and properly configured hardware, ACS sets itself apart from other vendors in a number of exceptional ways such as:

Highly Trained Reading Personnel and Managers – Alexander's quality customer service plan starts with training. Alexander's Contract Services trains every employee initially on safety regulations, rules and procedure, customer relations, and, specific requirements of the customer as discussed in the pre-planning meeting. Employees are carefully monitored by operations manager and crew chief during training. Once the employee passes these training courses, they are ready to go to the field. Even then, constant monitoring and feedback is given to the employee during read activity.

The Smart Server Technology software has the ability to monitor issues and status of read occurring in the field and supervisors can monitor in "real time" environments, the quality and metrics of the reading effort taking place with each field employee.

Alexander's highly experienced crew managers, who have developed high levels of accuracy and efficiency in read performance, are used in the training and monitoring of the readers in the field. Feedback and continued instruction is extremely important. New hires have a shadow supervisor to walk and instruct until previously trained concepts are well performed and understood by the employee. Safety, read accuracy, incident reporting and proper professional presentation to the clients is emphasized with the employee. This is how Alexander's achieves the highest degree of quality and customer service in their meter reading services.

Ongoing training and refresher instruction usually occurs twice each month within the crew. The safety portion of this program is an approved course designed by the Alexander's Inc. Insurance provider and has 26 course subjects. The course is repeated each year. A twice monthly "Training Huddle", where the client's staff or management team is invited to participate, provides the crew supervisor the opportunity to:

- Refresh Safety and Procedure Concepts and Instruct on the 26 week Safety Course
- Discuss Challenges or Opportunities
- Review Requirements for Appropriate Dress, Conduct and Presentation Required of the Meter Readers
- Communicate Variations in the Client's Read Request
- Restate Company Policy (as needed)
- Review Routing Requirements for Improved Reading Efficiency

Certified Photo Reads – Gather photos of the meters in cases where extenuating situations exists due to double high water, negative read, tampering, faulty meter, meter maintenance requirement, hazard, water conservation, location surveys. Certified Reads will be included as a standard features of ACS services for Negative Reads, Double High and Zero Consumption values.

Wireless Field to Server Communications – Expedited data communications from the field to the server in a real-time environment, creating efficiency and the ability to respond to reread and field issues instantaneously by the client management personnel.

Meter Sequencing and Route Restructuring – Meter sequencing by unit within cycles through the CSST meter reading software user utility. Route restructuring can be accomplished through Alexander's unique DataZeo.mobi program. This is a powerful tool that can be accessed and operated in a mobile environment using mobile tools such as a rugged handheld, laptop, Smartphone or tablet. The program allows the creation of efficient route operations organization via time motion elements without disrupting account billing order as sent to and received from the billing system.

Wireless Reread Management – Electronic processing of rereads from the field via wireless connectivity. The client can manage all read exceptions almost as they occur in the read process, determining whether they are sent back to devices in the field for recheck, or, approving reads for billing at the PC.

Meter ID Verification and ID Unlock – ACS meter readers are guided by the handheld application to not simply take a reading, but verify that the read is correct and that the meter reader is at the correct meter. In cases where there are extenuating reads (Double High, Stopped Meter, No Consumption, Negative Read etc..) the Meter ID verification process requires the meter reader to input the Meter ID located on the physical meter before the Meter ID is unlocked and verified on the handheld

Android and Mobile 6 OS Platform Options – ACS has created application options for both the Mobile 6 and Android OS environments. The system backend remains the same, yet the features that each one of these products brings are made available for meter reading and the client. Mobile 6 is the preferred OS on most ultra-rugged handhelds today, and the ACS program can take advantage of hardware features such as GPS, Bar Code, RFID, Bluetooth, WWAN (Cellular Networks), 802.11 Wireless, Camera, Signature Capture, Printing etc… The Android application makes many other features available through the Marketplace app, including Voice Activated Data input.

Alexander's believes that our products create an improved client satisfaction due to prompt and accurate data, unparalleled customer service from our staff and innovation unmatched meter reading data acquisition.

Alexander's Contract Services Key Personnel and Ability to Add Staff

ACS would use existing senior crews located in the Houston area to read the City of Bellaire meters.

As services to the City of Bellaire increase, additional personnel will be hired as needed following the thorough hiring and training procedures that ACS has used to groom their highly successful crews.

Key Personnel

Chris McDowell – Texas Regional Crew Manager
James Stallings – Texas Regional Crew Manager
Chris Molina – Chief Operations Officer/Account Manager
Mark Hibshman – Chief Executive Officer
Bill Van Wagoner – Vice President, Sales
Software Technician – Dedicated to the City of Bellaire technical requirements
Product Support Technician – Assigned to assist with any software, report or daily SST operations requirements.

Reading transition plans have varied based upon the requirements of the customer, but are easily handled by ACS personnel with some training and orientation of the City's personnel. Alexander's will create a custom transition plan which will reflect the specific needs and timing required of the City of Bellaire and ACS will encourage the City of Bellaire's input in creating this plan. A sample of this plan is available upon request.

Alexander's Contract Services Provides Timely Invoicing

ACS uses an automated system of invoicing the client that is embedded into the operations of the CSST meter reading software configured for each client. When the data for the defined billing cycle read is complete and all readings have been uploaded to the server from the field, the CSST system generates an accurate and up to date invoice to the customer for the services. This would also include all soft services (i.e. hang tags, turn on turn offs etc.).

ALEXANDER'S INC.

References

Below is a sample of regional and nation-wide references of ACS clients using our contract meter reading services and the Cloud Smart Server meter reading product with Certified Photo reads.

Bryan, City of
205 East 28th Street
Bryan, TX 77805
Vicki Reim
979-821-5717
reim@btutilities.com
Serving Since: 2011

Temple, City of
401 N 3rd Street
Temple, TX 76501
Heather Mikulas
254-298-5616
hmikulas@templetx.gov
Serving Since: 2012

Irvine Ranch Water District
15600 Sand Canyon Avenue
Irvine, California 92618-3102
Gina Jackson
949-453-5300
jacksong@irwd.com
Serving Since: 2009

City of Corona
755 Corporation Yard Way
Corona, CA 92880
Tracy Martin
951-817-5748
Tracy.martin@ci.corona.ca.us
Serving Since: 2010

San Clemente, City of
380 Avenida Pico, Building N
San Clemente, CA 92672
Ambrocia Dankert
dankerta@san-clemente.org
949-361-8200
Serving Since: 2006

Attachment: Ordinance Agreement and Proposal for Meter Reading Services - Alexanders - 2014 (1218 : Utiltiy Billing Meter Reading Services

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
ORDINANCE (ID # 1220)

Meeting: 05/05/14 06:00 PM
Department: Public Works
Category: Change Order
Department Head: Diane K White
DOC ID: 1220

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Ordinance No. 13-041, which authorized the execution of a Standard Form of Agreement with Total Contracting Ltd. for the "Rebuild Bellaire, Phase Four Paving and Drainage Improvement Project," for the purpose of removing the proposed sidewalk and curb ramp on the west and north sides of the 800 Block of Jaquet Drive, said removal of which would decrease said Agreement by $17,400.00, and authorizing The City Manager of the City of Bellaire, Texas, to execute a Change Order (No. 1) with Total Contracting Ltd. for said decrease. (Item requested by Councilman Roman F. Reed).

Background/Summary:

Change Order No 1 - Removal of Sidewalks from 800 Block of Jaquet - Total Contracting Ltd. - Rebuild Bellaire, Phase Four Paving and Drainage Improvement Project amending Ordinance No. 13-041

Background/Summary:

During Personal Audience Comments on April 21, 2014 Mr. and Mrs. Gajewski at 845 Jaquet Drive requested City Council reconsider the placement of sidewalks adjacent to residential lots on Jaquet Drive. Jaquet Drive is part of the Rebuild Bellaire Phase 4 Pavement and Drainage Improvement Project. Mr. and Mrs. Gajewski presented a petition signed by 20 of the 37 residents that live on Jaquet. Councilmember Reed requested that this item be on the May 5, 2014 agenda for City Council to consider the removal of sidewalks from the construction documents for the 800 block of Jaquet.

Rebuild Bellaire, Phase Four Paving and Drainage Improvement Project, was approved by City Council on August 5, 2013 by Ordinance No. 13-041 which included the 800 Block of Jaquet Drive. It was designed by HDR, Inc. for a cost of $429,435, (Ordinance No.12-042) and Construction Observation and Engineering was also awarded to HDR for $282,290 (Ordinance No.13-042). City Council awarded this project to Total Contracting Limited for a total construction cost of $5,702,990. The following streets are included in this project.

Street List:

Block(s)	**Street**
5100-5200	Beech Street
5100-5300	Aspen Street
100	Bellaire Court
800	**Jaquet Drive**
4900-5000	Mimosa Street
500	Wisteria Street
4700-4800	Pine Street

A neighborhood meeting was held on April 24, 2013 at City Hall where the project was described to the residents. Residents were given a presentation on the plans for all aspects of construction. The neighborhood meetings are designed to communicate as well as to receive feedback from residents on any concerns they may have. Such as special access to their property, special needs, tree concerns, general restoration concerns and preference for no sidewalks; etc.

All attendees are asked to fill out an action form and/or special needs form if they have any concerns. The forms are reviewed by HDR and the City of Bellaire and addressed with each resident before and during the project. At this meeting 27 residents from the various streets above attended. Six residents from four addresses were in attendance from Jaquet.

At the neighborhood meeting for this project in April of 2013, some Bellaire Court residents expressed their desire to have the proposed sidewalks deleted from the project. They were advised to include that in their action form and turn it in that night or later to Public Works. On August 5, 2013 the night that City Council awarded the bid and amendment was made by City Council to remove the sidewalks from Bellaire Court.

Construction began September 16, 2013 on Rebuild Bellaire Phase Four specifically on Aspen and Beech. Jaquet construction began in early January of this year.

At this time there were concerns expressed to the former City Manager from one resident regarding the timeliness of notification and the level of detail given in the flyer. The resident stated that the information that was given was insufficient received during the holidays while many people were on vacation. No request for sidewalks to not be constructed was expressed at this time.

Not constructing the proposed sidewalks adjacent to the residential lots on Jaquet would result in a decrease of approximately $17,400. The City has installed 500 linear feet of sidewalk in front of the Ware Family Park. This sidewalk in not adjacent to any residences and connects to Elm and then to the sidewalk on IH 610 frontage road.

This project has been delayed two weeks due to the possible deletion of sidewalks from the 800 block of Jaquet. Restoration cannot be completed in the yards where roadway and driveway improvements have been constructed already until the sidewalk is constructed or City Council approves Change Order 1 as presented in the attached.

Right of way restoration includes irrigation system and yard drain repairs, grading behind the curb, and placement of topsoil and sod.

In addition, to this delay the City has experienced a delay with concrete delivery. HDR did request that the City consider an earlier delivery time of 5am which would put delivery to Bellaire first on the concrete companies dispatch list. However, after seeking input from the residents that they were not amenable to an earlier start time we were not able to accommodate HDR's request. We continue to have issues with concrete delivery. Concrete delivery was cancelled for delivery on April 25th.

A tree protection and disposition plan is always prepared for any major project that the City undertakes. The City's Urban Forest Consultant, Jeff Hanawalt prepared a report for the City and was incorporated into the Design and Construction Bid Documents that were approved

by City Council. In addition, limb clearance, pruning, root prune trenching and tree protection fencing are critical to all City projects. Mr. Hanawalt is an International Society of Arboraculture (ISA) Certified Arborist and has consulted for Bellaire for over 24 years regarding protection and preservation of trees.

Terry Maher with HDR and Jeff Hanawalt have met with residents who requested a meeting when construction was beginning on Jaquet including 828 Jaquet where Mr. Anstead was very concerned of the health of the oak in front of his house.

There is an existing sidewalk within the street right of way in front of 828 Jaquet. It was discussed that the sidewalk would need replacement due to some offset joints and the least impact to the tree would be to remove and reconstruct the sidewalk exactly where it is now, raising it slightly to keep it off the roots. City constructed sidewalks are steel reinforced, including steel bars through the expansion joints and are less likely to be displaced and broken by the tree roots.

Previous Council Action Summary:

Approval of Ordinance No: 12-042 - Awarding Contract and Agreement for Engineering Services with HDR Engineering, Inc. for Engineering services, as well as, surveying, geotechnical, urban forester and special subsurface utility location services for Rebuild Phase Four in an amount not to exceed $429,435.

Approval of Ordinance No: 13-042 - Awarding Contract and Agreement for Construction Observation Services with HDR Engineering, Inc. for Rebuild Bellaire Phase Four in an amount not to exceed $282,290.

Approval Ordinance No: 13-041 Awarding Construction Contract to Total Contracting Limited, Inc for the replacement of existing asphalt and concrete pavement with a reinforced concrete curb and gutter street, and the construction of storm sewer and associated sanitary sewer and water line adjustments in an amount not to exceed $5,702,990.

Fiscal Impact:

Negative Variance of $17,400 to the Rebuild Bellaire Phase Four Program - Change Order No: 1 would reduce the total construction project from $5,702,990 to $5,685,590.

Recommendation:

The Interim Public Works Director, Diane K. White recommends constructing the sidewalks as adopted and approved by City Council as per Ordinance No: 13-041 in order to provide safe travel of pedestrian mobility throughout the 800 block of Jaquet and not approving Change Order No. 1 as attached.

ATTACHMENTS:

- Change Order No 1 with Total Contracting Ltd - Removal of Sidewalk - Jaquet Drive (PDF)
- Jaquet Drive Arborist Report 5-1-14 (PDF)

ORDINANCE NO. 14-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING ORDINANCE NO. 13-041, WHICH AUTHORIZED THE EXECUTION OF A *STANDARD FORM OF AGREEMENT* WITH TOTAL CONTRACTING LTD. FOR THE "REBUILD BELLAIRE, PHASE FOUR PAVING AND DRAINAGE IMPROVEMENT PROJECT," SAID AMENDMENT OF WHICH WOULD REMOVE THE PROPOSED SIDEWALK AND CURB RAMP ON THE WEST AND NORTH SIDES OF THE 800 BLOCK OF JAQUET DRIVE, THEREBY DECREASING SAID AGREEMENT BY $17,400.00, AND AUTHORIZING THE CITY MANAGER OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE A CHANGE ORDER (NO. 1), IN A FORM ATTACHED HERETO AND MARKED "EXHIBIT A," WITH TOTAL CONTRACTING LTD. FOR SAID AMENDMENT.

WHEREAS, on August 5, 2013, the City Council of the City of Bellaire, Texas, entered into a *Standard Form of Agreement* with Total Contracting Ltd. for the "Rebuild Bellaire, Phase Four Paving and Drainage Improvements Project" consisting of the replacement of existing asphalt and concrete pavement with a reinforced concrete curb and gutter street, and the construction of storm sewer and associated sanitary sewer and water line adjustments in an amount not to exceed $5,702,990.00 (Ordinance No. 13-041); and

WHEREAS, the 800 Block of Jaquet Drive was slated to receive paving and drainage improvements, including the construction of sidewalks, under the "Rebuild Bellaire, Phase Four Paving and Drainage Improvements Project"; and

WHEREAS, a number of residents in the 800 Block of Jaquet Drive presented a petition to the City Council of the City of Bellaire, Texas, on April 21, 2014, requesting the removal of the sidewalk slated for construction in the 800 Block of Jaquet Drive; and

WHEREAS, the City Council of the City of Bellaire, Texas, has determined that it is in the best interest of the residents in the 800 Block of Jaquet Drive to remove the proposed sidewalk and curb ramp on the west and north sides of the 800 Block of Jaquet Drive; **NOW, THEREFORE,**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS:

1. **THAT** the recitals contained herein are found to be true and correct.

2. **THAT** the City Council of the City of Bellaire, Texas, hereby approves the removal of the sidewalk and curb ramp on the west and north sides of the 800 Block of Jaquet Drive.

3. **THAT** Ordinance No. 13-041, which authorized the execution of a *Standard Form of Agreement* with Total Contracting Ltd. for the "Rebuild Bellaire, Phase Four Paving and Drainage Improvements Project," is hereby amended for the purpose of removing the sidewalk and curb ramp on the west and north sides of the 800 Block of Jaquet Drive.

4. **THAT** Change Order (No. 1), in a form attached hereto and marked "Exhibit A," which amends Ordinance No. 13-041 by decreasing the original agreement authorization of $5,702,990.00 by $17,400.00, is hereby approved and the City Manager of the City of Bellaire, Texas, is hereby authorized to execute said Change Order (No. 1).

PASSED, APPROVED, and **ADOPTED** this 5th day of May, 2014.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Dr. Philip L. Nauert
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Attachment: Change Order No 1 with Total Contracting Ltd - Removal of Sidewalk - Jaquet Drive (1220 : CO1 - Removal of Sidewalks from 800

EXHIBIT A

CHANGE ORDER
(NO. 1)

Contractor:	Total Contracting Ltd.
Contract for:	Rebuild Bellaire, Phase Four Paving and Drainage Improvements Project
Ordinance No.:	14-_____
Date of Adoption:	May 5, 2014

CHANGE ORDER No. 1

PROJECT: **Rebuild Bellaire Phase Four**

DATE OF ISSUANCE: _____

OWNER: City of Bellaire
7008 S. Rice Ave.
Bellaire, Texas 77401

ENGINEER: HDR Engineering, Inc.
4635 Southwest Freeway, Suite 1000
Houston, Texas 77027

CONTRACTOR: Total Contracting Limited
11203 Bedford
Houston, Texas 77031

OWNER'S Project No.: 13-041

ENGINEER's Project No.: 12-049

CONTRACT FOR: Rebuild Bellaire Phase Four

You are directed to make the following changes in the Contract Documents.

Purpose of Change Order: Delete the proposed sidewalk on the west and north sides of Jaquet.
(3,240 SF Sidewalk @ $5.00/SF = $16,200 plus 1 Curb Ramp @ $1,200 Ea. = $1,200 totals $17,400.00)

Attachments: None

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price $ 5,702,990.00	Original Contract Time 365 calendar days
Previous Change Orders $ 0.00	Net change from previous Change Orders 0 calendar days
Contract Price prior to this Change Order $ 5,702,990.00	Contract Time Prior to this Change Order 365 calendar days
Net ~~Increase~~ (Decrease) of this Change Order $ (17,400.00)	Net Increase (Decrease) of this Change Order 0 calendar days
Contract Price with all approved Change Orders $ 5,685,590.00	Contract Time with all approved Change Orders 365 calendar days

RECOMMENDED:	**APPROVED:**	**APPROVED:**
HDR Engineering, Inc.	City of Bellaire	Total Contracting Limited
by_____	by_____	by_____
Project Manager	Owner	Contractor

BIO
a yellowstone landscape company

May 1, 2014

Terry Maher
HDR Engineering, Inc.
4635 Southwest Freeway, Suite 1000
Houston, TX 77027

RE: Jaquet Drive Sidewalks

Dear Terry,

I recently met with Charles at Jaquet to look at the location of the sidewalks and determine the impact of the trees.

As a rule, I think the trees will be OK if we follow these guidelines within root zones:

1. Grade from the new curb up to existing grade in as short a distance as possible.
2. Pour the side walk at the new top of the slope and as far from the tree as possible. Typically pouring the sidewalk next to the curb will require more cut and impact more roots.
3. Pour the walk with minimal cut +/- 2 to 3 inches and no base stabilization.
4. Pour the walk on roofing felt.

The exceptions are:

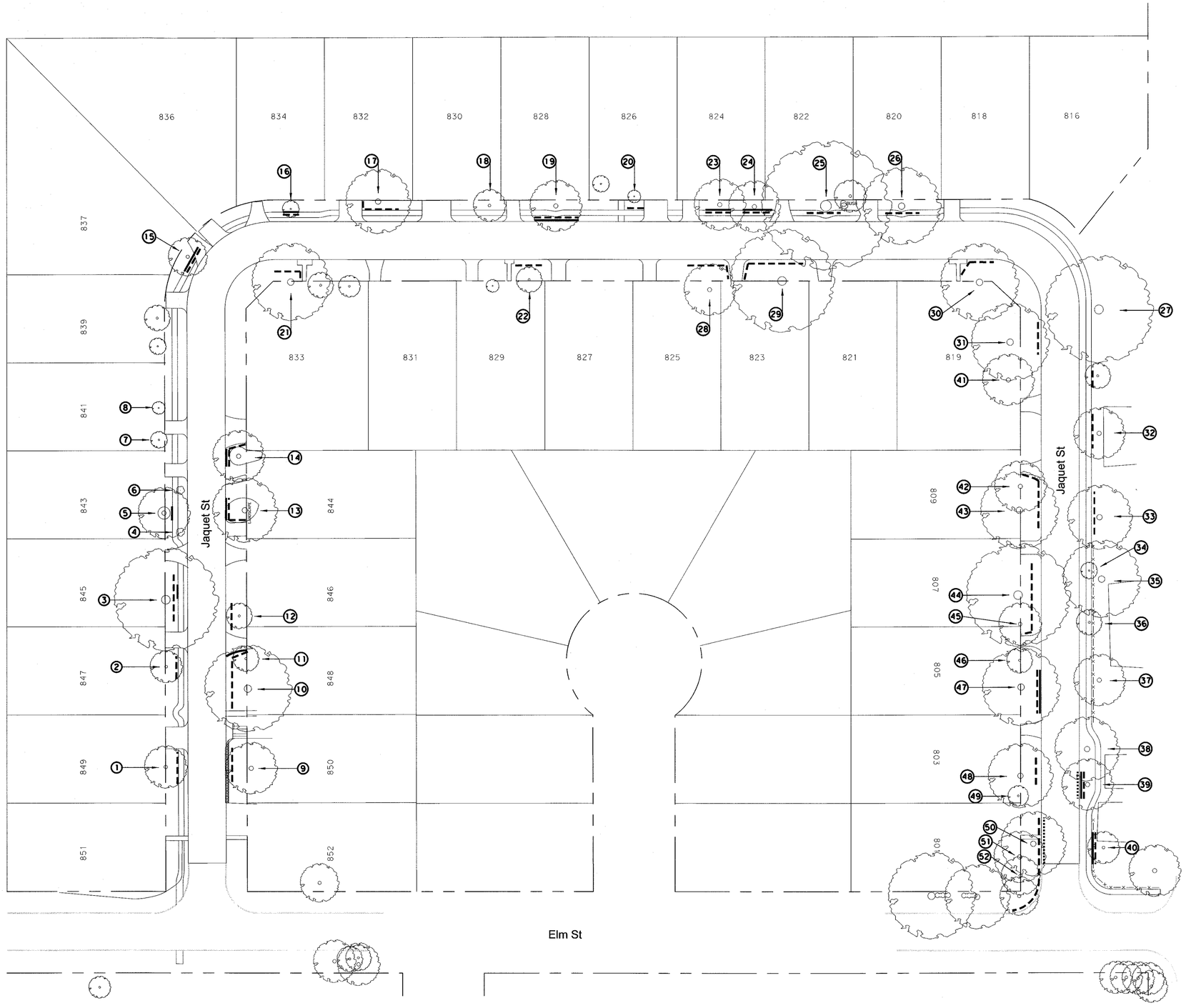
At 828 – Carefully remove the existing walk and pour back in the same place.
At 834 – Put the felt down on grade and pour with minimal or/no cut.

There is a Pecan tree in the vacant lot left of 836. This tree will most likely need to be removed to allow for a driveway when a new house is built. I think the sidewalk can be built in front of the tree for now.

Please call if you have any questions.

Jeff Hanawalt
Certified Arborist

www.biolandscape.com 9570 S. Sam Houston Parkway W, Houston, TX 77071 713.774.6621 Ph. 713-774.3360 Fax



LEGEND

- (23) TREE NUMBER/LOCATION
- TREE PROTECTION FENCE
- ROOT PRUNE
- ZERO CURB CUT

0 20 40 60 80
1" = 40'

BIO
9570 South Sam Houston Parkway West
Houston, TX 77071
Tel: 713.774.6621 Fax: 713.774.3360

HDR
HDR Engineering Inc. Texas Reg. No. F-754
4635 Southwest Freeway, Suite 1000 • Houston, Texas 77027
(713) 622-9264 • Fax (713) 622-9265 • www.hdrinc.com

City of Bellaire, Texas

Rebuild Bellaire Phase 4

Tree Protection Plan
Jaquet Street

Job No.: 12-049	Scale: 1"=40'	SHEET	
Date: May 2013	HORZ :	70	
Dwn By: DMM	VERT :		
Chkd By: TPM		OF 74	

PLOT DRIVER: TXDOT_WIN_FULL_SIZE_BW.plt PENTABLE: TXDOT.tbl
USER: eydell DATE: 5/22/2013 TIME: 11:53:15 AM SCALE: 1=40
FILE: ...\da\d0373310\92822EN\04.dgn

Attachment: Jaquet Drive Arborist Report 5-1-14 (1220 : CO1 - Removal of Sidewalks from 800 Block of Jaquet - Total Contracting Ltd. - RB P4)

JAQUET

Tree #	Species	Condition	Root Prune	Protection Fence	Pruning	Comments
1	Tallow	Good		20		
2	Elm	Good		15		
3	Ash	Fair	10	25		Root prune back of inlet
4	Palm	Good		10		
5	Ash	Fair				
6	Palm	Dead				Saw off
7	Crape Myrtle	Good				
8	Oak	Good				
9	Oak	Good		20		Fence to protect landscaping
10	Ash	Fair		20	Clearance prune	
11	Magnolia	Good	10	10	Clearance prune	Root prune for drive
					over drive	
12	Oak	Good		10		Root prune for drive
13	Oak	Fair	15	20	Clearance prune	Root prune for drive
14	Oak	Fair	15	25	Clearance prune	
15	Pecan	Good	10	15		
16	Magnolia	Good	10	15	Clearance prune	Root prune back of inlet
17	Ash	Poor		25		
18	Oak	Good		15		
19	Ash		15	20		
20	Oak	Good		15		
21	Oak	Fair		20	Clearance prune	
22	Oak	Good		10		
23	Oak	Good	10	15	Clearance prune	
24	Oak	Poor	15	20		Has some die back
25	Ash	Poor		20		
26	Ash	Poor		20		
27	Ash	Poor			Clearance prune	Has trunk decay - consider removal
28	Oak	Good		15	Clearance prune	
29	Ash	Poor		20		
30	Ash	Fair		15		
31	Oak	Fair		15		Has some die back
32	Ash	Good		15		
33	Ash	Fair		15		
34	Crape Myrtle	Poor				
35	Ash	Fair				
36	Crape Myrtle	Good				
37	Ash	Fair				
38	Ash	Fair			Clearance prune	
39	Ash	Fair	15	20	Clearance prune	Consider minimal or O curb cut
40	Oak	Fair	10	20	Clearance prune	Retaining wall
41	Oak	Good			Clearance prune	
42	Oak			15		
43	Ash	Poor		20		Was topped - has decay
44	Ash	Fair		15		
45	Cedar	Fair		30		
46	Palm	Good				
47	Ash	Good	15	15		
48	Ash	Fair		15		
49	Tallow	Poor				
50	Oak			15		O curb cut
51	Ash			15		
52	Pecan			10	Clearance prune	

MIMOSA

Tree #	Species	Condition	Root Prune	Protection Fence	Pruning	Comments
1	Tallow	Fair		10		
2	Tallow	Fair		10		
3	Tallow	Fair		10		
4	Ash	Poor	15	10	Clearance prune	
5	Ash	Fair		10	Clearance prune	
6	Oak	Good		10		
7	Palm	Good		15		
8	Palm	Good		10		
9	Oak	Good		10	Clearance prune	
10	Palm	Good		10		
11	Oak	Fair				
12	Oak	Fair		20		Pour drive back in place
13	Oak	Fair		15		
14	Ash	Poor		20		Has trunk decay
15	Tallow					
16	Oak	Fair				New construction
17	Oak	Fair				New construction
18	Pecan	Good		15		Pour drive back in same place
19	Oak	Good		20		O curb cut. Pour at new curb location
20	Magnolia	Poor		15		
21	Ash	Poor				

WISTERIA

Tree #	Species	Condition	Root Prune	Protection Fence	Pruning	Comments
1	Red Oak	Good	15	20		
2	Oak	Good			Clearance prune	
3	Oak	Good				
4	Tallow	Fair			Clearance prune	
5	Ash	Poor		15	Clearance prune	
6	Pine	Good	10	15		
7	Oak	Good	25	30	Clearance prune	Root prune for street and drive
8	Tallow	Poor		10	Clearance prune	
9	Tallow	Poor		10	Clearance prune	
10	Elm	Fair				
11	Oak	Good		15		O curb cut
12	Pecan	Poor		20		Pour drive back to same place

PINE

Tree #	Species	Condition	Root Prune	Protection Fence	Pruning	Comments
1	Red Oak	Good	10	15		
2	Live Oak	Good		20	Clearance prune	
3	Live Oka	Fair	20	30	Clearance prune	
4		Fair	20	20	Clearance prune	
5	Red Oak	Fair	15	20		
6	Red Oak	Fair				
7	Live Oak	Good		20		
8	Pine		10	10		Root prune for sidewalks
9	Red Oak	Fair	20	20		
10	Tallow	Fair		10		
11	Ash	Fair		10		
12	Water Oak	Good	10	15		
13	Water Oak	Good	10	20		
14	Water Oak	Good		15	Clearance prune	
15	Ash	Poor	10	20	Clearance prune	Root prune for inlet
16	Water Oak	Good	10	15	Clearance prune	
17	Oak			10		
18	Oak	Good	20	30		O curb cut

BIO
9570 South Sam Houston Parkway West
Houston, TX 77071
Tel: 713.774.6621 Fax: 713.774.3360

HDR
HDR Engineering Inc. Texas Reg. No. F-754
4635 Southwest Freeway, Suite 1000 • Houston, Texas 77027
(713) 622-9264 • Fax (713) 622-9265 • www.hdrinc.com

City of Bellaire, Texas

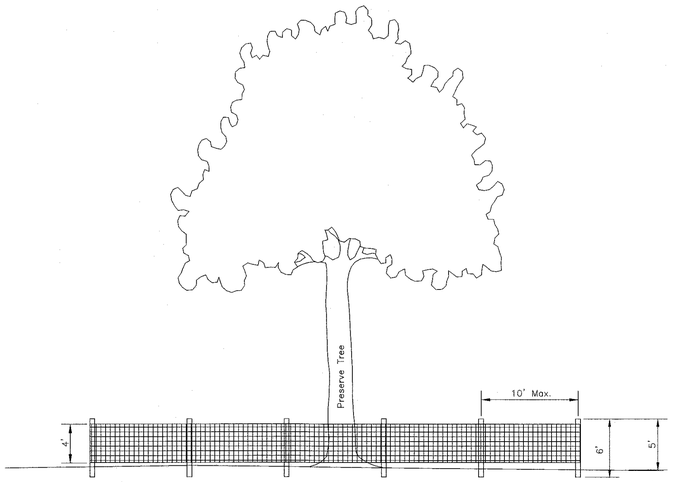
Rebuild Bellaire Phase 4

Tree Preservation Schedule II

Job No.: 12-049	Scale:	SHEET	
Date: May 2013	HORZ :	73	
Dwn By: DMM	VERT :		
Chkd By: TPM		OF 74	

PLOT DRIVER: TXDOT_WIN_FULL_SIZE_BW.plt PENTABLE: TXDOT.tbl
USER: erydell DATE: 5/22/2013 TIME: 11:54:04 AM SCALE: 1:50
FILE: ...\dgn\d0373310\92822ENV01.dgn

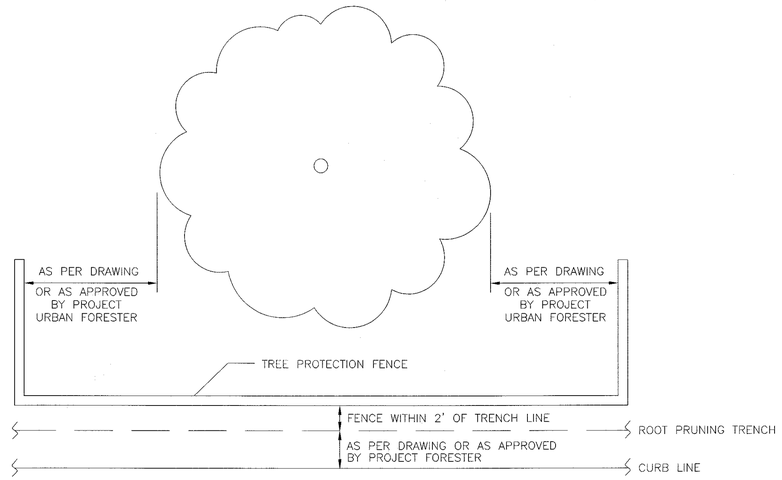
Attachment: Jaquet Drive Arborist Report 5-1-14 (1220 : CO1 - Removal of Sidewalks from 800 Block of Jaquet - Total Contracting Ltd. - RB P4)



Note:
1. Fencing shall be measured around the perimeter.

PLASTIC SAFETY TREE PROTECTION FENCING

NOT TO SCALE



PLASTIC SAFETY TREE PROTECTION FENCING PLAN

NOT TO SCALE

TREE PROTECTION AND PRESERVATION GENERAL NOTES

1. NO SITE PREPARATION WORK SHALL BEGIN IN AREAS WHERE TREE PRESERVATION AND TREATMENT MEASURES HAVE NOT BEEN COMPLETED AND APPROVED.

2. THE SEQUENCE OF TREE PRESERVATION TREATMENT MEASURES SHALL BE:
   A. TREE PRUNING AND CHEMICAL TREATMENT
   B. ROOT PROTECTION TRENCHING
   C. TREE PROTECTION FENCING
   D. SIGNAGE INSTALLATION

3. SITE IMPROVEMENTS SHALL BE STAKED BY CONTRACTOR AND/OR OWNER'S REPRESENTATIVE IN ORDER TO FACILITATE LOCATION OF TRENCHING AND FENCING OPERATIONS.

4. TREE PROTECTION FENCING SHALL BE MAINTAINED AND REPAIRED BY THE CONTRACTOR DURING SITE CONSTRUCTION.

5. ACCESS TO FENCED AREAS WILL BE PERMITTED ONLY WITH APPROVAL OF OWNER'S REPRESENTATIVE.

6. ANY EXCAVATION OR GRADING REQUIRED WITHIN THE FENCED ROOT ZONE AREAS SHALL BE DONE BY HAND, WITH NO ROOTS OVER 3/4" DIAMETER BEING CUT.

7. GRADING, IF REQUIRED, SHALL BE LIMITED TO 3" CUT OR FILL WITHIN THE FENCED ROOT ZONE AREAS.

8. TREE, SHRUBS OR BUSHES TO BE CLEARED FROM PROTECTED ROOT ZONE AREAS SHALL BE REMOVED BY HAND AS DESIGNATED BY OWNER'S REPRESENTATIVE.

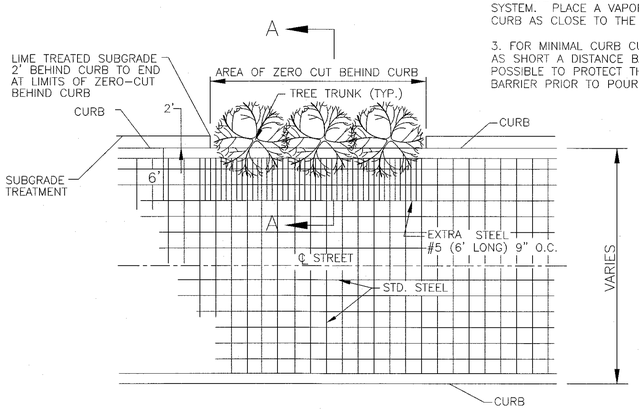
9. TREES DAMAGED OR LOST DUE TO CONTRACTOR'S NEGLIGENCE DURING THE CONSTRUCTION PHASE SHALL BE APPRAISED BY THE OWNER'S REPRESENTATIVE, REPAIRED OR REPLACED BY CONTRACTOR AT NO COST TO THE PROJECT.

NOTES:

1. PROVIDE BURLAP COVER AND PLASTIC PROTECTION AT EXPOSED TREE ROOTS PER OWNERS CONSULTING URBAN FORESTER'S REQUIREMENTS. PLACE AT LOCATIONS OF VAPOR BARRIER AS REQUIRED.

2. FOR ZERO CURB CUT, CAREFULLY REMOVE EXISTING CONCRETE AND CURB TO PROTECT EXISTING ROOT SYSTEM. PLACE A VAPOR BARRIER AND PUR NEW CURB AS CLOSE TO THE PRIOR LOCATION AS POSSIBLE.

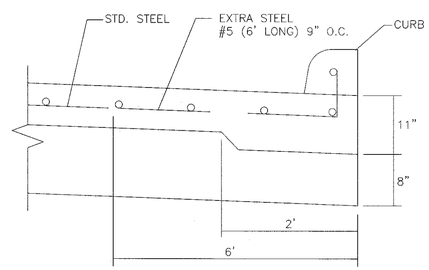
3. FOR MINIMAL CURB CUT, ROOT PRUNE AND STABILIZE AS SHORT A DISTANCE BACK OF EXISTING CURB AS POSSIBLE TO PROTECT THE ROOTS. PLACE A VAPOR BARRIER PRIOR TO POURING NEW CONCRETE.



ZERO - CUT BEHIND CURB W/EXTRA STEEL

NOT TO SCALE

(PER PAY ITEM "ZERO- CUT- BACK")



SECTION A-A

NOT TO SCALE

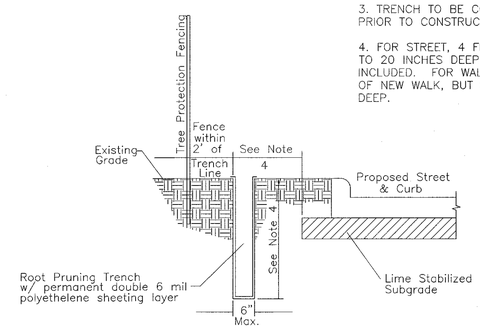
NOTES:

1. TREE PROTECTION SHALL BE AT LOCATIONS DETERMINED BY THE URBAN FORESTER. APPROXIMATE LOCATIONS ARE SHOWN ON PLANS.

2. ALL TREE PROTECTION TRENCHES ARE TO BE LINED ON BOTH SIDES WITH 6 MIL THICK POLYETHYLENE SHEETING

3. TRENCH TO BE COMPLETED AND BACKFILLED PRIOR TO CONSTRUCTION.

4. FOR STREET, 4 FEET BACK OF NEW CURB 18 TO 20 INCHES DEEP. VAPOR BARRIER INCLUDED. FOR WALK, 6 TO 12 INCHES BACK OF NEW WALK, BUT ONLY 8 TO 10 INCHES DEEP.



ROOT PRUNING

NOT TO SCALE

BIO
9570 South Sam Houston Parkway West
Houston, TX 77071
Tel: 713.774.6621 Fax: 713.774.3360

HDR
HDR Engineering Inc. Texas Reg. No. F-754
4635 Southwest Freeway, Suite 1000 • Houston, Texas 77027
(713) 622-9264 • Fax (713) 622-9265 • www.hdrinc.com

City of Bellaire, Texas

Rebuild Bellaire Phase 4

Tree Protection Details

Job No.: 12-049	Scale: NTS	SHEET
Date: May 2013	HORZ :	74
Dwn By: DMM	VERT :	OF 74
Chkd By: TPM		

PLOT DRIVER: TXDOT_WIN_FULL_SIZE_BW.plt PENTABLE: TXDOT.tbl
USER: erydell DATE: 5/22/2013 TIME: 11:54:21 AM SCALE: 1:1
FILE: ...\dfw\03T33\0\92822EW08.dgn

Attachment: Jaquet Drive Arborist Report 5-1-14 (1220 : CO1 - Removal of Sidewalks from 800 Block of Jaquet - Total Contracting Ltd. - RB P4)