



# CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

NOVEMBER 16, 2015

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 7:07 p.m. on Monday, November 16, 2015. He announced that a quorum consisting of all members of City Council was present as set forth in the table below.

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	
Michael Fife	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 - Gus E. Pappas, Councilman.

**Gus E. Pappas, Councilman**, provided the inspirational reading for the evening.

### C. Pledges to The Flags - Gus E. Pappas, Councilman.

**Gus E. Pappas, Councilman**, led the audience and members of City Council in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

### D. Recognition of Proclamation(s):

Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, in recognition of Nick Aring, Lifetime Member of the Bellaire Volunteer Fire Department, for his dedication and exemplary service to the City of Bellaire, Texas.

**Dr. Philip L. Nauert, Mayor**, read a proclamation he had issued in recognition of Nick Aring, Lifetime Member of the Bellaire Volunteer Fire Department, for his dedication and exemplary service to the City of Bellaire, Texas.

**Fire Chief Darryl Anderson** and honoree **Nick Aring** accepted the proclamation from Mayor Nauert. Fire Chief Anderson introduced Nick Aring and expressed the City's gratitude for Nick's service.

**E. Approval or Correction of Minutes:****1. Minutes of the Special Session (Public Hearing) - October 12, 2015:**

Consideration of and possible action on the approval of the minutes of the Special Session (Public Hearing) before the City Council of the City of Bellaire, Texas, held on Monday, October 12, 2015 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Public Hearing - Oct 12, 2015 6:00 PM

**Motion:**

**To approve the minutes of the Special Session (Public Hearing) of the City Council of the City of Bellaire, Texas, held on Monday, October 12, 2015.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	James P. Avioli Sr., Councilman
<b>SECONDER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Fife

**2. Minutes of the Regular Session - October 19, 2015:**

Consideration of and possible action on the approval of the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, October 19, 2015 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Regular Session - Oct 19, 2015 7:00 PM

**Motion:**

**To approve the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, October 19, 2015.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>SECONDER:</b>	Gus E. Pappas, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Fife

**F. Personal/Audience Comments.****Lynn McBee:**

Ms. McBee addressed City Council regarding election statistics she had collected since 1972. In looking over the statistics, Ms. McBee began to notice a pattern. She relayed some of those statistics to City Council by the decade related to increases and decreases in the number of registered voters as follows:

1977 to 1986	(114)
1985 to 1995	271
1995 to 2005	1,092
2005 to 2015	985

The total number of registered voters in 2015 was noted to be 12,204.

Ms. McBee next provided comments related to "Civics 101." She indicated that the City Manager, hired by the City Council, represented, ruled, and presided over approximately 185 City employees. Dedications by the City Staff were posted in the City Hall Lobby. The posting dwarfed the picture of City Council, which sent a message in Ms. McBee's opinion.

Further, Ms. McBee pointed out that City Council ruled and presided over the City Manager and that the City Council worked for the citizens. In her opinion, there was a big difference between the 17,000 citizens the City Council represented and the 185 employees the City Manager represented.

Also appointed by the City Council were the Municipal Court Judges. Although the Judges were compensated by City funds, they were independent of the City Council, the City Manager, and the citizens--a truly independent body governed by the State of Texas.

Ms. McBee noted that the citizens, under authority of their Home Rule Charter and the State of Texas, hired and fired the City Council by the right of referendum, initiative, and recall, most of which had been exercised in the City's 100-year history and could be exercised again.

She closed her observations with the fact that, as a municipality, the City of Bellaire was not partisan under the requirements of the Texas Constitution.

Before stepping down from the podium, Ms. McBee welcomed newly elected Councilwoman Fife to the dais.

#### **G. Report(s):**

1. Quarterly Report for the Evelyn's Park Conservancy - Presented by Patricia King-Ritter, President, Evelyn's Park Conservancy Board.

**Patricia Ritter, President of the Evelyn's Park Conservancy Board** ("Board"), presented the Board's Third Quarterly Report to members of City Council.

As a part of the Board's public relations campaign, President Ritter stated that donor recognition opportunities had been advertised, and that the cafe partnership with Zelko Concepts had raised awareness by creating a buzz in the air for Evelyn's Park. President Ritter referenced the Board's branding position statement: "A part of your every day." The Board's goal was for Evelyn's Park to become a routine for residents.

Core values adopted by the Board included family, community, and nature. The Board would connect families through creative programming and the event center. A sense of community would be fostered among neighbors, families, and friends through the use of Evelyn's Park as a gathering place. Finally, the nature setting of Evelyn's Park would give families the ability to go outside and play on five acres of property—a necessity for today's lifestyle.

President Ritter, on behalf of Debbie Lapin, Evelyn's Park Events Director, provided an overview of event goals for Evelyn's Park. President Ritter indicated that the purpose of the events included: raising awareness, informing and educating, connecting families, collaborating with community partners, and

increasing funding.

Examples of event venues from 2015 included the Bellaire Fall New Home Showcase, which raised \$11,100 in one weekend; a Wine, Dine, and Design Event, which raised \$70,000 in donations; and the upcoming "Burn the Bird" Event to be held on Friday at 8:00 a.m. in Bellaire Town Square.

**Lou Waters, Vice President of the Board**, referenced initial construction work that had begun on the Evelyn's Park site. He advised that several significant surprises were dealt with during the initial construction work on Evelyn's Park, which included multiple change orders. In addition, a business contract was executed between the Board and Zelko Concepts, the cafe provider.

With respect to total assets, Vice President Waters indicated that the Board had a little over \$1 million in cash and receivables. Over the course of year, the Board spent a little over \$1 million in design and construction.

With respect to activities, Vice President Waters stated that the third quarter had not been a big fundraising quarter for the Board. He indicated further that fundraising was not one of the Board's goals for the third quarter. The Board brought in \$850,000 over the year and expended \$1.9 million over the same period.

#### **Questions:**

At this point in the meeting, Vice President Lou Waters offered to answer any questions that City Council might have. Following a question from Mayor Philip L. Nauert, Vice President Waters recommenced his report with an overview of the Board's campaign planning.

**Vice President Waters** advised that the Board was currently moving from design and development to construction and operations. As a result, the messaging and branding for Evelyn's Park had evolved to the next stage. An overview of the levels of donor recognition were presented. Vice President Waters noted that over 300 donors had purchased a level of recognition. A large number of the donors were within a few hundred dollars of the next step or level. An opportunity would be offered to people to join in the recognition and/or move up to the next level. Levels of donor recognition were shown to members of City Council.

Initial levels of donor recognition included a bug and butterfly wall (constructed of tiles) and lighted glass pillars along the main entryway plaza. Donation levels of \$50,000 would include a series of path lighters around the park. The path lighters would be blended into the landscape and provide information about the native trees or fauna in a certain area. For foundation donors of \$100,000 and up, luminaries recognizing seven donors would be located in an area of Evelyn's Park referred to as oak tree alley. For donations of \$250,000 or more, outdoor living rooms would be constructed along the alley (bench area with flora and fauna). Donations of \$500,000 or more would be offered a lantern garden in the oak tree entryway out in front of the cafe.

After receiving favorable comments from **Councilman Roman F. Reed, Mayor Philip L. Nauert** thanked the Board for their quarterly report.

2. Fourth Quarterly Report (FY 2015 Final) for the City of Bellaire, Texas - Submitted by Diane K. White, Assistant City Manager.

**Diane K. White, Assistant City Manager ("ACM")**, provided the FY 2015 Fourth Quarter Report to members of City Council. She noted that the Enterprise Fund and General Fund ended the fiscal year within budget. ACM White indicated further that the City had nine new hires and five separations during the fourth quarter.

**General Fund:**

Ninety-eight percent of the City's General Fund budget was expended in FY 2015. ACM White advised that revenues had come in at \$15,512 more than projected and expenditures had come in under budget by \$357,979. In summary, the total fund balance increased by \$373,491 over the projected amount. After noting that the fund balance increase was a one-time source of funding, ACM White suggested future potential uses of the increase in fund balance. It was noted that such uses could include offsetting the projected deficit of the 60-day fund balance requirement in the fiscal forecast; reducing the "catchup" needed for the vehicle and equipment replacement plan; and/or increasing the contribution to the General Fund transfer from the Capital Improvement Program Fund.

ACM White provided explanatory comments to members of City Council regarding the reasons for variances between projected and actual expenditures (i.e., related to, but not limited to, salaries and benefits, professional services, contractual services, maintenance, and materials and supplies).

**Enterprise Fund:**

With respect to the Enterprise Fund, ACM White advised that the City expended 90% of the FY 2015 budget. Revenues were close to projections (\$35,000 less than projected) and expenditures came in under projections by \$294,000. The total ending fund balance increase (projections to actual) in the Enterprise Fund was \$259,649. Future potential uses of the increased fund balance were the same as those previously provided for the General Fund.

Explanatory comments regarding the increase in fund balance were similar to those provided for the General Fund (i.e., related to, but not limited to, salary and benefits, asset management, maintenance, and contractual services, and materials and supplies)

**Capital Outlay:**

It was noted that a small variance occurred in Capital Outlay as a result of the street sweeper purchased by the Public Works Department coming in below the amount budgeted.

**Management Projects Update:**

ACM White highlighted those projects that were completed in 2015. Completed projects included the compensation study, financial management policies, vehicle and equipment management plan, and the Comprehensive Plan Update.

**Capital Improvement Plan Update:**

It was noted that Rebuild Bellaire, Phase 5B, would be presented to City Council

on January 25, 2016. A neighborhood meeting was planned for Thursday at 6:30 p.m. on the 2015 Pavement Management Project. In addition, a regional mobility study would be presented to City Council on December 7, 2015, for consideration.

**Mayor Philip L. Nauert** opened the floor for questions from members of City Council. Following questions, Mayor Nauert called for a motion and vote to accept the City's Fourth Quarter Report for fiscal year 2015 into the record.

**Motion:**

**To accept the FY 2015 Fourth Quarter Report for the City of Bellaire, Texas, as presented by Assistant City Manager Diane K. White, into the record.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Pat B. McLaughlan, Councilman
<b>SECONDER:</b>	Gus E. Pappas, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Fife

3. FY 2016 Management Projects and Capital Improvement Program for the City of Bellaire, Texas - Presented by Michelle Jordan, Project Manager.

**Michelle Jordan, Project Manager,** presented a report to members of City Council regarding the FY 2016 Management Projects and Capital Improvement Projects for the City of Bellaire, Texas.

Project Manager Jordan advised that the FY 2016 Management Projects had been summarized in the agenda packet. Detailed pages related to each project were included in the report and included such information as the team leader, the specific scope, and the proposed timeline for each project, as well as the City Council priority area that each project focused on.

Project Manager Jordan explained that each of the projects were previously presented to members of City Council either at the June budget planning session and/or the July budget presentation.

Following the individual management project sheets was a summary of the capital improvement projects for FY 2016. Project Manager Jordan advised that individual project sheets were included in the agenda packet. As with the FY 2016 Management Projects, Project Manager Jordan explained that those individual sheets provided a more detailed scope and tentative schedules. These Additionally, those projects were previously presented to City Council at the planning session and budget presentation, which occurred earlier in the year.

Project Manager Jordan highlighted a few of the Capital Improvement Projects. For example, the FY 2016 Pavement Management Program project included streets based on condition assessments performed in 2013. The scope included sidewalk repairs and filling in gaps.

Another project, the Storm Water Drainage Plan review, would identify potential improvements and funding sources to reduce the flood impact from 100-year storm events. The Public Works Facility Assessment Project was scheduled to appear on City Council's agenda on December 7, 2015. During that meeting, City

Council would be presented with the condition of the current Public Works Administration Building, as well as discussion and a matrix of decision making related to what could happen with the flooded building.

Phase 2 of the Citywide SCADA Systems Upgrade Project was scheduled to occur in fiscal year 2016. This phase would address Supervisory Control and Data Acquisition ("SCADA") connections to the three City water plants (Central, Feld Park, and Renwick), the three remote lift stations (Bellaire, Rice, and Wendell), and the City's Wastewater Treatment Plant.

At this point in the meeting, **Mayor Philip L. Nauert** opened the floor for questions from members of City Council. Following questions from the Mayor and City Council, Mayor Nauert called for a motion and action to accept the FY 2016 Management and Capital Improvement Projects report, as presented by Project Manager Michelle Jordan, into the record.

**Motion:**

**To accept the FY 2016 Management and Capital Improvement Projects report, as presented by Michelle Jordan, Project Manager, into the record.**

<b>RESULT:</b>	<b>UNANIMOUS [7 TO 0]</b>
<b>MOVER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>SECONDER:</b>	Michael Fife, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Fife
<b>NAYS:</b>	None

**H. Item(s) for Future Agendas; Community Interest Items from the Mayor and City Council.**

Items for future agendas included favorable suggestions for a future item to consider re-establishing a citizen committee to help with the municipal facilities project design phase; and discussion and possible action, if needed, regarding the City of Bellaire's policy for filling gaps in sidewalks as a part of the City's sidewalk and pavement management project.

Community interest items from the Mayor and City Council included wishes of welcome to newly elected Councilman Michael Fife; expressions of appreciation for reports presented by City Staff during the meeting; wishes for a Happy Thanksgiving; reminder of the City Offices closure for the Thanksgiving holidays (November 26 and 27); and congratulations to the Patrons for Bellaire Parks for their hard work in rescheduling their Tents 'n Town event.

**I. Adjourn.**

**Motion:**

**To adjourn the Regular Session of the City Council of the City of Bellaire, Texas, at 9:23 p.m. on Monday, November 16, 2015.**

<b>RESULT:</b>	<b>UNANIMOUS [7 TO 0]</b>
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<b>MOVER:</b>	Roman F. Reed, Councilman
<b>SECONDER:</b>	Pat B. McLaughlan, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Fife
<b>NAYS:</b>	None



**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 11/16/15 07:00 PM  
Department: Fire Department  
Category: Recognition  
Department Head: Darryl Anderson  
DOC ID: 1716

**SCHEDULED  
PROCLAMATION (ID #  
1716)**

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**Item Title:**

Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, in recognition of Nick Aring, Lifetime Member of the Bellaire Volunteer Fire Department, for his dedication and exemplary service to the City of Bellaire, Texas.

**Background/Summary:**

At the request of Fire Chief Darryl Anderson, Mayor Nauert has issued a proclamation in recognition of Nick Aring's 56 years of dedicated, exemplary service as a volunteer with the Bellaire Volunteer Fire Department.

Nick exemplifies the spirit of a volunteer and the Bellaire Fire Department would like to bestow upon Nick the first ever Bellaire Volunteer Life Member designation in appreciation of his service.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

Fire Chief Darryl Anderson recommends and requests the issuance of a proclamation for Nick Aring.

**ATTACHMENTS:**

- Nick Aring as a Life Member of the Bellaire Volunteer Fire Department (PDF)



## Proclamation

*Whereas*, volunteering is the heart and soul of Bellaire; and

*Whereas*, Bellaire Volunteer Firefighters are an integral part of the Bellaire Fire Department and the City of Bellaire; and

*Whereas*, for the last 56 years, **Nick Aring** has been associated with and is in good standing as a Bellaire Volunteer Firefighter; and

*Whereas*, **Nick Aring's** service exemplifies the spirit of a volunteer; and

*Whereas*, **Nick Aring** shall receive the first ever Bellaire Volunteer Life Member designation;

*Now, Therefore*, I, Dr. Philip L. Nauert, Mayor of the City of Bellaire, Texas, do hereby recognize the contributions made by **Nick Aring** to the Bellaire Volunteer Fire Department and the City of Bellaire and proclaim:

### *Nick Aring as a Life Member of the Bellaire Volunteer Fire Department*

in the City of Bellaire, Texas, and urge all citizens of the City of Bellaire to join me in recognizing **Nick Aring's** contributions and exemplary service to the City of Bellaire.



*In Witness Whereof*, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 16<sup>th</sup> day of November, 2015.

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



# CITY OF BELLAIRE TEXAS

## MAYOR AND COUNCIL

OCTOBER 12, 2015

Council Chamber

Public Hearing

6:00 PM

7008 S. RICE AVENUE  
BELLAIRE, TX 77401

### SPECIAL SESSION (PUBLIC HEARING) - 6:00 P.M.

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

**Dr. Philip L. Nauert, Mayor**, called the Special Session (Public Hearing) before the City Council of the City of Bellaire, Texas, to order at 6:03 p.m. on Monday, October 12, 2015. He announced that a quorum of the members of City Council were present as set forth in the table below.

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	Absent	
Paul A. Hofmann	City Manager	Present	
Tracy L. Dutton	City Clerk	Present	
Linda Symank	Chief Financial Officer	Present	

#### B. Reading of Notice of Public Hearing - Tracy L. Dutton, City Clerk.

**Tracy L. Dutton, City Clerk**, read the "Notice of Public Hearing" into the record.

#### C. Summary of Public Hearing Procedures - Paul A. Hofmann, City Manager.

**Paul A. Hofmann, City Manager**, summarized the public hearing procedures for the evening.

#### D. Presentation:

Presentation regarding a proposal to increase total tax revenues for the 2015 tax year from properties on the tax roll in the preceding year by 5.69% by proposing a tax rate of \$0.3805 per \$100 valuation - Submitted and presented by Linda Symank, Chief Financial Officer.

**Linda Symank, Chief Financial Officer**, addressed City Council and advised that the proposed tax rate for the City of Bellaire for fiscal year 2016 was \$0.3805 per \$100 valuation. Although the proposed tax rate was actually a decrease from the City's current tax rate of \$0.3936, the proposed tax rate would give the City an additional \$1,256,000 in revenue. The increase in revenue resulted from the City's proposal of a tax rate above its effective tax rate of \$0.3600, as well as new revenue from new property added to the tax roll and

higher appraised values.

The City of Bellaire was required to hold two public hearings prior to the adoption of a tax rate. The first public hearing was held on October 5, 2015, and the one this evening was the second public hearing. The public hearings gave residents the opportunity to speak prior to the adoption of the tax rate. The City had scheduled the adoption of its tax rate on October 19, 2015.

In closing, Chief Financial Officer Symank advised that following the public hearing this evening, the City was in complete compliance with truth-in-taxation regulations.

**E. Recognition of Citizens and/or Other Interested Parties - Dr. Philip L. Nauert, Mayor.**

**Lynn McBee:**

Ms. McBee addressed City Council and stated that she rose in protest of the proposed revenue increase of \$1.25 million. If indeed one cent was equivalent to \$400,000 in revenues, then the City's proposed rate would represent an increase of the equivalent of three cents.

Ms. McBee found that the increase was not necessary. The City had exceeded its needs by far and proposed a rate that produced over \$1 million in her opinion. She encouraged City Council to think about the harm they reaped and the greed they represented by imposing the proposed tax rate.

Further, Ms. McBee advised that the federal government had announced that social security benefits would not be increased this year. The federal government was tightening their belt and the City continued to splurge, in her opinion.

**James Ingham:**

Mr. Ingham addressed City Council and advised that the City needed to live within its needs. Taxes kept increasing and the citizens paid enough already in his opinion. He further advised that no more taxes were necessary.

**F. Questions from the Mayor and City Council - Dr. Philip L. Nauert, Mayor.**

**Dr. Philip L. Nauert, Mayor,** opened the floor for questions or comments from the City Council. There were no questions or comments.

**G. Close of Public Hearing - Dr. Philip L. Nauert, Mayor.**

**Dr. Philip L. Nauert, Mayor,** closed the Special Session (Public Hearing) before the City Council of the City of Bellaire, Texas, at 6:12 p.m. on Monday, October 12, 2015.

Rules regarding oral comments were provided on the agenda document as follows:

Under the *Rules of Procedure* of the City Council of the City of Bellaire, Texas, as of July 13, 2015, *Article 9, Rules Governing Public Hearings, Section I, Written Comments*, **oral comments** regarding the proposed increase in tax revenues for tax year 2015 **will not be received after the close of this public hearing**. Written comments may be submitted to the City Council of the City of Bellaire, Texas ("City Council"), prior to final deliberation on the matter. It is anticipated that final deliberation will occur on Monday,

October 19, 2015. Written comments should, therefore, be submitted to the City Council in care of the City Clerk by noon on Thursday, October 15, 2015, in order to be considered for the public record.

**H. Adjourn.**

**Motion:**

**To adjourn the Special Session (Public Hearing) of the City Council of the City of Bellaire, Texas, at 6:12 p.m. on Monday, October 12, 2015.**

<b>RESULT:</b>	<b>UNANIMOUS [6 TO 0]</b>
<b>MOVER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>SECONDER:</b>	Pat B. McLaughlan, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan
<b>NAYS:</b>	None
<b>ABSENT:</b>	Friedberg



# CITY OF BELLAIRE TEXAS

## MAYOR AND COUNCIL

OCTOBER 19, 2015

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 City Council of the City of Bellaire, Texas, to order at 7:00 p.m. on Monday, October 19, 2015. He announced that a quorum of the members of City Council was present as set forth in the table below.

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 - Roman F. Reed, Councilman.

**Roman F. Reed, Councilman**, provided the inspirational reading for the evening.

#### C. Pledges to The Flags - Roman F. Reed, Councilman.

**Roman F. Reed, Councilman**, led members of the 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:

Consideration of and possible approval of the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, September 21, 2015.

Mayor and Council - Regular Session - Sep 21, 2015 7:00 PM

#### Motion:

**To approve the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, September 21, 2015.**

Minutes Acceptance: Minutes of Oct 19, 2015 7:00 PM (Minutes of the Regular Session - October 19, 2015:)



<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Andrew S. Friedberg, Councilman
<b>SECONDER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

#### **E. Personal/Audience Comments.**

##### **Sneha Bhavsar:**

Ms. Bhavsar addressed City Council and indicated that she was present to express her support for the utility box art proposal before City Council this evening. She advised that utility boxes were everywhere; however, she had not noticed them until one was transformed into a piece of art.

Ms. Bhavsar stated that she believed that painting utility boxes was a brilliant way to transform an otherwise blank and unnoticed space into a fantastic work of art. She believed the time was right to invest in and promote public art. Ms. Bhavsar advised that the utility box art program was alive in the City of Houston and cited an example of one on West Bellfort and Willowbend.

Further, Ms. Bhavsar advised that citizens were eager to accept public art into their communities because multiple cities in California, New York, Pennsylvania, Massachusetts, Nevada, and Utah had already introduced utility box programs. Similar projects had been implemented worldwide from Canada to New Zealand.

Ms. Bhavsar urged City Council to consider the benefits of approving the Cultural Arts Board's public art proposal. Among the benefits, in Ms. Bhavsar's opinion, was an enhanced aesthetic environment. She indicated that painted utility boxes would definitely liven up the streetscape and add vibrancy to an otherwise bland space. She felt the proposal before City Council would work into the City's beautification efforts and would provide a strong personal identity for the City.

In closing, Ms. Bhavsar urged City Council to approve the project and thanked the Cultural Arts Board for taking the project on and tailoring it to meet the needs of the City of Bellaire.

##### **Jennifer Cross:**

Ms. Cross echoed the sentiments expressed by Sneha. In tandem with the beautification initiatives going in Bellaire, Ms. Cross felt that the art box program would uniquely set Bellaire apart from nearby communities. As a mother of young children, the program gave her the opportunity to talk to her children about art, creativity, and expression.

Ms. Cross closed and asked City Council to support the program.

##### **David Montague:**

Mr. Montague addressed City Council and indicated that he wished to make three brief comments. First, he publicly thanked Lynn McBee for the Candidate Forum held during the previous week. He indicated that he appreciated the help provided by Ms. McBee, Margo Kendrick, and Corbett Parker.

Secondly, Mr. Montague advised that he supported the Cultural Arts Board's recommendation for the public art program to be recommended later this evening.

Thirdly, Mr. Montague was pleased to see the letter from the Chief of Police and the Director of Human Resources on the proposed program to consider further the salaries and incentives in a holistic fashion for the Police and Fire Departments. He indicated that he spent several years in Human Resources during his career and understood that it took a little time to sort through issues that one wished could be solved immediately. Mr. Montague advised that Human Resources Director Yolanda Williams had laid out a good program and he looked forward to seeing it at some future date.

**Robert Riquelmy:**

Mr. Riquelmy addressed City Council and stated that over the last several meetings, he had held a one-sided dialog about openness and transparency in Bellaire City Government. Continuing in that vein, Mr. Riquelmy indicated that there were City Council meetings which were open and others which were closed. In his opinion, the residents' perception was that open meetings were the normal condition and that any variation from an open meeting required some action by a city official.

If the people of Bellaire were to elect Mr. Riquelmy as Mayor, the people would know who asked that the public be excluded and any particular meeting be closed.

**Susan Downs:**

Ms. Downs addressed City Council and indicated that she wished to thank City Manager Paul A. Hofmann and the employees of the City of Bellaire who hosted her and her fellow campaigners for public office on three facility tours. Mr. Hofmann made arrangements to rent a van and a driver who transported the campaigners across the City a few weeks ago.

Facilities included in the tours were the Public Works facility, Fire Department, Police Department, Library, and Parks and Recreation. The tours were very informative and all of the questions asked by campaigners were answered fully and honestly. Her favorite experience was putting on gloves and touching the "cake" made from solid waste.

Ms. Downs indicated that she had lived in Bellaire for 33 years and never knew where the City's lift stations were located or what they were. In closing, Ms. Downs stated that she believed the campaigners would all be better candidates for public office because of the three tours. Ms. Downs was impressed with the dedication and hard work of each employee and manager that stayed with them.

Ms. Downs thanked the City for allowing the campaigners to see firsthand how the City worked and the people who made things happen in the City. She also thanked Lynn McBee and her coworkers for putting together the Election Forum last Thursday evening. Ms. Downs stated that she felt it was important for the citizens to meet and ask questions of those that wanted to serve them on City Council and as Mayor. She appreciated the questions asked and the responses given by her fellow City Council candidates. She was proud of each candidate and appreciated their willingness to serve.

In closing, Ms. Downs indicated that she was running for Councilman--Position No. 5 and would appreciate the citizens' vote.

**Lynn McBee:**



Ms. McBee addressed City Council and thanked the preceding speakers for their compliments on the Candidates' Forum which was one of the best that had been seen. She indicated that the questions were great and the answers were very honest and open. Ms. McBee stated further that it was too bad that many did not come at the request of the City Manager.

In terms of ethics, Ms. McBee stated that she wished to ensure that everyone thought very hard about the appearance of impropriety, which was in the City's ethical guidelines in the Code of Ordinances versus the conflict of interest issues that so often were brought up. She stated there was a difference and it was important not just for the staff and employees to avoid the appearance of impropriety. Employees' families also had an obligation to stay out of trouble with the appearance of impropriety.

As to the evening's agenda, Ms. McBee stated that City Council would, once again, be talking about municipal facilities. The timetable was very interesting and mentioned a bond election potential in 2016. She hoped that no decision would be made by the outgoing City Council because they had three years to deal with this, and it remained unresolved. She urged City Council to let go and leave it to the new City Council.

Ms. McBee referenced decisions that needed to be made with respect to the facilities regarding expenditures, space allocation, parking allocation, and design that had not been discussed by the current City Council or the Ad Hoc Municipal Facilities Committee. As City Council knew, the facilities were a community concern. It could be a real problem if City Council did not partner with the people who paid the bills, in Ms. McBee's opinion.

Finally, there was an item on the evening's agenda consisting of a very lengthy presentation of the pros and cons of Councilman James P. Avioli, Sr.'s, proposal of an incentive for police recruitment. Ms. McBee advised that she offered one as well during her budget comments. The incentive was a great idea; however, if City Council chose to offer an incentive (whether it be transportation or house purchase), the City did not need the additional cost of another human relations staff person to be hired. It was a duplication of costs, in her opinion. She concluded by stating that the money saved could be put in the pocket of the police or in the pocket of the bureaucrat.

**Written Comments:**

**Dr. Philip L. Nauert, Mayor,** read the written comments set forth below into the record.

***Julia Tamm:***

*I wish to let the City of Bellaire know that I support the utility box painting program and that it will bring some colorful, much needed artwork into city areas.*

*It will be fun to see these around Bellaire.*

*Regards.*

***Wendy Bantle:***

*I am writing in support of the pilot utility box beautification program. Please support this initiative.*

Thank you.

**Stephanie Goldfield:**

*Toward the end of my term on the Cultural Arts Board, I was very much in favor of the Utility Box Beautification Project and, in fact, was so excited that I put myself in charge of writing the goals and presenting a working draft to the Board. To see this project come to fruition for the City of Bellaire is still of great interest!*

*The Utility Box Beautification Project is an opportunity to introduce and expand public art in a most unique and creative way AND without the need for City financial resources. These boxes will be painted by our citizens and we will no longer see the ugly metal structures as they are now. What enjoyment and awe these will bring for all citizens passing by.*

*How rare it is to provide art and make an improvement in beautification without asking Council for money! Please vote YES for the Utility Box Beautification Project! Thank you!!!*

**F. Reports:**

1. Presentation of plan for proceeding with the Municipal Facilities Project which includes a potential timeline. Presentation to be made by Jeff Gerber, President and CEO of Pierce Goodwin Alexander Linville. Item requested by Dr. Philip L. Nauert, Mayor.

**Jeff Gerber, AIA, LEED AP, Chief Executive Officer of PGAL**, addressed City Council and advised that he had been asked to give the City a timeline as to how quickly the municipal facilities project could proceed with some parameters and a pathway.

CEO Gerber advised that the pathway he had included in City Council's packet was not the only pathway, but rather an example of what a path could look like.

With respect to "givens," he understood that the earliest time the bonds approved by the voters in 2013 could be sold was in August of 2016. That given drove a place in time as to the earliest date that the City would enter into a contract (Guaranteed Maximum Price) to construct the municipal facilities.

He noted that the City had settled on a site plan. Four months were needed to complete the schematic design phase (building design) and seven months were needed to complete the final design phase.

CEO Gerber suggested further that an early step would be to hire a Construction Manager at Risk (CMR) early in the process so that the CMR could help with the pricing of the project and make sure the City could proceed and get good advice as to what the project could afford and not afford in terms of phasing and materials.

CEO Gerber suggested that the schematic design phase include the entire project (Alt A Site Plan consisting of a City Hall/Civic Center and Police/Municipal Court Facility). During this phase, the CMR would help confirm the budget and phasing for the project. If PGAL were to start relatively soon, design reviews and City Council workshops related thereto could occur in early January of 2016, with the formal schematic design and budget approved in February of 2016.

With respect to the final design process, two paths were shown by CEO Gerber. One path, Path A, would work within the 2013 bond referendum on a phased construction approach with one building being completed. A second path, Path B, would work within the 2013 bond referendum to construct both buildings and seek an additional funding source, if needed.

Following a decision as to the path to take, the City Council would approve a Guaranteed Maximum Price and sell the 2013 voter-approved bonds in August of 2016. Construction could start thereafter in October of 2016, with occupancy by October of 2017.

**Dr. Philip L. Nauert, Mayor**, opened the floor for questions from City Council. Following questions of CEO Gerber by members of City Council, Mayor Nauert stated that he had asked for the timeline that CEO Gerber presented. Mayor Nauert stated further that what he wanted to impress the City Council and others with was that the timeline, particularly with regard and as established by the Texas Election Code, required that the City make a decision in February of 2016 in order to authorize a new bond referendum and election for the first Saturday in May (assuming additional funds were needed).

2. Presentation, consideration of and possible action on a recommendation from the Bellaire Cultural Arts Board (BCAB) for a Pilot Utility Box Beautification Program - Submitted by Diane K. White, Assistant City Manager, on behalf of the Bellaire Cultural Arts Board.

**Terry Leavitt-Chavez, Chair, Cultural Arts Board of the City of Bellaire, Texas**, addressed City Council and advised that over the past year, the Bellaire Cultural Arts Board ("BCAB") had considered the merits and feasibility of adopting an art program whereby the five city-owned utility boxes in Bellaire would act as a canvas to be tastefully decorated by local artists.

Chair Leavitt-Chavez advised that utility painting programs were popping up all over the United States. Bellaire's neighboring City of Houston had implemented this program in many different neighborhoods, including Meyerland. The BCAB was requesting that the City Council support Bellaire's own pilot project starting with one of the City's five utility boxes located at the corner of South Rice Avenue and Bellaire Boulevard within Paseo Park and addressed as 7409 South Rice Avenue (utilities housed within the referenced box included street lights, signals, and a control box).

The cost of the program would be no more than \$1,000, and the artist would be required to sign prerequisite agreements regarding responsibilities and liabilities before final approval. The project was intended to introduce some artwork in the community through decorating an object that was otherwise quite unattractive. The artwork would be required to meet a nature theme and compliment the environment in which the box was located. For example, it could reflect nearby plant life and tastefully add a splash of color, perhaps reflecting morning glories or azaleas.

The conceptual design would be agreed upon by the BCAB and artist prior to painting. Depending on the response to the initial artwork, the program could be extended to other utility boxes within the community. The BCAB would work closely with and had consulted Public Works Director Brant Gary on this project. The area could be prepared and ready for painting late this year.

Chair Leavitt-Chavez further advised that the project would be promoted on the

City's website and in local media. Public feedback would be sought through different City events and a quick online survey available on the City's website. A suggestion had been made that the BCAB host a ribbon-cutting to increase awareness in the community and open the possibility for the next phase of the project to be fulfilled by local Bellaire artists. In this regard, the BCAB and the Assistant City Manager were currently creating an online artist registry where local artists could sign up to be involved with the events and project.

Chair Leavitt-Chavez concluded with a statement that the fiscal impact for the year 2016 beautification capital improvement project would be \$1,000.

**Motion:**

**To approve the report provided by Chair Terry Leavitt-Chavez, BCAB, and to authorize the expenditure of \$1,000 from available funds to hire an artist to paint the utility box located in Paseo Park at the corner of South Rice Avenue and Bellaire Boulevard.**

Following questions of BCAB Chair Terry Leavitt-Chavez regarding the pilot utility box program, **Dr. Philip L. Nauert, Mayor**, called for a vote on the motion on the floor.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gus E. Pappas, Councilman
<b>SECONDER:</b>	Amanda B. Nathan, James P. Avioli Sr., Pat B. McLaughlan, Andrew S. Friedberg
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

**G. New Business:**

**1. Adoption of Ordinance(s)/Resolution(s):**

- a. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, fixing the tax rate and tax levy for the City of Bellaire, Texas, for tax year 2015 (fiscal year beginning October 1, 2015, and ending September 30, 2016), upon all taxable property in said City - Submitted by Linda Symank, Chief Financial Officer.

**Motion:**

**To adopt an ordinance of the City Council of the City of Bellaire, Texas, adopting a tax rate of \$0.3805, which is effectively a 5.7 percent increase in the tax rate.**

Following questions of the City Attorney and Chief Financial Officer, **Dr. Philip L. Nauert, Mayor**, called for a vote on the motion on the floor.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>SECONDER:</b>	Gus E. Pappas, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

## 2. Item for Individual Consideration:

- a. Consideration of and possible action on the implementation of a retention incentive plan for each patrol officer and firefighter/paramedic employed by the City of Bellaire, including but not limited to a plan that would provide such employees a \$2,000 per year bonus payable at the end of each fiscal year, in recognition of the importance of and challenges inherent in keeping such positions filled and of the fact that many such employees travel significant distances to work - Requested by James P. Avioli, Sr., Councilman.

**Motion (Note: This motion was later replaced by a substitute motion):**

**That City Council approve the mileage incentive plan for Police and Fire Departments in recognition of the loyalty, dedication, security and safety that the Departments provided the City of Bellaire.**

{Moved by James P. Avioli, Sr., Councilman, and seconded by Roman F. Reed, Councilman}

**James P. Avioli, Sr., Councilman**, provided a summary of the retention incentive plan ("Plan") under consideration by City Council. During City Council's consideration of the FY 2016 Budget on September 15, 2015, there had been a great deal of discussion about retention of police officers and, in some cases, firefighters. Since that time it was suggested that any plan the City might develop as an incentive for the police officers should include the firefighters and paramedics. Councilman Avioli advised that there were currently 30 police officers and 21 firefighters and paramedics that would qualify for the Plan. Those who would not qualify were those who had City vehicles and gas cards.

Further, Councilman Avioli advised that the firefighters and paramedics made two round trips per week to/from Bellaire as opposed to the five round trips per week that the police officers made. This changed the arithmetic somewhat, so the cost of the program would now be \$76,800 and not the \$102,000 set forth in the agenda statement. Memorandums were also attached to the agenda statement from the Chief of Police, Director of Human Resources, and City Manager.

Councilman Avioli indicated that the Chief of Police identified existing incentives and certainly urged that the incentives be reviewed for addition and possible market update. The Director of Human Resources summarized the reasons that police officers and firefighters chose to leave Bellaire, other than salary. The Director of Human Resources also suggested that the City review salary and enhancement incentives based on market research over a period of 120 days. The City Manager advised City Council to consider the long-range implication of adding recurring expenses at this point in the fiscal year. Each of the opinions were made in good faith and certainly had merit.

However, Councilman Avioli strongly encouraged City Council to support the Plan because of its innovativeness and immediate show of support to the Police and Fire Departments for the security and safety they provided to the citizens of Bellaire.

If nothing else, the Plan made City Council aware that they should review other incentives offered to the two disciplines that provided the City's safety and security.

In closing, Councilman Avioli summarized the arithmetic associated with the Plan to members of City Council. Police officers would receive a year-end incentive of \$2,000 per year and due to the lesser amount of time traveled, the firefighters would receive an incentive of \$800 per year. Councilman Avioli commented that each time an officer or firefighter put on their uniform, they were putting their lives on the line for the residents of Bellaire.

**Discussion:**

Discussion ensued among members of City Council and the City Manager regarding the Plan and its long-term impacts on the current and future budgets. Following discussion, an amendment was offered by Andrew S. Friedberg, Councilman, as a substitute motion.

**Substitute Motion (new main motion):**

**To direct Staff within 120 days to present recommendations for salary and incentive enhancements as part of a comprehensive approach toward improving employee recruiting and retention and within 180 days to present a proposal for implementation thereof in the fiscal year 2017 budget.**

Discussion ensued among members of the City Council and Byron Holloway, Chief of Police. Following discussion, **Mayor Nauert** called for a vote on the substitute motion:

<b>RESULT:</b>	<b>ADOPTED [4 TO 3]</b>
<b>MOVER:</b>	Andrew S. Friedberg, Councilman
<b>SECONDER:</b>	Amanada B. Nathan, Mayor Pro Tem
<b>AYES:</b>	Nauert, Nathan, Pappas, Friedberg
<b>NAYS:</b>	Reed, Avioli Sr., McLaughlan

Discussion ensued among members of the City Council regarding the substitute (now main) motion on the floor. At the conclusion of the discussion, an amendment was offered by Roman F. Reed, Councilman.

**Amendment (No. 1) to the Main Motion (Substitute Motion):**

**To ensure that the post-study compensation recommendation be made retroactively to December 31, 2015.**

**Mayor Nauert** called for a vote on the amendment on the floor.

<b>RESULT:</b>	<b>FAILED [3 TO 4]</b>
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<b>MOVER:</b>	Roman F. Reed, Councilman
<b>SECONDER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>AYES:</b>	Reed, Avioli Sr., McLaughlan
<b>NAYS:</b>	Nauert, Nathan, Pappas, Friedberg

Discussion ensued among members of City Council regarding the main motion. Following discussion, **Mayor Nauert** called for a vote on the main motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	James P. Avioli Sr., Councilman
<b>SECONDER:</b>	Roman F. Reed, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

- b. Discussion and possible direction to Staff regarding facility and infrastructure funding and construction to include, but not be limited to, a plan to allow for near term construction of police and court facilities utilizing existing bond authorization and a needs priority reevaluation of Public Works, Library, City Hall, Civic Center and other City facilities buildings for future rehabilitation or reconstruction. Said discussion to also include future funding methods required for: a) bond authorization for currently unfunded buildings; b) use of existing available funding for police and courts; and c) utilization of currently authorized remaining available funding applied to City Hall and the Civic Center, as well as the financial impacts of possible future bond authorization for infrastructure street and drainage reconstruction, in addition to future facilities needs - Requested by Pat B. McLaughlan, Councilman.

**Motion:**

**To ask Staff to look into the material presented in the agenda item.**

**{The following material was included in the agenda item: a plan to allow for near-term construction of police and court facilities utilizing existing bond authorization; needs priority re-evaluation of Public Works, Library, City Hall, Civic Center, and other City buildings for future rehabilitation or reconstruction; bond authorization for currently unfunded buildings; utilization of current authorized remaining available funding applied to City Hall and the Civic Center; and financial impacts of possible future bond authorization for infrastructure street and drainage reconstruction.}**

Discussion ensued among members of City Council regarding the motion on the floor. Following discussion, **Dr. Philip L. Nauert, Mayor**, called for a vote on the motion on the floor.

<b>RESULT:</b>	<b>FAILED [3 TO 4]</b>
<b>MOVER:</b>	Pat B. McLaughlan, Councilman
<b>SECONDER:</b>	James P. Avioli Sr., Councilman
<b>AYES:</b>	Avioli Sr., McLaughlan, Friedberg
<b>NAYS:</b>	Nauert, Nathan, Reed, Pappas

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

There were no items for future agendas.

Community interest items from the Mayor and City Council included good wishes for the City's candidates during early voting and on Election Day; expressions of thanks to Lynn McBee, Margo Kendrick, Corbett Parker, and John and Jo Monday for the Candidate Forum; expressions of appreciation for all City employees; and encouragement to citizens to attend upcoming events, including the Fire Truck Pull, Condit Fall Festival, Evelyn's Park Fundraiser, Recycles Fest, and Diwali Day.

#### **I. Adjourn.**

##### **Motion:**

**To adjourn the Regular Session of the City Council of the City of Bellaire, Texas, at 9:50 p.m. on Monday, October 19, 2015.**

<b>RESULT:</b>	<b>APPROVED [7 TO 0]</b>
<b>MOVER:</b>	Gus E. Pappas, Councilman
<b>SECONDER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg
<b>NAYS:</b>	None



**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 11/16/15 07:00 PM  
Department: City Manager's Office  
Category: Report  
Department Head: Paul A. Hofmann  
DOC ID: 1746

**SCHEDULED  
INFORMATION ITEM (ID  
# 1746)**

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**Item Title:**

Quarterly Report for the Evelyn's Park Conservancy - Presented by Patricia King-Ritter, President, Evelyn's Park Conservancy Board.

**Background/Summary:**

Per Ordinance No. 14-035, and the Development and Operating Agreement for Evelyn's Park, the Conservancy shall present a quarterly report.

**Previous Council Action Summary:**

Council approved Ordinance No. 14-035 on June 16, 2014, and the Development and Operating Agreement for Evelyn's Park on July 7, 2014.

**Fiscal Impact:**

None

**Recommendation:**

Receive presentation from representatives of the Evelyn's Park Conservancy.

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 11/16/15 07:00 PM  
Department: City Manager's Office  
Category: Budget  
Department Head: Diane K White  
DOC ID: 1651

**ADOPTED****ACTION ITEM (ID # 1651)****Item Title:**

Fourth Quarterly Report (FY 2015 Final) for the City of Bellaire, Texas - Submitted by Diane K. White, Assistant City Manager.

**Background/Summary:**

Assistant City Manager Diane K. White will present the Fourth Quarter Report for the fiscal year 2015 (period beginning July 1, 2015 to September 30, 2015) to members of City Council.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

Acceptance of this report into the record.

**ATTACHMENTS:**

- FY2015 4th Quarter Report (DOCX)

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Pat B. McLaughlan, Councilman
<b>SECONDER:</b>	Gus E. Pappas, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Fife





City of Bellaire  
FY 2015 Fourth Quarter Report  
July 2015-Sept 2015

Attachment: FY2015 4th Quarter Report (1651 : Fourth Qtrly Report FY2015 Final)



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## Financial Analysis

The FY 2015 Budget has closed with all departments within budget. Each month a monthly financial report is prepared that provides an analysis of the operating fund's activity for the month and how that compares to the allocated budget. Department heads are required to report on variances that may arise or have arisen in their adopted budget each month. Each department head is asked each month for year-end projections as it pertains to their adopted budget.

The June projections for year-end that are developed by department heads and the Budget Office are used to develop the projected beginning balances for the FY 2016 Budget. We take a conservative approach to the projections, keeping in mind the issues that may arise during the summer.

Departments continue to recruit and fill positions. In the fourth quarter we had five separations, including two retirements, and nine new hires (see chart below). As of September 30, 2015, we had 18 vacancies; however, at the time of this report, we have hired two police officers, two employees for Public Works Solid Waste, and two additional Public Works candidates are being processed for employment. The vacancy in Development Services is due to the retirement of the Building Official in early September. The Fire Department will host its assessment process mid-November with hopes of filling the Firefighter Paramedic vacancy created after September 30, 2015.

4 <sup>th</sup> Qtr New Hires	4 <sup>th</sup> Qtr Separations
5 Police Officers	2 Police Officers
1 Communications Officer	1 Communications Supervisor (retired)
1 Custodian (Parks)	1 Streets Superintendent
1 Firefighter Paramedic	1 Building Official (retired)
1 Admin Secretary (Public Works)	

### Department Vacancies

Department	Adopted Budgeted Positions	12/31/2014	3/31/2015	6/30/2015	9/30/2015
<b>General Fund</b>					
City Manager's Office	8	0	0	0	0
Finance	9	1	0	0	0
Development Services	9	0	1	1	1
Fire	24	1	2	1	0
Police	56.5	6	4	8	7
Parks, Rec., & Facilities	15	1	2	1	0
Library	8	0	0	0	0
Public Works	9	3	4	2	3
<b>Enterprise Fund</b>					
Water	8	5	5	0	1
Wastewater	11	2	1	2	3
Solid Waste & Recycling	11	2	2	2	3
<b>Total</b>	<b>168.5</b>	<b>21</b>	<b>21</b>	<b>17</b>	<b>18</b>

## General Fund

General fund expenditures came in under projections by \$357,979 at \$16,669,028, 98% of budget. Detailed information is in the "Actual to Projection Year end Detail" section of this report.

Revenue came in at \$17,594,534 which is \$15,512 more than projected.

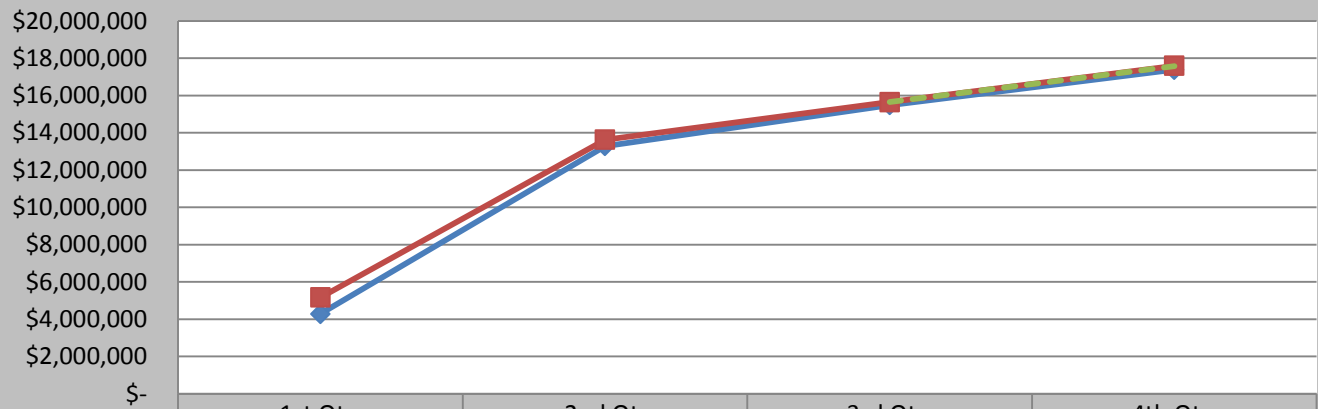
Including the increase in revenues, the fund balance increased \$373,491 more than projected for year-end. This will be an increase to the budgeted ending balance for FY 2016. This is a one-time source available for appropriation in FY 2017.

Future potential uses of the increased FY 2016 ending balance of \$373,491 include:

- Offset the projected deficit of the sixty (60) day fund balance requirement in the fiscal forecast.
- Reduce the "catchup" needed for the vehicle and equipment replacement plan.
- Increase the contribution to the general fund transfer to the CIP.

## General Fund Revenue Chart

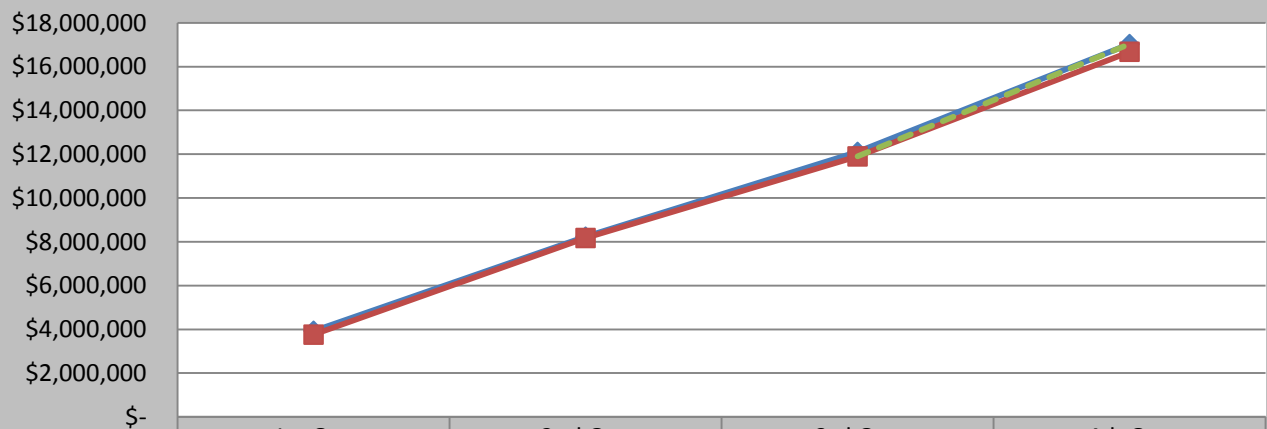
## General Fund Revenue



	1st Qtr.	2nd Qt.	3rd Qtr.	4th Qtr.
Budget	\$4,282,294	\$13,284,548	\$15,484,708	\$17,383,415
Year to Date	\$5,163,758	\$13,632,741	\$15,650,069	\$17,594,534
Projection			\$15,650,069	\$17,579,022

## General Fund Expenditure Chart

## General Fund Expenditures



	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Allocated Budget	\$3,927,057	\$8,228,352	\$12,102,953	\$17,027,007
Year to Date	\$3,756,521	\$8,169,898	\$11,893,583	\$16,669,028
Projection			\$11,893,583	\$17,027,007

**General Fund**  
**FY 2015 Revenue & Expenditure Report by Department**

	<b>FY2015 Adopted Budget</b>	<b>FY 2015 Amended Budget</b>	<b>FY 2015 Year to Date (Unaudited)</b>	<b>% of Amended Budget (Collected/Spent)</b>	<b>FY 2015 Projected Budget</b>
<b>Revenue</b>					
Current Property Taxes	10,249,092	10,249,092	10,120,057	98.74	10,177,722
Franchise Taxes	1,351,800	1,351,800	1,391,435	102.93	1,399,805
Sales Tax	2,100,000	2,205,000	2,373,846	107.66	2,406,292
Permits	668,150	668,150	673,103	100.74	705,199
Fees	305,623	305,623	246,612	80.69	307,623
License	3,300	3,300	1,306	39.58	2,900
Intergovernmental	3,500	3,500	3,391	96.89	2,826
Rental	24,200	24,200	39,293	158.24	34,083
Aquatics	325,000	325,000	423,521	130.31	322,000
Program Fees	171,000	171,000	185,778	108.64	171,675
Athletics	328,000	328,000	343,640	104.77	343,500
Other Fees	16,000	16,000	14,821	92.63	16,500
Public Safety	390,700	390,700	472,687	120.98	393,564
Other Revenue	4,500	4,500	7,050	156.67	2,000
Fines	775,750	775,750	702,944	90.60	725,000
Investment Earnings	24,500	24,500	34,712	141.68	30,928
Misc.	27,300	27,300	60,476	221.52	27,400
Sale of City Property	10,000	10,000	1,000	10.00	10,005
Business Enterprise Transfer	500,000	500,000	500,000	75.00	500,000
<b>Total</b>	<b>17,278,415</b>	<b>\$ 17,383,415</b>	<b>\$ 17,594,534</b>	<b>101.21%</b>	<b>\$ 17,579,022</b>
<b>Expenditures</b>					
Administration	2,016,511	2,078,375	2,024,426	97.40	2,078,375
Legal Service	100,000	125,000	122,703	98.16	125,000
Finance	1,101,656	1,076,073	1,074,641	99.87	1,076,073
Development Services	813,758	849,108	843,798	99.37	849,108
Fire	2,567,284	2,599,451	2,570,781	98.90	2,599,452
Police	4,967,094	5,143,887	5,080,551	98.77	5,143,629
Parks, Rec., & Facilities	3,151,202	3,178,204	3,034,546	95.48	3,178,204
Library	648,323	661,438	653,423	98.79	661,438
Public Works	1,247,500	1,165,470	1,093,659	93.84	1,165,470
Disaster Related Expenses			21,133		
Transfer Out	150,000	150,000	150,000	100.00	150,000
<b>Total</b>	<b>16,763,328</b>	<b>\$ 17,027,006</b>	<b>\$ 16,669,661</b>	<b>97.90%</b>	<b>\$ 17,027,006</b>
<b>Revenues/Expenditures</b>	<b>515,087</b>	<b>356,409</b>	<b>924,873</b>		<b>552,016</b>

Attachment: FY2015 4th Quarter Report (1651 : Fourth Qtrly Report FY2015 Final)



## Actual to Projection Year End Detail

General Fund FY 2015 Expenditure Report by Category				
	FY 2015 Amended Budget	FY 2015 Year to Date (Unaudited)	FY 2015 Projected Budget	FY 2015 YTD vs Projected
<b>Expenditures</b>				
Salary & Benefits	11,986,008	11,867,567	11,946,015	(78,448)
Professional Services	1,315,861	1,273,107	1,371,489	(98,382)
Maintenance	1,146,527	1,101,912	1,136,337	(34,425)
Contractual Services	765,038	743,355	753,570	(10,215)
Materials & Supplies	1,191,793	1,099,949	1,161,079	(61,130)
Other Financial Costs/Disaster Related	46,000	60,240	44,256	(4,747)
Capital Outlay	425,780	373,531	464,261	(90,730)
Transfer Out	150,000	150,000	150,000	0
<b>Total</b>	<b>\$17,027,007</b>	<b>\$16,669,661</b>	<b>\$17,027,006</b>	<b>(357,345)</b>

**Salary & Benefits** – Overall salary & benefits came in under projections by \$78,448, largely due to expected hire dates not occurring as anticipated for police during the fourth quarter which accounts for approximately \$32,000 of the variance. In addition, the park aquatics part-time seasonal budget was underutilized due to rain days, early closures due to rain and off-season absences where life guards did not report to work and full-time salaried staff covered shifts.

**Professional Services** – Professional Services was under projections mainly due to the timing of the payments for the election. At the time projections were done, the City Clerk did not have information from the County if they were going to require one or two payments. It was not until early October this information became available which accounts for over \$30,000 of the variance. Other services such as professional services related to specialty summer camps, did not make class minimum, account for up to \$18,200; Information Technology services that are budgeted for when unforeseen issues occur, fortunately was not needed in the fourth quarter for \$13,400, contract labor for Human Resources and Parks was not needed due to filling of vacancies which accounts for \$19,000 of the variance and technical services directly tied to collection of ambulance and motor vehicle accidents was less than projected at \$8,000.

**Maintenance** – The right of way budget for the City includes mowing and pickup for the 610 Loop as well as unanticipated needs such as recovering from vandalism, right of way accidents and damages that impact landscaping/utilities is also accounted for in this line item. This line item is budgeted at \$75,500 with the expectations that the latter will occur or supplemental litter pickup and or mowing will be needed to maintain

Bellaire rights of ways. This year only \$58,554 was spent which was under the projection by \$16,946. In addition, the same case exist with the park maintenance line item where the landscaping and litter in parks and various other contracts are paid for, this line item is also used for unforeseen maintenance issues that may occur in the parks due to irrigation line breaks, vandalism of park and/or park facility equipment. The budget for this line item is \$267,709 and was under projections by \$35,000.

**Contractual Services** – All departments impacted this number by coming in under or over projections mainly where education and training were concerned, advertisement for public hearings was less, police department motorcycle lease is paid from this category and this line item was impacted by the timing of the hire date for the officer.

**Materials & Supplies** – Materials and supplies is defined differently for each department depending on the service they provide. However, this category accounts for fuel which came in under projections. Fuel is projected very conservatively for public safety due to the demand that may present itself at any moment and accounts for projections being under by \$35,000 across departments for this category. In addition when going into the hottest months of the summer, our electricity is based on historical use. The electricity actual expenditures for all general fund related facilities, traffic signals and streets light came in under projections by less than \$5,000. And various other items in this category were under projections due to less of a demand for office and operating supplies.

**Other Financial Costs** – Driven by credit card fee use and banking fees.

**Capital Outlay** – The majority of this variance is from Public Works where equipment came in less than projected costs. The preservative seal effort in FY 2015 ran into delays in preparing the scope and bid documents. The item is budgeted again in FY 2016 and is expected to occur as a part of the annual pavement maintenance program.

# Enterprise Fund

Enterprise Fund FY 2015 4th Quarter Revenue & Expenditure Report			
	Adopted Budget	Year to Date (Unaudited)	Projections
Beginning Balance	3,260,270	3,154,676	3,154,676
Revenue	7,596,500	7,130,720	7,165,892
Expense	8,829,780	7,950,972	8,245,613
Ending Balance	2,026,990	2,334,424	2,074,955

Enterprise fund expenditures came in under projections by \$294,641 at \$7,950,972, 90% of budget. Detailed information is provided in the “Actual to Projection Year end Detail” section of this report.

Revenues came in at \$35,172 less than projected at \$7,130,720.

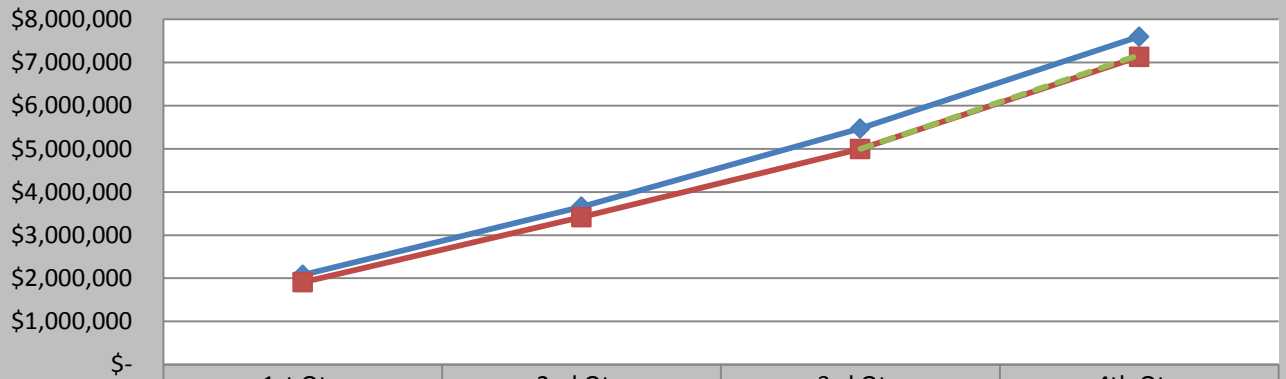
Including revenues, the fund balance increased \$259,469 more than projected for year-end. This will be an increase to the budgeted ending balance for FY 2016. This is a one-time source available for appropriation in FY 2017.

Future potential uses of the increased FY 2016 ending balance of \$259,469 include:

- Offset the projected deficit of the sixty (60) day fund balance requirement in the fiscal forecast.
- Reduce the “catchup” needed for the vehicle and equipment replacement plan.
- Increase the contribution to the enterprise fund transfer to the CIP.

## Enterprise Fund Revenue Chart

## Enterprise Fund Revenues

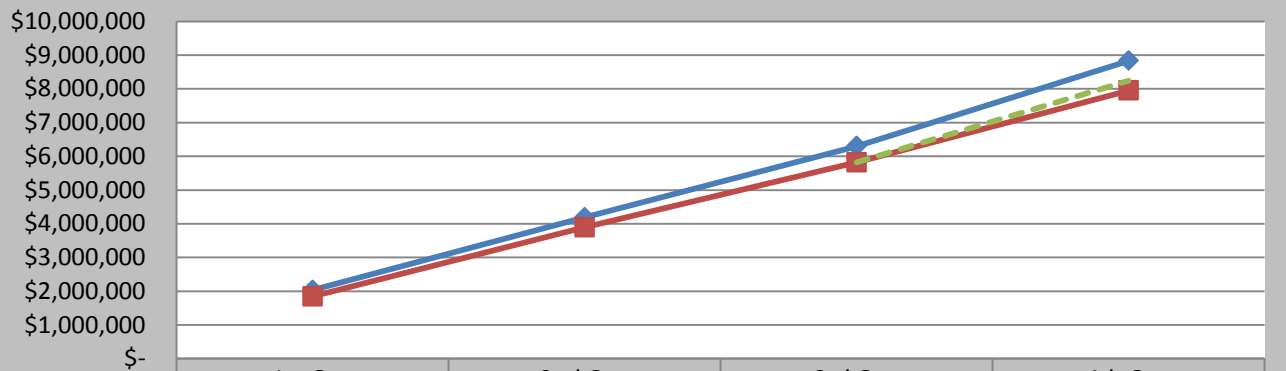


◆ Allocated Budget  
 ■ Year to Date  
 - - - Projection

	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Allocated Budget	\$2,079,970	\$3,657,857	\$5,470,390	\$7,596,500
Year to Date	\$1,908,647	\$3,417,914	\$4,996,757	\$7,130,720
Projection			\$4,996,757	\$7,165,892

## Enterprise Fund Expenditures

## Enterprise Fund Expenditures



◆ Allocated Budget  
 ■ Year to Date  
 - - - Projection

	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Allocated Budget	\$2,033,830	\$4,184,912	\$6,297,473	\$8,829,780
Year to Date	\$1,844,912	\$3,890,128	\$5,817,345	\$7,950,972
Projection			\$5,817,345	\$8,245,613

**Enterprise Fund  
FY 2015 Revenue & Expenditure Report by Department**

	<b>FY 2015 Adopted Budget</b>	<b>FY 2015 Year to Date (Unaudited)</b>	<b>% of Adopted Budget (Collected/Spent)</b>	<b>FY 2015 Projected Budget</b>
<b>Revenue</b>				
Water Sales	3,635,000	3,190,470	87.77	3,288,651
Waste Water Service	2,290,000	2,183,996	95.37	2,197,409
Solid Waste – Garbage & Brush Pickup	1,434,500	1,430,744	99.74	1,431,782
Recycling	6,200	11,703	188.76	8,371
Charges for Service	27,200	26,705	98.18	27,276
Other Revenue	51,100	57,816	113.14	57,391
Investment Earnings	7,000	4,046	57.80	7,860
Misc.	14,500	74,946	516.87	16,152
Sale of City Property	6,000	25,294	421.57	6,000
Operating Transfer In	125,000	125,000	100.00	125,000
<b>Total</b>	<b>\$ 7,596,500</b>	<b>\$ 7,130,720</b>	<b>93.87%</b>	<b>\$ 7,165,892</b>
<b>Expenditures</b>				
Water Production	518,370	449,501	86.71	452,448
Water Distribution	643,545	519,516	80.73	591,815
Surface Water	1,979,691	1,737,252	87.75	1,799,970
Wastewater Collection	475,793	313,778	65.95	340,727
Wastewater Treatment	958,964	851,511	88.79	945,692
Solid Waste – Garbage & Brush Pickup	1,560,099	1,444,118	92.57	1,510,248
Utility Billing	272,318	244,521	89.79	253,713
Transfers Out/Other	2,421,000	2,390,775	98.75	2,336,000
<b>Total</b>	<b>\$ 8,829,780</b>	<b>\$ 7,950,972</b>	<b>90.05%</b>	<b>\$ 8,245,613</b>
<b>Revenues/Expenditures</b>	<b>1,233,280</b>	<b>820,252</b>		<b>1,079,721</b>

## Actual to Projection Year End Detail

FY 2015 Expenditure Report by Category				
	FY 2015 Amended Budget	FY 2015 Year to Date (Unaudited)	FY 2015 Projected Budget	FY 2015 YTD vs Projected
<b>Expenditures</b>				
Salary & Benefits	1,631,372	1,381,463	1,413,675	(32,212)
Professional Services	699,000	764,687	821,121	(56,434)
Maintenance	743,450	632,162	774,500	(142,338)
Contractual Services	225,847	182,965	203,202	(20,237)
Materials & Supplies	2,779,111	2,343,881	2,425,115	(81,234)
Other Financial Costs	11,000	9,395	11,000	(1,605)
Capital Outlay	330,000	240,882	257,000	(16,118)
Transfer Out	2,410,000	2,395,537	2,325,000	70,537
<b>Total</b>	<b>8,829,780</b>	<b>7,950,972</b>	<b>8,230,613</b>	<b>(279,641)</b>

**Salary & Benefits** – The enterprise fund continues to have challenges with recruiting and hiring for posted positions. Several water and wastewater positions require state licenses and the applicant pool for this is very competitive.

**Professional Services** – Wastewater Treatment professional services as it relates to asset management and other projects were put on hold during the fourth quarter due to the priority of the Public Works facility assessment.

**Maintenance** – In the enterprise fund, maintenance expenses were lower than expected due to being tightly controlled. This was mainly seen in purchasing supplies on an as-needed basis as opposed to the typical annual order. In addition, repairs were sporadic and did not rise to the level of previous years. There were also concerns that funds would be needed to supplement disaster recovery efforts and Bellaire Lift Station repairs.

**Contractual Services** – Education and Training and mileage reimbursement for callouts was not used as anticipated.

**Materials and Supplies** – The majority of this variance comes from surface water, surface water was under projections by approximately \$64,000. Adjustments were made to the monthly minimum and managed accordingly.

**Capital Outlay** – The street sweeper came in lower than projected

**Transfer Out** – Directly related to the start of capital projects. Transfers do not occur until projects are started.

# Management & Capital Improvement Projects

During the budget process Council was presented with the Management Projects developed to provide service enhancements and review and develop policies which will allow the City to become more efficient. Council was also presented with the FY 2015 Capital Projects which have been designed to meet today's infrastructure needs as well as those of the future. Outlined below are the milestones completed in the first quarter.

## Management Projects

### Community Safety Outreach:

Planning took place on an ongoing basis during April 2015 for Family Safety Day. Team meetings were conducted every other week. There was continuous communication among team members leading up to the event. Family Safety Day was held on Saturday, May 9, 2015 from 10 AM until 1 PM.

The event was well received by the community although attendance was somewhat lower than expected. Events included a youth bicycle rodeo, impaired driving experience for teens, a vehicle extraction demonstration, a display of wrecked vehicles in which a person died due to intoxication, landing of the Life Flight helicopter. There were also static displays on texting while driving, hurricane preparedness, and health-related topics.

### Implement Compensation Study & Improve Employee Evaluation System:

The Evaluation Team discussed the purpose, process, and timeline for rolling out the new evaluation system to employees. Along with other guidelines, it was determined that the evaluation cycle will align with the fiscal year: October 1 – September 30; and the process will begin October 1, with a due date of December 1, each year.

### Implement Network & Data Management Improvements:

The Data Management Team met to discuss moving forward with planning for the next Customer Relations Management (CRM) software application to replace or upgrade Incode, expansion of wireless and mobile capabilities, and the demonstration of GIS projects in ESRI's ArcGIS Online.

The team will meet again in November to view ESRI's ArcGIS demonstration and to finalize participant on the CRM team.

### Evaluate ROW Maintenance Ordinance:

The Right Of Way (ROW) team is working on language for an ordinance in an attempt to define "un-safe" mowing areas. The criteria would be based on physical impediment, such as curb lined streets, ditches, etc., and higher speed locations. The current mowing contract expires in September and identified locations are included in the FY 2016 Budget. With the passing of the FY 2016 Budget, the ROW ordinance will be amended and presented to Council for approval.

### Develop Financial Management Policies:

The Comprehensive Financial Management Policy Statements (CFMPS) were reviewed and approved by the Audit Finance Board on April 30, 2015. The City Council adopted the CFMPS at their regular meeting on May 18, 2015.

### Improve Safety & Risk Management:

Departments began using the new and improved comprehensive Accident/Incident Investigation form to report accidents, injuries, illness and/or near misses. The importance of post-accident/incident testing and procedures were reinforced to staff. Review of the safety policy for necessary revisions and accidents/incidents for reporting and trend analysis is forthcoming.

### Revenue Team:

The recommendations have been incorporated into the FY 2016 Budget. Fee changes are a component of the FY 2016 budget so that revenues are more closely aligned with services provided.



Develop Vehicle/Equipment Management & Maintenance Plan:

Internal policies and decision making processes have been developed and established. The FY 2016 Budget utilized these guidelines.

UV-T District Infrastructure:

There have been no further developments during this quarter.

Comprehensive Plan Update:

On June 9, 2015, the Planning and Zoning Commission voted to recommend to City Council for approval an update to the 2009 Comprehensive Plan. The recommended update includes the Park Master Plan as a new appendix. A public hearing for the item was held at the August 3, 2015 City Council meeting and approved on September 21, 2015.

## Capital Projects

Rebuild Bellaire Phase 4:

Construction has been completed. Project closeout was approved by Council on March 23, 2015.

Rebuild Bellaire Phase 5A:

Total Contracting Limited (TCL) is the contractor. The 500 block of College and the 5300 & 5400 blocks of Pocahontas are substantially complete and opened to traffic mid-November, 2015. The south lane of 5100 & 5200 blocks of Pocahontas opened in mid-October and construction is continuing on the north lane. The 5100 block of Evergreen will be substantially complete and opened to traffic by mid-December 2015. Fifth Street is scheduled to open the west lane to traffic and reconstruct the east by mid-December 2015. Construction is scheduled to begin on the 4700 – 4800 blocks of Bellview on November 16, 2015. Anticipated completion of the entire project is mid-2016.

Rebuild Bellaire Phase 5B:

Bid notices will be advertised November 17 & 24, 2015. Bids will be opened on December 17, 2015. Construction bid award will be taken to Council for consideration on January 25, 2016.

FY 2014 Pavement Management (Construction):

A construction contract was awarded on December 1, 2014 to AAA Asphalt Paving, Inc. for \$2,177,190. Currently the contractor has completed the Newcastle Trail, Town Oaks, Acacia, Saxon, S. Rice Avenue, Mulberry, Locust and Tamarisk. Paving and sidewalk work is continuing. Currently, the contractor has completed approximately 55% of the work. The project is scheduled to be completed by January 2016.

FY 2015 Pavement Management (Construction):

A design engineering contract was awarded by Council on December 1, 2014 to ARKK Engineers, Inc. for \$221,355. Project design is complete. The construction contract was awarded to AAA Asphalt Paving, Inc. by Council on November 2, 2015 for a not to exceed value of \$1,090,115. A Neighborhood Meeting is scheduled for November 19, 2015. Construction will begin in the first quarter of calendar year 2016.

FY 2014 Street Marking Replacement:

Batterson, Inc. is the contractor. The contractor has completed striping on the main lanes of Elm, Chimney Rock (including the bike lane), Newcastle and S Rice. The remaining work includes the detail work on Newcastle and S Rice, and outside lane striping on Evergreen. The contractor was hired through an Interlocal Agreement with Harris County, and due to the volume of work from the County, COB has experienced scheduling complications and work that needed to be redone. The project is scheduled to be completed by the end of January 2016.

Wastewater Treatment Plant Fine Screen Building Replacement:

Replacement of fine screens must be completed before the building work can commence. Council approved acquisition of new fine screens on January 26, 2015. The fine screen work impacted the building construction schedule. The fine

screen repair work is now completed. Revised specifications for the building are being developed with the building repairs beginning shortly thereafter. Construction is scheduled to be completed by the end of March 2016.

#### Citywide SCADA Systems Upgrade Phase 1:

The SCADA (Supervisory Control and Data Acquisition) system for the water treatment plants is intended to improve and increase communication and tracking capabilities between the various water and wastewater treatment plants. Phase 1 includes hardware and software improvements that create the backbone for the SCADA system. Phase 2 includes the buildout of the hardware systems in other locations that will enable the system to be fully integrated. Phase 3 will allow for realization of the system to its full capabilities based upon user experience during the first two phases and recommendations from the completed SCADA Master Plan. Phase 1 improvements included cellular communication equipment installation and software upgrades at the three water plants (Central, Feld Park and Renwick) and the three remote wastewater lift stations (Bellaire, Rice and Wendell). This cellular communication framework will improve reliability greatly over the previous telephone system. The City Engineer is soliciting quotes to complete Phase 1 work, which include software development and programming, and is scheduled to be completed by March 2016.

#### Wendell & Bellaire Lift Station Rehabilitation:

The Bellaire Lift Station was flooded and inoperable for several weeks due to the May 2015 flood event, and the FY 2015 funding has been reallocated to the flood damage repairs for items not covered by insurance. The total estimated cost for repairs for Bellaire Lift Station is approximately \$215,000, which would be funded with insurance proceeds and \$50,000 from the FY 2015 CIP Project. The most recent estimate for repairs presented to Council was \$167,000 but repairs to the leak in the well wall, control panel for Pump #3 and Pump #1 itself increased costs to approximately \$215,000. Texas Municipal League (insurance) is still evaluating the final portion of our claim. Wendell Lift Station repairs will be addressed under Phase 2 in the approved FY 2016 CIP.

#### Water Line Improvements Project:

A Absolute Plumbing has completed main water line installation on both 4500 & 4600 Blocks of Oakdale. The hydrostatic pressure test results were satisfactory, and the contractor is awaiting the results of the BAC test (bacterial presence). After they receive the results of the second test they will begin service installation.

It is anticipated that additional line replacements will be requested through a change order as the bid came in under budget.

#### Evergreen Park Master Plan:

Public input into the master plan is scheduled for the January 2016 Parks Board meeting.

#### Evelyn's Park Phase 1:

Project construction has been delayed for 3 months due to unsuitable subsurface soil conditions. Investigations and analysis has been completed, and a design solution has been determined, priced, and agreed upon by Evelyn's Park Conservancy and the City of Bellaire. A change order was approved by City Council on November 2, 2015 for this added work. While construction has been delayed, other components of the project, like light fixture selection, park rules, etc., have continued to progress. Construction is scheduled to be completed by August 2016.

#### Bellaire Town Square Municipal Facilities Design & Library Conceptual:

Ad Hoc Committee recommended Alternative Plan A to City Council which was accepted as the new overall site plan. There are ongoing Council discussions regarding the potential funding challenge and alternative phasing options. The Construction Manager at Risk contract was awarded to Horizon Christensen by Council on November 2, 2015. PGAL will be working with Construction Manager at Risk on the schematic design phase. PGAL is currently producing a revised detailed project schedule.

#### Park Improvement Projects:

On October 5, 2015 City Council approved the base construction contract for Holly Street Esplanade. Construction is starting in early November and is scheduled for completion by the end of the year.

Nature Discovery Center Improvements:

Ground breaking was held in September. Construction drawings have been completed and the City of Bellaire, in collaboration with the Nature Discovery Center, received bids on November 5, 2015. Once the contract is in place, construction is estimated to take 6 months to complete.

Library Foundation:

The Library Foundation project included installation of piers and foundation leveling as well as necessary repairs to the sanitary sewer line and interior finishes that were damaged. This project is now complete.

Regional Mobility Study:

The mobility study is complete and will be presented to City Council at the December 7, 2015 meeting.

## Trends

Development Statistics				
	FY 2014		FY 2015	
	October 1, 2013 – Sept 30, 2014		October 1, 2014 – Sept 30, 2015	
	QTY.	Value	QTY.	Value
New Home Construction	34	\$ 23,671,713.39	27	\$ 13,242,726.00
Home Remodeling	114	\$ 1,739,588.25	94	\$ 1,859,921.79
New Commercial Construction	1	\$ 600,000.00	1	\$ 6,200,000.00
Commercial Remodeling	17	\$ 11,267,078.82	21	\$ 4,012,667.82
Demolition	31		29	

Crime Statistics						
	July		August		September	
	FY 2014	FY 2015	FY 2014	FY 2015	FY 2014	FY 2015
Homicide	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Robbery	5	3	1	0	0	3
Assault	2	3	9	2	1	4
Burglary Residence	7	5	5	5	9	7
Burglary Building	5	4	4	0	5	1
Theft	16	9	23	12	15	14
Motor Vehicle Theft	2	2	3	0	0	2

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 11/16/15 07:00 PM  
Department: City Manager's Office  
Category: Presentation  
Department Head: Paul A. Hofmann  
DOC ID: 1743

**SCHEDULED  
INFORMATION ITEM (ID  
# 1743)**

**Item Title:**

FY 2016 Management Projects and Capital Improvement Program for the City of Bellaire, Texas - Presented by Michelle Jordan, Project Manager.

**Background/Summary:**

As a part of the budget review process, the City Council was presented, on June 8, 2015 with the Management Projects and the Capital Improvement Plan (CIP) scheduled for FY 2016. We are providing a Project Scope, tentative timeline, project owners/managers and funding sources as part of this report.

**Management Projects**

Management projects were chosen to provide enhancements in services and to review and develop policies which will allow the City to become more efficient. Each project was assigned a Department Head as a team leader. These leaders have developed a team, scope, and tasks with timelines. Additionally, each project is tied to one or more council Priorities.

Each project has been developed to be completed in FY 2016, however tasks from these projects may lead to FY 2017 Management Projects.

**FY 2016 Management Projects**

- Manage Turnover and Recruit Public Safety Positions
- Enhance Public Safety Communication and Outreach
- Develop Keep Bellaire Beautiful Presence - Organizational Plan
- Improve Project Management and Reporting
- Ensure Smooth Transition from Construction through Management - Programming and Maintenance of Evelyn's Park
- Implement Block Inspections
- Improve Appearance and Management of Public Right-of-Ways
- Implement Market Adjustment to Maintain Competitiveness
- Implement Solid Waste Routing Efficiency Improvements - Eliminate General Fund Subsidy
- Amend Parks and Development Services Fees to More Equitably Distribute Cost Burden - React to Market Conditions
- Implement Fully Funded Vehicle - Equipment Replacement Fund Catchup
- Conduct Water and Wastewater Rate Analysis - Prepare for FY 2017 Implementation
- Network & Data Management

**Capital Improvement Plan**

The CIP for the City of Bellaire encompasses park, water/wastewater, facility, and road projects.

### Capital Projects

- FY 2016 Pavement Management Program
- Storm Water Drainage Plan
- Citywide SCADA Systems Upgrade Project Phase 2
- Wastewater Collection Line Replacement
- Rehabilitation of the Renwick Ground Storage Tank
- Wendell and Bellaire Lift Station Rehabilitation Program Phase 2
- Wastewater System Upgrades
- Playground and Shade Structures
- Public Works Facilities Assessment
- ROW Analysis, Integration, & Planning Project
- UV-T Infrastructure

### **Previous Council Action Summary:**

At its September 15, 2015 meeting, the City Council passed Ordinance #15-056, approving the proposed FY 2016 Budget, which included funding for the FY 2016 CIP.

### **Fiscal Impact:**

### **Recommendation:**

Acceptance of Report

### **ATTACHMENTS:**

- FY 2016 Management Projects (DOCX)
- FY 2016 Capital Projects (DOCX)

# FY 2016 Management Projects

## MP 1601 – Manage Turnover, Effectively Recruit & Fill Public Safety Positions:

Work towards Premier Employer status through candidate identification, hiring and training processes and employee retention.

## MP 1602 – Enhance Public Safety Communication & Outreach:

Facilitate communication and planning between public and/or non-profit entities, other Bellaire management teams, Council and residents with regard to projects and events that are happening within the City.

## MP 1603 – Develop Keep Bellaire Beautiful Presence / Organizational Plan:

Continue working on contract management relationships to improve the level of service the City receives from vendors through coordination and constant communication. Develop a working relationship with the Citizens for A Beautiful Bellaire to coordinate and implement the council approved beautification improvement projects as identified by their organization.

## MP 1604 – Improve Project Management & Reporting:

Improve project management through improved controls and reporting, improved relationships across the Departments, and clearly defined roles and responsibilities.

## MP 1605 – Ensure Smooth Transition from Construction through Management / Programming and Maintenance of Evelyn's Park:

Work in partnership with Evelyn's Park Conservancy to progress through the construction of the park and on to operations and maintenance.

## MP 1606 – Implement Block Inspections:

Become more proactive in the City's approach to public infrastructure maintenance and operation requirements.

## MP 1607 – Improve Appearance and Management of Public Grounds & Rights-of-Ways:

Improve the appearance of City properties through management of contractual obligations of our vendors as well as enhancements such as holiday décor and banners.

## MP 1608 – Implement Market Adjustment to Maintain Competitiveness:

In conjunction with MP 1601, attract and retain premier employees through competitive compensation packages.

## MP 1609 – Implement Solid Waste Routing Efficiency Improvements / Eliminate the General Fund Subsidy:

Implement new rates, hire additional budgeted staff, and improve efficiency through amended routes and new holiday collection schedules.

## MP 1610 – Amend Park & Development Services Fees to More Equitably Distribute Cost Burden / React to Market Conditions:

Adjust rates and fees to align with market conditions, and ensure sufficient notification of such changes to the citizens.

## MP 1611 – Implement Fully Funded Vehicle / Equipment Replacement Fund Catchup:

Through definition of policy and responsibilities, implement a plan for timely vehicle replacements.

MP 1612 – Conduct Water and Wastewater Rate Analysis / Prepare for FY 2017 Implementation:

Study the current rate structure to ensure coverage of current and future cost of services, and propose revisions as necessary.

MP 1613 – Network and Data Management:

Provide secure and effective information technology services and support.





FY 2016  
Management  
Project

## Manage Turnover, Effectively Recruit & Fill Public Safety Positions MP 1601

Team Leader: Yolanda Williams

### Why Statement:

Some amount of turnover and position vacancies are to be expected. Vacancies, however, represent an unused resource, and place a burden on city service delivery. Our reputation as a safe city depends on our ability to retain employees, and our efficiency at attracting and hiring excellent candidates.

### Scope:

Maintain and continue to build high standards and be recognized as a premier employer. Develop and implement strategies for keeping positions filled with excellent candidates. Reduce time to fill through full cycle recruiting. Full cycle recruiting has a lot of moving parts including branding, engagement, advertising and marketing, social media, sourcing, referrals, pre-application open houses/orientation, off-site recruiting, interviewing, assessments, selection, vetting, onboarding, and retention. Retention is a major part of the recruiting cycle process that is often neglected or not considered as part of the recruiting process at all. Retention completes/brings the recruiting cycle full circle and employee engagement is essential for retention. Some initial recruiting and retention plans that may be incorporated into our brand include the paramedic training which will improve service delivery and make us a more attractive employer, as well as the performance management software system which will automate the employee evaluation process including goals, developmental plans and allow for 360 feedback.

The HR Generalist will be instrumental in this on-going project as the added resource affords the HR Director the opportunity to be more hands-on and directly involved in the full cycle recruiting process. The HR Generalist will be available to handle the day-to-day activities, allowing the HR Director, with the assistance of the Fire Chief, Police Chief and others, to focus more on strategic recruitment planning and activities.

(See also MP 1608)

### City Council Priority:

Resident/Commercial Safety Focus Area

Work Plan:	Completion Date:
• Re-evaluate competitors – our market	November 20, 2015
• Explore Base Pay & Incentive Philosophies	February 15, 2016
• Determine our Policy Position Relative to the Market	February 15, 2016
• Determine and focus on what we can realistically offer as a premier employer	February 15, 2016

• Determine Timing of Implementation	February 15, 2016
• Develop Full-Cycle Recruiting Plan	April 15, 2016
• Performance Management Module Training	July 1, 2016
• HR Director — listen & learn department processes and work together with department heads to build upon existing strategies & implement improvements as required	Ongoing
• Internal Environmental Scan	Ongoing
• External Environmental Scan	Ongoing
• Continuous Branding	Ongoing
• Employees as Ambassadors – most important part of brand	Ongoing
• Explore engagement through special assignments, cross training, in-training designation (PW)	Ongoing
• Explore ways to expedite recruiting process	Ongoing
• Video productions, social media, departmental website enhancements	To Be Determined
• Implement Paramedic Training	To Be Determined

NOTE: Per City Council's direction to the City Manager during the October 19, 2015 Council Meeting, the above Work Plan was revised to expedite the process in order to provide feedback and recommendations regarding pay and incentives within 120 days or sooner if possible. The Team had already met on October 6, 2015 to discuss and develop the work plan, and then again on October 22, 2015 to determine action items and begin the process. A meeting was held on November 4, 2015 to pull together data from action items and proceed to the next steps.



FY 2016  
Management  
Project

## Enhance Public Safety Communication & Outreach

# MP 1602

Team Leader: Mary Cohrs

### **Why Statement:**

The City Council has expressed the desire to be more connected with the Community. An engaged and connected community is a safer community. Citizens desire confidence that their concerns and ideas are heard and addressed.

### **Scope:**

Facilitate communication and planning between public and/or non-profit entities, other Bellaire management teams, Council and residents with regard to projects and events that are happening within the City. This will ensure the sharing of information and coordination of events through programs such as the Citizen Survey and the Bellaire Leadership Class.

Citizen surveys were conducted every two years from 1980 – 1990 by an independent consultant. In addition, Council initiated a survey in 2002 which was also outsourced to an independent consultant. The team will use the format of these surveys as a blueprint for the FY 2016 survey initiative.

### **City Council Priority:**

Resident/Commercial Safety Focus Area

Work Plan:	Completion Date:
• Review of Citizen Survey Techniques	November 2015
• Review and Finalize "A Guide to Bellaire"	December 2015
• Distribution of "A Guide to Bellaire"	January 2016
• Hold Open House at State of the City Event	February 1, 2016
• Approval of Citizen Survey Techniques	February 15, 2016
• Conduct Citizen Survey	March/April 2016
• Family Safety Day Event	April/May 2016
• Review of Leadership Class Outline and Schedule	Spring 2016
• Present Citizen Survey Results to Council	May 2016



FY 2016  
Management  
Project

## Develop Keep Bellaire Beautiful Presence/ Organizational Plan MP 1603

Team Leader: Cheryl Bright-West

### Why Statement:

The lack of consensus on how to define beautification, and the lack of clarity on the scope of the City's responsibility, point to the need for an established approach to beautification project decision-making.

### Scope:

Refine the definition of beautification as it relates to image improvement around the City and on City property. Continue working on contract management relationships to improve the level of service the City receives from vendors through coordination and constant communication. Develop a working relationship with the Citizens for A Beautiful Bellaire to coordinate and implement the council approved beautification improvement projects as identified by their organization.

### City Council Priority:

Residential and Recreational Focus Area

Work Plan:	Completion Date:
<ul style="list-style-type: none"> <li>Promote the improved Resident Request Tracker program to the citizens</li> </ul>	February 2016
<ul style="list-style-type: none"> <li>Work to improve the employees perception of being a stakeholder in the image and beautification efforts in Bellaire – Field Observation Program</li> </ul>	March 2016
<ul style="list-style-type: none"> <li>Work together with the Citizens for A Beautiful Bellaire to accomplish short term goals this fiscal year</li> </ul>	September 2016
<ul style="list-style-type: none"> <li>Continue to work on establishing important relationships with utility companies in Bellaire</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Review city contract administration as it relates to beautification efforts</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Continue to work horizontally with other City Teams (i.e. Communications Team, etc.)</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Be proactive, not reactive</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Tour city quarterly to look at potential beautification spots that need attention</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Identify beautification needs</li> </ul>	Ongoing



FY 2016  
Management  
Project

## Improve Project Management & Reporting

MP 1604

Team Leader: Michelle Jordan

### Why Statement:

Capital Improvement Projects impact budgets over multiple fiscal years, touch all members of the community, and their success leaves lasting physical reminders. Effective project management involves purposeful planning, well thought out budgets, schedules that are aggressive but achievable, and projections to enable City leadership to respond accordingly. Regular communication and project tracking help to keep the project progressing as planned, or identify challenges as early as possible. Effective project management also includes thoughtful and regular communication to the project owners, stakeholders, the public, and to the City Council. Due to the complexity, visibility, and fiscal impacts of Capital Improvement Projects, successful management is crucial to the long term health of the City.

### Scope:

Improvements and refinements to the City's Project Management and Reporting will occur over the next 12 months through several more defined focus areas.

1. **Implementation of systems, controls, and daily management strategies.** Track and manage budgets, spending projections, timelines, and consistency of project information. This includes clearly defining relationships and process ownership with the Project Owners (PW Director, PRF Director, etc.).
2. **Project reporting and information sharing to specific audiences.** Improved project reports for Project Owner, Stakeholders, City Administration, City Council, Public, etc. A review of the online and social media presence and potential enhancements will be reviewed and identified. Additionally, implementation of an improved communication strategy with residents directly affected by a project will occur.
3. **Project standards and efficiencies.** Review the existing project standards and identify redundancies or inefficiencies. Plan and achieve improvements to consistency and efficiency of project processes and documentation. Utilize all City and contracted resources according to individual strengths. Accurately project spending, schedules, and project personnel needs.
4. **Develop CIP.** Work with the CIP Team and Project Owners to identify potential CIP Projects. Evaluate the projects for impact and affordability, and create draft CIP for Board, Commission, and Council approvals.

Critical relationships and roles necessary to implement the Project Management Project include:

Project Owner – The specific department that owns the project. Ex.) Public Works Director owns all street projects; Parks, Recreation & Facilities Director owns park improvement projects. Has final approval of budget, scope, involved in problem solving, receives regular communication on day-to-day management. Has final approval of completed project.

Project Manager – Works with budget and scope identified by Project Owner to deliver the project successfully. Provides reports and communicates to Project Owner, as well as City administration, Council, and the public. Manages consultants and contractors, and works to resolve issues and concerns expressed by the public in collaboration with the Project Owner.

Consultants and Contractors – Managed by Project Manager. Will have work reviewed at appropriate intervals by Project Owner prior to completion.

**City Council Priority:**

Public Infrastructure and Facilities Focus Area

<b>Work Plan:</b>	<b>Completion Date:</b>
• Collaborate and prepare 5 year CIP	February 2015
• Secure Parks Board CIP Recommendation	March 20105
• Secure Planning & Zoning CIP Recommendation	May 2015
• Council review of CIP	May 2015
• Review of Project Standards and Documentation	July 2016
• Implement reporting standards and controls	ongoing
• Provide informative and accurate quarterly reports	ongoing



**FY 2016**  
**Management**  
**Project**

Ensure Smooth Transition from Construction through  
 Management/Programming and Maintenance of Evelyn's Park

**MP 1605**

Team Leader: Paul A. Hofmann

**Why Statement:**

Evelyn's Park has the chance to have a significant and positive impact on the community, in terms of visual appearance and recreational, cultural, and open space service delivery. The partnership with the Evelyn's Park Conservancy Board as described in the development and operating agreement will require attention as we transition from design to construction through park management.

**Scope:**

Ensure thorough communication through weekly project meetings, twice monthly EPCB meetings (City Manager liaison), and quarterly Board reports to the City Council. Assist the Board as necessary with staffing decisions, program development, and park rules.

**City Council Priority:**

Residential and Recreational Focus Area

<b>Work Plan:</b>	<b>Completion Date:</b>
• Review/Assist with Park programming and rules	June 2016
• Begin Park Maintenance	August 2016
• Construction weekly updates	Ongoing
• Bi-weekly Board meetings, City Manager as liaison	Ongoing
• Quarterly Reports from Board to Council	Ongoing





FY 2016  
Management  
Project

## Implement Block Inspections

# MP 1606

Team Leader: Paul A. Hofmann

### Why Statement:

Our maintenance of the city rights of way will be improved as a result of a pro-active approach to visual inspection of field conditions.

### Scope:

Our proposed Street Block Inspections program is designed to assist the Public Works department in becoming more proactive in its approach to public infrastructure maintenance and operations. After the initial identification and locating of assets to be inspected, the normal routine will be to conduct inspections on all blocks within the City on a quarterly basis. The survey will be designed to proactively identify issues to be addressed via internally generated work orders. Maintenance items will be performed by City staff or given to a contractor for completion. Items beyond regular maintenance will be addressed via CIP or otherwise by a contractor. Public Works will utilize the City Engineer and coordinate with other departments as needed.

### City Council Priority:

Residential and Recreational Focus Area

Work Plan:	Completion Date:
• Complete inventory structure necessary to gather assets at street surface level	November 2015
• Develop inspection criteria	January 2016
• Develop work order criteria	March 2016
• Begin field testing inspections and work orders	April 2016
• Complete data collection	May 2016



FY 2016  
Management  
Project

## Improve Appearance and Management of Public Grounds & Rights-of-Ways MP 1607

Team Leader: Paul A. Hofmann

### Why Statement:

The appearance of the City rights-of-way and City properties is not up to the standard of a premier city.

### Scope:

Management of contracts for mowing/litter abatement and landscaping maintenance to ensure contractors are meeting the contractual quality and frequency obligations. Work with Parks Board to identify locations for FY 2016 shade/playground structure implementation. Work with Cultural Arts Board to identify seasonal banners included in FY 2016 budget. Implement improved holiday decorations. Receive input from Citizens for A Beautiful Bellaire and direction from City Council regarding projects to be funded with the \$300,000 beautification funding included in the FY 2016 budget.

### City Council Priority:

Residential and Recreational Focus Area

Work Plan:	Completion Date:
<ul style="list-style-type: none"> <li>Develop an improved holiday decoration plan for this fiscal year and future with input from Beautification Team and feedback from citizens</li> </ul>	February 2016
<ul style="list-style-type: none"> <li>Feedback from Cultural Art Board on seasonal street light banners</li> </ul>	September 2016
<ul style="list-style-type: none"> <li>Feedback and input from Parks Advisory Board on shade/playground structures</li> </ul>	January 2016
<ul style="list-style-type: none"> <li>Work together with the Citizens for A Beautiful Bellaire to accomplish Council approved short term goals this fiscal year</li> </ul>	September 2016
<ul style="list-style-type: none"> <li>Complete monthly park inspections</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Complete monthly Right of Way inspections</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Continue to work horizontally with other City Teams (i.e. Beautification, CIP, etc.)</li> </ul>	Ongoing



FY 2016  
Management  
Project

## Implement Market Adjustment to Maintain Competitiveness MP 1608

Team Leader: Yolanda Williams

### Why Statement:

It is important to not let pay become a negative influence on our ability to attract and retain excellent employees.

### Scope:

In order to attract and retain premier employees, thoughtfulness and consistency in our approach to maintaining market competitiveness is critical. As such, we have recommended and Council approved a 1.5% market adjustment, which will be applied to the pay plan and effective the first pay period in FY 2016. During FY 2016, additional market studies will be performed and analyzed to prepare for FY 2017 recommendations. This Management Project will have some overlapping components with the MP 1601-Manage Turnover, Effectively Recruit & Fill Public Safety Positions.

(See also MP 1601)

### City Council Priority:

Budget and Finance Focus Area

Work Plan:	Completion Date:
<ul style="list-style-type: none"> <li>Implement 1.5% market adjustment approved by City Council on September 21, 2015</li> </ul>	October 9, 2015
<ul style="list-style-type: none"> <li>Re-evaluate competitors – our market</li> </ul>	November 20, 2015
<ul style="list-style-type: none"> <li>Perform Market Salary Study</li> </ul>	February 15, 2016
<ul style="list-style-type: none"> <li>Explore Pay &amp; Incentive Philosophies</li> </ul>	February 15, 2016
<ul style="list-style-type: none"> <li>Determine our Policy Position Relative to the Market</li> </ul>	February 15, 2016
<ul style="list-style-type: none"> <li>Determine and focus on what we can realistically offer as a premier employer</li> </ul>	February 15, 2016
<ul style="list-style-type: none"> <li>Determine Timing of Implementation</li> </ul>	February 15, 2016

NOTE: Per City Council's direction to the City Manager during the October 19, 2015 Council Meeting, the above Work Plan was revised to expedite the process in order to provide feedback and recommendations regarding pay and incentives within 120 days or sooner if possible. The Team had already met on October 6, 2015 to discuss and develop the work plan, and then again on October 22, 2015 to determine action items and begin the process. A meeting was held on November 4, 2015 to pull together data from action items and proceed to the next steps.



FY 2016  
Management  
Project

## Implement Solid Waste Routing Efficiency Improvements/Eliminate the General Fund Subsidy MP 1609

Team Leader: Paul A. Hofmann

### Why Statement:

Solid Waste management is a very important element of citizen satisfaction and public health and safety. Reliability of service requires adequate staffing and funding.

### Scope:

New rates are in effect for FY 2016, providing funding for two new full time permanent positions. New routes and schedules were implemented on October 5, 2015. The objectives were to improve the reliability of curbside recycling and minimize service interruptions associated with holidays. The FY 2016 budget included a voucher program from household hazardous waste.

### City Council Priority:

Budget and Finance Focus Area

Work Plan:	Completion Date:
• Voucher program cooperative agreement	February 2016
• Evaluate options for higher volume recycling containers (with Environmental & Sustainability Board)	February 2016
• Communicate and implement voucher program	March 2016



FY 2016  
Management  
Project

Amend Parks & Development Services Fees to More Equitably  
Distribute Cost Burden/React to Market Conditions

**MP 1610**

Team Leader: Linda Symank

**Why Statement:**

The City's comprehensive financial management policies prescribe a thoughtful approach to fee development, ensuring a proper relationship between fees imposed and services provided.

**Scope:**

Implement fee increases for FY 2016.

**City Council Priorities:**

Budget and Finance Focus Area

<b>Work Plan:</b>	<b>Completion Date:</b>
<ul style="list-style-type: none"> <li>Identity timing and process for implementing approved fee increases</li> </ul>	September 16, 2015
<ul style="list-style-type: none"> <li>Development Services Fee Increases               <ol style="list-style-type: none"> <li>Will provide email notification and post notices on doors.</li> <li>Building fee increase requires 60 day notice, becomes effective December 1, 2015.</li> <li>Other fees will be effective October 1, 2015.</li> </ol> </li> </ul>	December 1, 2015
<ul style="list-style-type: none"> <li>Parks &amp; Recreation Fee Increases               <ol style="list-style-type: none"> <li>All fees increases effective Jan 1, 2016.</li> <li>Brochures already printed for 1<sup>st</sup> quarter with current fees.</li> <li>Fees will be changed in the Class system by PRFD staff.</li> <li>Leisure Activity Guide published 1<sup>st</sup> week of December, web site notice, and pool signage to notify of fee increases.</li> </ol> </li> </ul>	January 1, 2016
<ul style="list-style-type: none"> <li>Discuss fee review for FY 2017 Budget process</li> </ul>	June 6, 2016



FY 2016  
Management  
Project

## Implement Fully Funded Vehicle/Equipment Replacement Fund Catchup MP 1611

Team Leader: Linda Symank

### Why Statement:

The City's long term fiscal condition is enhanced by not falling behind on vehicle replacements.

### Scope:

The process will be developed based on draft policy with responsibility for maintaining data and ownership of policy being defined. Departmental responsibilities will be defined. Develop a timeline for annual budget process identifying annual members of committee, and roles and responsibilities of committee. Identify procedures to ensure all purchases approved for replacement are made timely and according to purchasing requirements to ensure efficient uses of City resources.

### City Council Priority:

Budget and Finance Focus Area

Work Plan:	Completion Date:
• Review draft policy and identify process	November 2015
• Assign responsibility by departments	November 2015
• Develop timeline for budget process	November 2015
• Identify budget committee members by department representative	December 2015
• Establish role of annual budget committee	December 2015
• Implement process for FY 2017 Budget	January 2016



FY 2016  
Management  
Project

## Conduct Water and Wastewater Rate Analysis/Prepare for FY 2017 Implementation MP 1612

Team Leader: Linda Symank

### **Why Statement:**

The rate structure needs to cover current and future cost of service, including future capital improvements.

### **Scope:**

Review and consider methods for utility rate study.

### **City Council Priority:**

Budget and Finance Focus Area

Work Plan:	Completion Date:
<ul style="list-style-type: none"> <li>Review and consider methods for utility rate study: Determined that Public Utility Commission will provide a rate study at no cost to the City.</li> </ul>	October 2015
<ul style="list-style-type: none"> <li>Meet with Public Utility Commission to understand scope and requirements</li> </ul>	November 2015
<ul style="list-style-type: none"> <li>Rate study takes 30 to 60 days</li> </ul>	February 2016
<ul style="list-style-type: none"> <li>Review rate study results with staff</li> </ul>	March 2016
<ul style="list-style-type: none"> <li>Incorporate into FY 2017 Budget Process for Council consideration</li> </ul>	September 2016





FY 2016  
Management  
Project

# Network & Data Management MP 1613

Team Leader: Larry Parks

## Why Statement:

The primary mission of Information Technology (IT) is to provide secure infrastructure; excellent management oversight; and support in the delivery of information technology products and services to all City end users in an efficient and qualified manner.

## Scope:

The Network and Data Management Team will serve as a core working group to assist the IT Director in planning key IT initiatives; outline Departmental needs and serve as an advisory body in determining data policy and practices for the City.

## City Council Priority:

Public Infrastructure and Facilities Focus Area

## Work Plan:

Work Plan:	Completion Date:
• Remote access to network resources – Directors and select Community Services/Public Works field staff	December 2015
• Presentation to Council on off-premise telephone services	December 7, 2015
• Consideration by Council of off-premise telephone services	January 25, 2016
• Wireless network for all City Buildings and three City Parks	February 2016
• Develop standardized staff training materials	April 2016
• Conduct a network security audit	May 2016
• Customer Relations Management planning	September 2016

# FY 2016 Capital Improvement Projects

## Capital Projects

### CP 1601 – FY 2016 Pavement Management Program:

The FY 2016 Project will repair selected streets in the City of Bellaire in order to bring them up to an acceptable level of service and improve selected sidewalks.

### CP 1605 – Storm Water Drainage Plan:

This plan will study the known data regarding flooding within the City, as well as the data and plans of other agencies (Harris County Flood Control District, TxDOT, etc.) in order to identify potential improvements and funding sources.

### CP 1606 – Citywide SCADA Systems Upgrade Project Phase 2:

This phase will address Supervisory Control and Data Acquisition (SCADA) connections to the three City water plants (Central, Feld Park and Renwick), the three remote lift stations (Bellaire, Rice and Wendell), and the City wastewater treatment plant.

### CP 1607 – Wastewater Collection Line Replacement:

Includes approximately 4,500 linear feet of wastewater line replacement spread over a five year period, beginning in FY 2016 with a design project.

### CP 1608 – Rehabilitation of the Renwick Ground Storage Tank:

This project involves the blasting and recoating of the 1,000,000 gallon water storage tank on Renwick Drive.

### CP 1609 – Wendell and Bellaire Lift Station Rehabilitation Program Phase 2:

After flood damage and funding reallocation during FY 2015, the FY 2016 project will include the rehabilitation of the Wendell Lift Station's wet well basin.

### CP 1610 – Wastewater System Upgrades:

This project includes a variety of upgrades to the City's Wastewater system including a sludge pump, motor control center, aeration blower, generator improvements, and other components.

### CP 1602 – Playground and Shade Structures:

This funding allows for playground or shade structure replacement needs.

### CP 1603 – Public Works Facilities Assessment:

This will provide an assessment of the Public Works facility and address both short term challenges (current damage due to the May 2015 flood event) as well as long term space planning and life cycle conditions.

### CP 1604 – ROW Analysis, Integration, & Planning Project:

This study is designed to identify the location and use of all City of Bellaire Rights of Way (ROW) and what options may be available for those ROW parcels which do not presently include official public uses or are otherwise available for repurposing.

### CP 1611 – UV-T Infrastructure:

Replacement and improvement to streets and drainage systems including Anderson and Lehigh Streets. Funding to be provided by other agencies.



FY2016

Capital  
Project

# Pavement Management Program

## CP 1601

Project Manager	ARKK Engineers	
Project Owner	Brant Gary, Director of Public Works	
Appropriation	\$830,618	\$1,200,000
Funding Source	General Fund Current Revenue/METRO	
Council Approval Date	Design: November 2, 2015	

### **PROJECT SCOPE:**

The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. The City's goal is to bring the streets up to an acceptable level of service and keep them there through an aggressive and comprehensive maintenance program. This project is designed to address existing sidewalks as well as fill in gaps.

The streets for the Fiscal Year 2016 Project have been proposed based on overall condition noted during the Street Condition Assessment of all the streets maintained by the City of Bellaire.

### **Street Repair List:**

4600 Block of Birch	900 Block of Lennette Court
5100 Block of Braeburn Drive	5100 Block of Linden
500 Block of Cascade	4900-5000 Blocks of Maple
6300-7000 Blocks of First Street	100-400 Blocks of Mulberry Lane
5200-5300 Blocks of Grand Lake	5100 Block of Valerie
4500 Block of Holt	

### **Sidewalk Repair List:**

5100 Block of Locust	5100-5200 Blocks of Palmetto
4600 Block of Holly	5200 Block of Woodlawn Place
4400 Block of Lone	

Schedule	Start Date:	Completion Date:	Status:
• Preliminary Design	11/2015	1/2016	In Progress
• Design	2/2016	7/2016	
• Construction	8/2016	7/2017	



FY2016

Capital  
Project

## Storm Water Drainage Plan

CP 1605

Project Manager	ARKK Engineers	
Project Owner	Brant Gary, Director of Public Works	
Appropriation	\$45,000	
Funding Source	General Fund Current Revenue	
Council Approval Date	N/A	

**PROJECT SCOPE:**

The purpose of this project is to reduce the impact of the 100-year flood plain. Engineering study will use existing models developed of the City of Bellaire's main north/south drainage arterials in concert with state of the art 2-dimensional models along with data obtained in the field immediately after the May 25 – 26, 2015 storm to identify and evaluate ponding and overland flow problem areas. Capital Improvement Projects to improve drainage and reduce flooding occurrence based on different rainfall amounts and durations will be determined on a conceptual level with associated costs. A matrix of the potential flooding events with respect to intensity of rain and the improvements required to provide the desired level of service will be developed. This matrix should aid the City in pursuing potential funding partners from outside agencies to include FEMA, Texas Water Development Board, the Harris County Flood Control District and TxDOT. In addition, the City's Flood Hazard Mitigation Plan will be updated with this effort.

Schedule	Start Date:	Completion Date:	Status:
• Study	10/2015	7/2016	In progress
• Present to Council	7/2016	07/2016	



FY2016

Capital  
Project

# Citywide SCADA Systems Upgrade Project

## Phase 2

### CP 1606

Project Manager	ARKK Engineers	
Project Owner	Brant Gary, Director of Public Works	
Appropriation	\$150,000	
Funding Source	Enterprise Fund Current Revenue	
Council Approval Date		

**PROJECT SCOPE:**

With the completion of Phase I, the City will have completed a Needs Assessment, some minor upgrades and repairs, and a Supervisory Control and Data Acquisition (SCADA) Control System Master Plan. This Master Plan will outline the next phases of the SCADA System Upgrades Project. Phase II is scheduled to begin in FY 2016 and end in FY 2017. This phase will address SCADA connections to the three remote lift stations (Bellaire, Rice and Wendell) and the City wastewater treatment plant. It will allow for the monitoring and control of all the main components at the three water plants (Central, Feld Park and Renwick and the three lift stations. Phase III is tentatively scheduled for FY 2020 and will see further upgrades to the City's SCADA System such as connectivity to other City infrastructure and performing equipment upgrades.

Schedule	Start Date:	Completion Date:	Status:
• Design	5/2016	7/2016	
• Construction	8/2016	9/2016	



FY2016

Capital  
Project

## Wastewater Collection Line Replacement

CP 1607

Project Manager	ARKK Engineers	
Project Owner	Brant Gary, Director of Public Works	
Appropriation	\$20,000	
Funding Source	Enterprise Fund Current Revenue	
Council Approval Date		

**PROJECT SCOPE:**

Includes approximately 4,500 linear feet of wastewater line replacement spread over a five year period. This effort is currently proposed to occur over the next five years in four equally distributed projects. The planned approach will be to design a project in one year and construct it the next. The annual projects will be developed using a prioritization derived from the most recent condition assessment as well as operational issues that become apparent.

Schedule	Start Date:	Completion Date:	Status:
• Preliminary Design	10/2015	10/2015	Complete
• Design	11/2015	1/2016	In Progress



FY2016

Capital  
Project

# Rehabilitation of the Renwick Ground Storage Tank CP 1608

Project Manager	ARKK Engineers	
Project Owner	Brant Gary, Director of Public Works	
Appropriation	\$55,000	
Funding Source	Enterprise Fund Current Revenue	
Council Approval Date		

**PROJECT SCOPE:**

This project involves the blasting and recoating of the 1,000,000 gallon water storage tank on Renwick. A recent inspection indicated that this tank is in need of this rehabilitation work in order to preserve the functionality of the tank. Design and preliminary work will take place in the first year (FY 2016) followed by implementation the next (FY 2017).

Schedule	Start Date:	Completion Date:	Status:
• Design	1/2016	4/2016	
• Construction	FY 2017	FY 2017	





FY2016

Capital  
Project

# Wendell and Bellaire Lift Station Rehabilitation Program Phase 2 CP 1609

Project Manager	ARKK Engineers	
Project Owner	Brant Gary, Director of Public Works	
Appropriation	\$55,000	
Funding Source	Enterprise Fund Current Revenue	
Council Approval Date		

**PROJECT SCOPE:**

The Wendell and Bellaire Lift Stations have been evaluated and inspected for possible rehabilitation efforts. Funding for Phase I (FY 2015) was reallocated to the flood damage repairs for items not covered by insurance. Phase II in FY 2016 involves the rehabilitation of the Wendell Lift Station's wet well basin. Phase III in FY 2020 involves the rehabilitation of the Bellaire Lift Station's wet well.

Schedule	Start Date:	Completion Date:	Status:
• Design	1/2016	3/2016	
• Construction	4/2016	6/2016	



FY2016

Capital  
Project

# Wastewater System Upgrades

## CP 1610

Project Manager	ARKK Engineers/Brant Gary, Director of Public Works	
Project Owner	Brant Gary, Director of Public Works	
Appropriation	\$250,000	
Funding Source	Enterprise Fund Current Revenue	
Council Approval Date		

### **PROJECT SCOPE:**

This project includes a variety of repairs and upgrades needed for the City's Wastewater System that have been identified by staff. The following items are included in the project budget: Replace Motor Control Center (MCC) in Belt Press Room at the Waste Water Treatment Plant (WWTP), Replace Return Activated Sludge Pump at WWTP, Replace Aeration Blower at the WWTP, Bellaire & Rice Lift Station Mobile Generator Improvements, Infiltration & Inflow Wastewater System Assessment, Sludge Handling, Assessment & Improvements and Professional Services/Project Contingency.

Schedule	Start Date:	Completion Date:	Status:
• Design	10/1/2015	9/30/2016	Ongoing
• Construction	10/1/2015	9/30/2016	Ongoing



FY2016

Capital  
Project

## Public Works Facilities Assessment

CP 1602

Project Manager	PGAL	
Project Owner	Karl Miller, Director of Parks, Recreation and Facilities	
Appropriation	\$25,000	
Funding Source	General Fund Current Revenue	
Council Approval Date		

**PROJECT SCOPE:**

Update assessment of the Public Works and Waste Water buildings. The assessment will include mechanical equipment, roof condition, interior and exterior walls, program space, accessibility, current and future needs and storage. The assessment will also address a potential water barrier system for the two facilities. The last assessment took place in 2007 and due to the age and condition of both buildings, a new assessment is requested.

Schedule	Start Date:	Completion Date:	Status:
• Preliminary Assessment	10/2015	11/2015	In Progress
• Present Assessment to City Council for consideration	12/2015	12/2015	



FY2016

Capital  
Project

# Playgrounds and Shade Structures

## CP 1603

Project Manager	Buster Adams, Parks Superintendent	
Project Owner	Karl Miller, Director of Parks, Recreation and Facilities	
Appropriation	\$70,000	
Funding Source	General Fund Current Revenue	
Council Approval Date		

**PROJECT SCOPE:**

Provide annual funding to address playground replacement needs and/or the installation of either new or replacement shade structures. The site selection and preliminary design phase will require meetings with the Parks Board and possible on-site visits with Board members. Once the final design decisions are made and a vendor is selected it will take approximately 8 to 10 weeks for delivery. Installation will take 20 to 30 days.

Schedule	Start Date:	Completion Date:	Status:
• Preliminary Design	11/2015	12/2015	In Progress
• Design	12/2015	3/2016	
• Construction	6/2016	7/2016	



FY2016

Capital  
Project

## ROW Analysis, Integration &amp; Planning Project

CP 1604

Project Manager	TBD
Project Owner	John McDonald, Director of Development Services
Appropriation	\$50,000
Funding Source	General Fund Current Revenue
Council Approval Date	

**PROJECT SCOPE:**

This study is designed to identify the location and use of all City of Bellaire Rights of Way (ROW) and what options may be available for those ROW parcels which do not presently include official public uses or are otherwise available for repurposing. Focus will be on the commercial areas.

Additionally, once identified, ROW parcels will be reviewed for possible inclusion in alternative transportation routes that may best connect Bellaire within a regional network.

This study will provide an inventory of ROW as well necessary maps to highlight identified areas. Information provided by the study will assist with policy discussions on the following:

- ROW Management Policy to include commercial revitalization,
- Identification of Parks Trails and Pedestrian/Bicycle destinations and routes; and
- Evaluation of City property functionality.

Schedule	Start Date:	Completion Date:	Status:
• Study	12/2015	6/2016	
• Present to City Council	7/2016	07/2016	



FY2016

Capital  
Project

## UV-T Infrastructure

CP 1611

Project Manager	
Project Owner	John McDonald, Director of Development Services
Appropriation	\$5,000,000
Funding Source	Others
Council Approval Date	

**PROJECT SCOPE:**

Replacement and improvement streets & drainage to include Anderson and Lehigh Streets. These improvements are key to the commercial revitalization of the UVT District.

Schedule	Start Date:	Completion Date:	Status:
<ul style="list-style-type: none"> <li>Preliminary Design</li> </ul>	TBD		Project start is dependent on funding.