

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

DECEMBER 1, 2014

Council Chamber	Regular Session	7:00 PM
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7008 S. RICE AVENUE
BELLAIRE, TX 77401



Mayor

Dr. Philip L. Nauert

Mayor Pro Tem

Amanda B. Nathan

Councilman

James P. Avioli Sr.

Councilman

Pat B. McLaughlan

Councilman

Roman F. Reed

Councilman

Gus E. Pappas

Councilman

Andrew S. Friedberg

Mission Statement:

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

REGULAR SESSION - 7:00 P.M.

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

B. Inspirational Reading and/or Invocation - Roman F. Reed, Councilman.

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

1. U.S. Pledge of Allegiance.

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

2. Pledge to the Texas Flag.

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

D. Approval or Correction of Minutes:

Minutes of Regular and Workshop Sessions held on November 17, 2014:

Consideration of and possible action on the approval of the minutes of the Regular Session and Workshop Session of the City Council of the City of Bellaire, Texas, held on November 17, 2014.

Mayor and Council - Regular Session and Workshop Session - Nov 17, 2014
6:00 PM

E. Personal/Audience Comments.

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

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

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

F. Report(s):

City Manager's Report dated December 1, 2014, regarding a recap the municipal facilities project estimate and budget.

(Requested by Paul A. Hofmann, City Manager)

G. Presentation(s):

Presentation and update regarding the newly formed Bellaire Police and Fire Foundation by Ryan Herbst, Foundation President.

(Requested by Byron Holloway, Police Department)

H. New Business:

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

- a. Consideration of and possible action on a recommendation from the Public Works Department to award Engineering Services to ARKK Engineers, LLC, for the FY2015 Street and Sidewalk Pavement Management Project in the amount of \$221,355 and authorization for the Mayor and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, on behalf of the City of Bellaire, Texas, a Contract and Agreement for Engineering Services with ARKK Engineers, LLC, for said services in an amount not exceed \$221,355.

(Requested by Brant Gary, Public Works)

- b. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Chapter 2, Administration, Article I, In General, Section 2-5, City Departments, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of changing certain City Department names to correctly reflect the names included in the departmental reorganization plan presented to the City Council as part of the City's FY2015 Budget.

(Requested by Paul A. Hofmann, City Manager)

- c. Consideration of and possible action on the adoption of an ordinance amending the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2013, and ending September 30, 2014.

(Requested by Diane K White, Organizational Services)

- d. Consideration of and possible action on the adoption of a budget amendment amending the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2014, and ending September 30, 2015, due to the implementation of the City's Compensation Study.

(Requested by Diane K White, Organizational Services)

2. Boards and Commissions:

- a. Consideration of and possible action on the possibility of amending the subsection entitled "Requirements" in Section IV, "Initial and Future Appointments to the Evelyn's Park Conservancy Board by the City Council," of the Evelyn's Park Conservancy Board City Council Action Policy dated February 21, 2011, to eliminate the requirement that one (1) of the four (4) City Board Members "must" be a current member of the Parks and Recreation Advisory Board of the City of Bellaire, Texas.

(Requested by Tracy L. Dutton, City Clerk)

- b. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing one (1) member to the Parks and Recreation Advisory Board of the City of Bellaire, Texas ("Parks Board"), to fill an unexpired term commencing on December 1, 2014, and ending on June 30, 2016, or provide direction to the City Clerk to seek additional applications for the Parks Board and to schedule interviews to occur during the month of January 2015.

(Requested by Tracy L. Dutton, City Clerk)

- c. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, designating one (1) member to serve on the Evelyn's Park Conservancy Board ("EPCB") as the City's Representative to fill an unexpired term commencing on December 1, 2014, and expiring on June 30, 2015, or provide direction to the City Clerk to seek additional applications for the EPCB and to schedule interviews to occur during the month of January 2015.

(Requested by Tracy L. Dutton, City Clerk)

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

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

J. Adjourn.



CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

NOVEMBER 17, 2014

Council Chamber

Regular Session and Workshop Session

6:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

I. REGULAR SESSION - 6:00 P.M.

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

Mayor Nauert called the City Council of the City of Bellaire, Texas, to order at 6:05 p.m. on Monday, November 17, 2014. He announced that all members of City Council were present as set forth below.

Full Name	Title	Status	
Philip L. Nauert	Mayor	Present	
Amanda B. Nathan	Mayor Pro Tem	Present	
John Reed	Councilman	Present	
Anthony Aviola Sr.	Councilman	Present	
David Appas	Councilman	Present	
Michael Laughlan	Councilman	Present	
David S. Friedberg	Councilman	Present	
Michael Hofmann	City Manager	Present	
Gregory Petrov	City Attorney	Absent	
John Dutton	City Clerk	Present	

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

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

C. Pledges to the Flags - Amanda B. Nathan, Mayor Pro Tem.

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

D. Approval or Correction of Minutes:

Minutes of the Regular Session held on November 3, 2014.

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, November 3, 2014.

Mayor and Council - Regular Session - Nov 3, 2014 7:00 PM

Motion:

To approve the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, dated November 3, 2014.

Minutes Acceptance: Minutes of Nov 17, 2014 6:00 PM (Minutes of Regular and Workshop Sessions held on November 17, 2014:)

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

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

Ms. McBee addressed City Council regarding the agenda, which consisted of a Regular Session and a Workshop Session. Her understanding from the City Council's Rules of Procedure was that public comments or questions would not be permitted or considered during Workshop Sessions. The same Rules of Procedure allowed for any one member of City Council to suspend the Rules by a simple majority vote. Ms. McBee suggested that City Council strongly consider the degree of public interest in a topic when setting Workshop Sessions. She urged City Council to be a bit more flexible and referred to the recent citizen uprising regarding council communications in the City of West University Place.

Secondly, Ms. McBee urged City Council to select at least two meetings to allow public input on the municipal facilities.

Thirdly, having personally sat on the Sunset Review Committee ("Committee"), Ms. McBee advised that she believed it was the Committee's intent that an ad hoc committee would operate independently on behalf of the body appointing it, elect its own chair and vice chair, adopt its own rules of procedure, and welcome the public to attend regularly on their agendas. Ms. McBee stated that she would appreciate City Council discussing the role of an ad hoc committee this evening.

Finally, in connection with the Ad Hoc Municipal Facilities Committee, rumor had it that one of the members, who was not in attendance at its second meeting the previous week, was reputed to be planning to resign. Since that member was appointed by the Mayor, Ms. McBee asked that the Mayor address whether there had been a resignation and, if so, whether it was the Mayor's intent to replace that member.

Following Ms. McBee's personal/audience comments, agenda items were considered in the order written on the agenda through agenda item III. B., Item for Individual Consideration, Professional Engineering Evaluation related to The Shoppes at Uptown Crossing development. At the completion of that agenda item, Mayor Nauert reopened Personal/Audience Comments agenda item to allow Keith Bowers to address City Council. Mr. Bowers arrived after the meeting was underway and was unaware of the meeting's earlier start time.

Keith Bowers:

Mr. Bowers addressed City Council and indicated that he agreed with Councilman McLaughlan's concerns regarding drainage from The Shoppes at Uptown Crossing development. Mr. Bowers felt that it was prudent for the City to evaluate the impact to

Bellaire resulting from the development.

Secondly, Mr. Bowers referred to construction activity that would occur next year in the 7000 block of South Rice (i.e., municipal facilities and Condit Elementary School). He asked where the children at Condit Elementary School would play during construction and where the construction workers would park.

To answer some of those questions, Mr. Bowers referred to a property at 4913 Willow Street purchased by Frankel Development. He suggested that Bellaire require HISD to acquire or lease the site for parking during construction, and that Bellaire consider leasing the site for parking during the construction of the new municipal facilities.

Mr. Bowers advised that he understood that Frankel Development intended to construct two new homes on the property, yet he had not seen any applications or variances appear on the agendas of the Board of Adjustment, Planning and Zoning Commission, or City Council related to the property. He encouraged City Council to find out what the intentions were for the property, which was not well maintained, in Mr. Bowers' opinion.

F. Reports:

City Manager's Report:

Presentation of the City Manager's Report dated November 17, 2014, regarding recent police activity.

Prior to the presentation of his City Manager's Report, City Manager Paul A. Hofmann introduced the City's new videographer, Van Sanders of PHG Multimedia. It was noted that Mr. Sanders' services were obtained as a result of a competitive process.

The City Manager's Report dated November 17, 2014, provided an update on police activity for the month of October and the month of November to date. An overview of the status of recent residential burglaries was provided. Residents were urged to remain vigilant and invited to review crime profiles on the Bellaire Police Department website.

City Manager Hofmann stated that the Chief of Police was leading an effort to brainstorm different ways to disseminate information to the community. The City's efforts to re-establish the Neighborhood Watch Program had resulted in little interest.

In closing, City Manager Hofmann reviewed staffing in the Police Department and the efforts being made to fill vacant positions.
(Requested by Paul A. Hofmann, City Manager)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Roman F. Reed, Councilman
SECONDER:	Gus E. Pappas, Councilman
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

II. RECESS INTO WORKSHOP SESSION:

A. Municipal Facilities Review:

Discussion regarding various aspects of the City of Bellaire Municipal Facilities Project, including a public participation plan, Council Chamber characteristics, Court Room characteristics, shared or separate rooms, and future tour possibilities.

Dr. Philip L. Nauert, Mayor, advised that City Council was recessed into a Workshop Session at 6:30 p.m. on Monday, November 17, 2014.

City Manager Paul A. Hofmann asked Shawn Cox, Assistant to the City Manager, to provide a brief overview of the communication plan to be implemented for the Municipal Facilities Project.

Shawn Cox, Assistant to the City Manager, presented various outlets from which information could be disseminated to and received from the public. Examples of outlets included placards in the lobby with comment cards collected by the receptionist, town hall meetings (such as the State of the City meeting in February 2015), newspapers, magazines, press releases, City newsletter, water bill inserts, flyers, and the website.

Jeff Gerber, AIA, Lead AP, Chief Executive Officer, Pierce Goodwin Alexander & Linville (PGAL), indicated that his goal for the evening was to get specific information from City Council regarding the Council Chamber and Court Room and the different characteristics of those two rooms.

Council Chamber:

Focus:

- Seating;
- Use of Room; and
- Slope of Room.

With respect to seating arrangements for the audience in the Council Chamber, **Mr. Gerber** noted that the City's current facility had individual, fixed seats. Other options included fixed bench seating, moveable individual seats, and moveable seating ganged together. Mr. Gerber advised that moveable seats would allow the room to be used in more than one configuration. Since seating could be impacted by the use and slope of the room, input was requested on those topics as well.

Councilman Andrew S. Friedberg indicated that he preferred a more solemn or traditional Council Chamber with fixed seating (he did not have a preference as to the type--fixed bench or fixed individual seats).

Mayor Pro Tem Amanda B. Nathan indicated that she preferred a sloped room and fixed seats.

Mayor Philip L. Nauert indicated that he agreed with the sloped room and fixed seats options.

Councilman James P. Avioli, Sr., indicated that he preferred fixed seating.

Councilman Pat B. McLaughlan indicated that he would prefer fixed seating with arm rests and a sloped room.

Councilman Roman F. Reed indicated that he would prefer a solemn Council Chamber, fixed seating, and a sloped room.

Councilman Gus E. Pappas agreed with other members of City Council.

Dais Configuration

Focus:

- Persons seated at dais; and
- Curvature of dais (as opposed to a straight line).

Mr. Gerber asked City Council to give some thought as to who would sit at the dais and whether the dais should be curved (versus a straight line). It was noted that some cities included the City Manager, City Clerk, and City Attorney on the dais with members of City Council.

From a broadcast perspective, Mr. Gerber advised that it might be desirable for the dais to have less curve so that the audience could view each elected official in the same light (i.e., the current dais views some members of City Council in profile and some head on).

Mayor Pro Tem Nathan stated that she preferred the amount of curve currently existing at the dais, noting that she found it helpful to see other members of City Council. With respect to who sat at the dais, Mayor Pro Tem Nathan indicated that she like the current configuration with the City Clerk at the dais. Additionally, she liked the current configuration of the City Manager and City Attorney (table along one side of the dais) and found it helpful to be able to look directly at them during discussions.

Councilman Pappas stated that he liked the curved dais in that it allowed members of City Council to view each other and the audience. He felt that it was important for the City Manager to be able to view the City Council and audience. For those reasons, he felt that the current configuration was the most workable one.

Councilman Avioli agreed with the statements first initiated by Mayor Pro Tem Nathan. He felt that the present setup was very workable and would be his preference.

Councilman Friedberg indicated that he favored a curved dais with about as much curve as the current dais had. He stated that the curve of the existing dais was enough to allow members of City Council to converse with each other.

Councilman McLaughlan indicated that he believed everyone felt like the current dais configuration worked well, and he concurred with that. He referred to comments made earlier regarding the City Clerk's line of sight and suggested that she could be placed on either end of the dais, at the table with the City Manager and City Attorney or in another area of the Council Chamber.

Mayor Nauert advised that there was a great deal going on procedurally between the Mayor and City Clerk during meetings (broadcast issues, unanticipated issues, etc.) and noted the importance of a functional adjacency between the leader of the meeting and the City Clerk. He indicated that he liked

the current configuration of the dais.

In addition, Mayor Nauert referred to the difficulty he currently had in getting up from the dais and moving to either the podium or in front of the dais to issue proclamations. He stated he would like to be able to get down from the dais more easily.

Mayor Pro Tem Nathan noted that she believed everyone would agree that the dais needed to be raised (as it currently was). By nods of heads, everyone indicated consensus regarding the raised dais.

[Other items of concern with the City's current setup were the ability for all members of City Council and the audience to see the existing screen or displays on easels, as well as the speaker's difficulty to speak into the microphone at the podium and use an easel.]

Seating Capacity

Focus:

- Adequacy of current seating capacity.

Mr. Gerber referred to the Council Chamber's current seating capacity, noting that there were 54 seats in the audience. He inquired as to whether City Council felt that the current seating was adequate or if it needed to be increased (or decreased). He noted that an overflow area could still be created in the lobby or in an adjacent space.

Mayor Nauert advised that there some issues before City Council that led to an overflow crowd, although not commonly. He indicated that a few more seats would probably be helpful.

Councilman Friedberg referred to facilities, such as places of worship, with seating in a main sanctuary and a multi-purpose room (perhaps behind a sliding wall) adjoining the sanctuary that could be used in overflow situations.

Mr. Gerber advised that acoustics was often a problem with such rooms. He indicated that having an overflow room behind glass or an adjacent space that could participate through monitors would be desirable.

Councilman Pappas noted that the current lobby, when used for overflow, did not really allow for the same type of participation as those seated in the Council Chamber. He did like the idea of having an overflow room or using the lobby for overflow, if adequate speakers could be provided.

Councilman Avioli noted that during his tenure on City Council (140 meetings to date), he could recall only seven meetings that led to overflow into the lobby. He did not believe it would be necessary to design for the overflow, as it was not commonplace. He indicated that the suggestions made by Councilmen Friedberg and Pappas should be considered.

Dais Technology

Dais technology was **Mr. Gerber's** next topic of discussion. He referred to electronic voting and whether that capability might be desirable now or in the

future. He noted that different cities had different strategies with respect to what City Council saw at the dais-ranging from nothing to two devices (one controlled by a staff person and the other controlled by the member). He asked if City Council had any preferences as to what might be built into the dais, knowing that technology would change over the life of the dais.

Councilman Reed stated that he would like to have a screen/monitor at the dais showing the presentation that the public was seeing and a second device, such as an iPad® that could be controlled by the member of City Council.

Councilman Reed indicated that he would abide with the majority, but liked raising hands to vote rather than utilizing an electronic voting system.

Councilman Avioli stated that he agreed with Councilman Reed with respect to having a screen/monitor at the dais showing the presentation that the public was seeing. With respect to electronic voting, he indicated a preference for raising hands to vote.

Mayor Pro Tem Nathan advised that she was ambivalent with respect to electronic voting. She agreed with Councilman Reed that it would be useful to have a screen/monitor at the dais showing the presentation that the public was seeing.

Councilman Friedberg advised that he envisioned that the electronic voting system would be similar to that used at the State Capitol (board on wall with lights indicating how each member voted).

As far as technology at the dais, Councilman Friedberg agreed that it would be useful to have something easier to see presentations on. He did not feel that the technology should be fixed, as some members might prefer paper. He recognized that the City was trying to build a future-proof room, but indicated that a fixed iPad® might constrain the City's choices further down the road.

Mayor Nauert stated that it was very hard to predict what to construct for a ten-year time period; predicting what to construct 40-50 years in advance would be unrealistic. He agreed with the various opinions that some type of monitor would be helpful. He felt that there should be provision at this point for a pad of some kind. He indicated that he felt the pads utilized by the members should be similar.

Councilman McLaughlan stated that there was nothing like having to hold up your hand and vote one way or the other, especially after heated discussions; although some secondary type of electronic voting tally might be helpful. He agreed with the comments made Councilmen Reed and Avioli in that the primary method of voting should be holding up one's hand.

With respect to photographs of several dais configurations that Mr. Gerber presented to City Council, Councilman McLaughlan indicated that he felt that some of the configurations and related technology hid the City Council from the audience. In terms of recessing any of the screens, he felt that the view between the dais and the audience should be as open as possible.

Councilman Pappas agreed that fixed technology had a shorter lifespan than more flexible technology. He noted that some of the photographs of dais configurations appeared to have little desk space after technology had been

installed. He stated that he liked having desk space. With respect to electronic voting, he indicated that it might be worthwhile to have a system; however, he, too, preferred hand voting.

Broadcast Capability

Mr. Gerber advised that he had made the assumption that the objective for the new facility would include live broadcasting. He referred to a streaming quality broadcast in relation to a production broadcast television quality environment, noting that there was a sizable difference in the cost of the two environments. A production broadcast television quality environment included special lighting and other amenities and attention would be paid to shadows and other levels of detail. He advised that the City's current environment could be described as a streaming environment. Mr. Gerber indicated that if a production broadcast were desired later down the road, significant renovations would be required.

Mayor Nauert advised that he felt that the City's current streaming environment was adequate.

Councilman Friedberg concurred with Mayor Nauert's comment.

Councilman Pappas suggested giving some thought to creating more space for the videographer.

Audio Visual Capability

Mr. Gerber referred to different meeting room options for audio/visual capability. Photographs were shown depicting the use of television screens throughout the Council Chamber and screens behind the dais.

Mayor Nauert stated that he preferred to keep the meeting rooms simpler with two larger screens (such as rear projection screens).

Councilman Reed indicated that he would prefer the two larger screens (rear projection).

Councilman Pappas stated that he would like to look at a larger screen on occasion. For that reason, he did not like the screens that were behind the dais.

Mayor Pro Tem Nathan preferred dual screens on opposite sides of the room.

Staff Seating

Mr. Gerber referred to options for staff seating in the Council Chamber. He noted the City currently had dedicated space for the City Manager and City Attorney, with the remainder of staff sitting in the audience.

Mayor Nauert advised that the staff had not had problems getting to the podium from the audience.

There were no objections to the Mayor's statement.

Security

Focus:

- Dais security; and
- Entry security.

Mr. Gerber stated that a Kevlar®-type product would be installed behind the front panel of the dais to provide members with a place to get behind in the event that someone entered the Council Chamber with a gun and began shooting. Other security measures included emergency exits from the dais and panic buttons alerting the Police Department that something was going on in the Council Chamber. He indicated that unless told otherwise, the measures described would be included in the design of the Council Chamber.

Reference was made to security at the entrance to the Council Chamber. Mr. Gerber indicated that a decision would need to be made as to whether City Council wanted security to be visible in the lobby or not.

Councilman Friedberg indicated that he would like to hear what the Police Department thought about the types of security measures that would work for them with respect to the Council Chamber. He did not wish to think that prescreening would be necessary in Bellaire.

Mayor Pro Tem Nathan indicated that she agreed with Councilman Friedberg.

Mayor Nauert stated that he agreed with the measures suggested with respect to the dais material, emergency exits, and panic buttons.

Courtroom:

Mr. Gerber indicated that he had spoken with the Municipal Court Judges and Prosecutor and that their concerns and desires were similar to those of City Council.

It was noted that square footage and budget allocations had been given to both a Council Chamber and a Courtroom. Mr. Gerber stated that it was worth asking the question as to whether the City of Bellaire wanted to continue to have a separate Council Chamber and a separate Courtroom or whether it made sense functionally or economically to consider a shared space.

Mayor Nauert indicated that his understanding was that a facility that dealt with potential prisoners or detainees had to be designed to a certain hardened condition. Any other use of that same facility would have to be hardened similarly, which was an expensive endeavor.

Chief Holloway indicated that a holding cell would be needed.

Mr. Gerber stated that the materials, products, and degree of protection would be the same in the Courtroom and in the Council Chamber.

Councilman Friedberg advised that his inclination was not to share a room. He stated that he would like to get specific feedback and guidance from the people that used the space. An obvious concern that came to his mind was how a judge would look sitting at a large dais that curved. For programming and scheduling purposes, there were evenings when court was in session. Boards and commissions also used the Council Chamber, which made scheduling more complicated. Provided the City had the real estate to support it, his preference

would be for separate spaces.

Mayor Pro Tem Nathan stated that she agreed with Councilman Friedberg and also noted that metal detectors might be needed outside of the Courtroom. She believed everyone agreed that metal detectors were not wanted for the Council Chamber.

Councilman Pappas indicated that he agreed with everything stated by Councilman Friedberg and Mayor Pro Tem Nathan. He referred to the need for jury areas in Courtrooms and jury rooms. Additionally, locations for the witness and court reporter were completely different considerations from those needed for a Council Chamber. He did not feel that the rooms functioned in the same way.

Councilman McLaughlan stated that he agreed with everything that had been stated.

Councilman Avioli stated that he agreed with everything that had been stated.

Council Tours of the Facilities of Other Cities

Mr. Gerber indicated that he would be happy to set up tours for those areas of concern or interest to City Council. He stressed the importance of touring early rather than later, and suggested doing so by January.

Councilman Reed indicated that tours would be helpful. He noted an interest in seeing the relationship between the Council Chamber and Lobby in other cities.

Mayor Nauert stated an interest in viewing the facilities of similarly-sized cities with similar budgets.

Mayor Pro Tem Nathan advised that she would at least like to see photographs of other cities, but would concur with a tour if that was City Council's desire.

Councilman Reed referred to the desire for City Council to use the Civic Center for some of its meetings. He asked Mr. Gerber to consider some of the Council Chamber needs for that room.

Mr. Gerber thanked the members of City Council for their input.
(Requested by Karl Miller, Facilities Management)

B. Adjourn Workshop Session and Return to Regular Session.

Dr. Philip L. Nauert, Mayor, adjourned the Workshop Session at 8:11 p.m. on Monday, November 17, 2014. City Council returned to the Regular Session at this point in the meeting.

III. CONTINUATION OF REGULAR SESSION.

A. Call to Order - Dr. Philip L. Nauert, Mayor.

Dr. Philip L. Nauert, called the City Council of the City of Bellaire, Texas, back to order at 8:11 p.m. on Monday, November 17, 2014. He announced that a quorum consisting of himself and all members of City Council as follows:

Amanda B. Nathan, Mayor Pro Tem;
Roman F. Reed, Councilman;
James P. Avioli, Sr., Councilman;
Gus E. Pappas, Councilman;
Pat B. McLaughlan, Councilman; and
Andrew S. Friedberg, Councilman.

Also present were City Manager Paul A. Hofmann and City Clerk Tracy L. Dutton. City Attorney Alan P. Petrov was absent.

B. New Business:

Item for Individual Consideration:

Consideration of and possible action on direction to the City Manager of the City of Bellaire, Texas, to initiate a professional engineering evaluation of storm water discharge impacts, if any, on the City of Bellaire, Texas, from The Shoppes at Uptown Crossing development located at the Westpark Tollway and South Rice Avenue, Houston, Texas.

Motion:

To direct the City Manager of the City of Bellaire, Texas, to initiate a professional engineering evaluation of storm water discharge impacts, if any, on the City of Bellaire, Texas, from The Shoppes at Uptown Crossing development located at the Westpark Tollway and South Rice Avenue, Houston, Texas.

Councilman Pat B. McLaughlan introduced the agenda item before City Council. Reference was made to The Shoppes at Uptown Crossing development located at South Rice Avenue and Westpark consisting of a Micro Center, a Walmart, an extended-stay hotel, and other smaller businesses. He indicated that he had a concern as to whether or not the storm water management being implemented in the area of the development was adequate to retain the storm water falling on their property and would release the water in a controlled and orderly manner such that it would have no negative impact on the community of Bellaire. If the storm water release was not controlled, Bellaire could be damaged, in his opinion.

Councilman McLaughlan stated he submitted this agenda item simply to ask for a somewhat brief engineering study as to whether or not the development was currently retaining their storm water for controlled release or whether the City of Bellaire might have a problem that would require some subsequent action between the City of Bellaire and The Shoppes at Uptown Crossing development. He recommended that the requested engineering study be conducted to give the City a basis as to whether the City needed to move forward on any subsequent action or whether the development's system was adequate.

Discussion ensued among members of City Council regarding the main motion.

City Engineer James Andrews outlined the tasks the engineers had undertaken on behalf of the City thus far with respect to the project.

Following questions of the City Engineer by members of City Council, an

amendment to the main motion was offered:

Amendment (No. 1) to the Main Motion: {Withdrawn}

To direct the City Manager to initiate a professional engineering evaluation of the storm water discharge impacts, if any, resulting from The Shoppes at Uptown Crossing development, with authorization for the City Engineer to provide such services within the scope of his retainer with the City; additional work outside that scope shall require prior approval by vote of City Council.

{The amendment was moved by Councilman Andrew S. Friedberg and seconded by Councilman Pat B. McLaughlan.}

Discussion ensued among members of City Council regarding the amendment to the main motion. Following discussion, Councilman Friedberg withdrew his amendment, with the consent of Councilman McLaughlan, and offered the following amendment in lieu thereof.

Amendment (No. 1) to the Main Motion:

To direct the City Manager to initiate a professional engineering evaluation of the storm water discharge impacts, if any, resulting from The Shoppes at Uptown Crossing development, with authorization for the City Engineer to provide such services pursuant to his contract.

{The amendment was moved by Councilman Andrew S. Friedberg and seconded by Councilman Pat B. McLaughlan.}

Discussion ensued among members of City Council regarding the amendment on the floor. Following discussion, action was taken on the amendment.

RESULT:	UNANIMOUS [7-0]
MOVER:	Andrew S. Friedberg, Councilman
SECONDER:	Pat B. McLaughlan, Councilman
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

Discussion ensued among members of City Council regarding the main motion, as amended. Following discussion, action was taken on the main motion, as amended.

(Requested by Tracy L. Dutton, City Clerk)

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	James P. Avioli Sr., Councilman
SECONDER:	Gus E. Pappas, Councilman
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

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

Items for future agendas included a request from Councilman James P. Avioli, Sr., for an update on the status of the east side of The Shoppes at Uptown Crossing development property, noting his concern as to the type of development that might occur in the City's Urban-Village Transit Oriented Development District (UV-T). Councilman Gus E. Pappas noted that he was interested in hearing how the Recycles Fest event went, noting that this was the first one held in conjunction with the City of West University Place.

Items of community interest from the Mayor and City Council included reminders of the Nature Discovery Center's Gala (on Friday) and Holiday in the Park (on December 4th); expressions of thanks to Jeff Gerber of PGAL for his presentation regarding options for consideration for the city facilities; wishes for a safe and Happy Thanksgiving holiday; and recognition of the recent groundbreaking for the Condit Elementary School.

D. Adjourn Regular Session.

Motion:

To adjourn the Regular Session of the City Council of the City of Bellaire, Texas, at 9:07 p.m. on Monday, November 17, 2014.

RESULT:	UNANIMOUS [7-0]
MOVER:	Roman F. Reed, Councilman
SECONDER:	Amanda B. Nathan, Mayor Pro Tem
AYES:	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 12/01/14 07:00 PM
Department: City Manager
Category: Report
Department Head: Paul A. Hofmann
DOC ID: 1425

**SCHEDULED
INFORMATION ITEM (ID
1425)**

Item Title:

City Manager's Report dated December 1, 2014, regarding a recap the municipal facilities project estimate and budget.

Background/Summary:

City Manager Paul A. Hofmann will present his City Manager's Report dated December 1, 2014, to members of City Council. The topic of the report will be a recap of the municipal facilities project estimate and budget.

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

City Manager Paul A. Hofmann recommends acceptance of his City Manager's Report dated December 1, 2014, into the record.

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 12/01/14 07:00 PM
Department: Police Department
Category: Presentation
Department Head: Byron Holloway
DOC ID: 1426

**SCHEDULED
INFORMATION ITEM (ID
1426)**

Item Title:

Presentation and update regarding the newly formed Bellaire Police and Fire Foundation by Ryan Herbst, Foundation President.

Background/Summary:

Ryan Herbst President of the Bellaire Police and Fire Foundation, hereafter referred to as the Foundation, will provide a brief presentation on the status of the Foundation. Herbst introduced the Foundation to Mayor and Council during the Personal/Audience Comments portion of the January 27, 2014 Regular Session.

The Mission of the Foundation is "To enhance public safety in the City of Bellaire by promoting excellence in the Police and Fire Departments" The Foundation intends to act as an independent resource to the Police and Fire Departments by funding equipment, technology, programs, and training that promotes officer and fire fighter safety, excellence and operational efficiency. The Foundation which was formed by local residents and business leaders has been granted 501(c) 3 status.

Previous Council Action Summary:

None.

Fiscal Impact:

None.

Recommendation:

Chief of Police Holloway recommends the acceptance of this presentation.

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 12/01/14 07:00 PM
Department: Public Works
Category: Ordinance
Department Head: Brant Gary
DOC ID: 1389

**SCHEDULED
ORDINANCE (ID # 1389)**

Item Title:

Consideration of and possible action on a recommendation from the Public Works Department to award Engineering Services to ARKK Engineers, LLC, for the FY2015 Street and Sidewalk Pavement Management Project in the amount of \$221,355 and authorization for the Mayor and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, on behalf of the City of Bellaire, Texas, a Contract and Agreement for Engineering Services with ARKK Engineers, LLC, for said services in an amount not exceed \$221,355.

Background/Summary:

This engineering proposal is to provide engineering services related to preparation of drawings, specifications, cost estimates, field engineering, construction administration and construction observation for the FY2015 Street and Sidewalk Pavement Management Project.

The total estimated budget for this project is \$1,471,331 which includes \$1,241,976 for construction and bid advertising, \$8,000 for construction material testing services, and \$221,355 for engineering and project management services covered by this proposal.

The total engineering and construction phase services for this project are estimated to be \$221,355, or 17.7% of the construction cost, and would include the following items:

- The Engineering Design and Surveying Fee for this project is \$130,780 or 10.5% of the estimated construction cost.
- The Construction Administration Service Cost for this project is \$18,750 or 1.5% of the estimated construction cost.
- The Construction Observation Service Cost for this project is \$70,350 or 5.6% of the estimated construction cost. This project is for 44 weeks at 20 hours per week or 880 hours. The Construction Observation Service Cost of \$70,350 divided by 880 hours equals \$79.94 per hour.
- The anticipated cost for the accessibility review through the Texas Dept. of Licensing & Registration (TDLR) is \$1,475 or .1% of the estimated construction cost.

The Director of Public Works has reviewed the pricing and given the expectations of this project and the excellent history the City has experienced in the past with ARKK, recommends ARKK Engineers, LLC for engineering services associated with the FY2015 Street and Sidewalk Pavement Management Project.

Based on the Street and Sidewalk Condition Assessment completed in 2012, the following streets have been included in this project:

Street Repair

The street blocks designated for street repair are as follows:

- 5300 - 5400 Blocks of Pine St.
- 4800, 4900 & 5300 Blocks of Braeburn Dr.
- 5300 Block of Holly St.
- 5200 Block of Mimosa St.
- Second St. (Bellaire Blvd. to Bissonnet St.)
- 5200 Block of Chestnut St.
- 4300 Block of Lafayette St.

Sidewalk Repair

The street blocks designated for sidewalk repair are as follows:

- 100 Block of Boulevard Green
- 4700 Block of Glenmont Dr.
- 100 Block of Pin Oak Estates Dr.
- 100 Block of Pin Oak Estates Ct.
- 5200 Block of Pine St.
- 4500 Block of Pine St
- 900 Block of Wildwood Dr.
- 4500 Block of Wedgewood Dr.
- 5600 Block of Innsbruck St.
- 5600 Block of St. Moritz St.
- 5600 Block of St. Paul St.
- 4500 Block of Geneva St.

FISCAL IMPACT:

FY2015 METRO Fund and CIP - Pavement Management Program, \$1,000,000 and Trip Hazards Management Program, \$471,331.

RECOMMENDATION:

The Director of Public Works has reviewed the proposal and recommends approval of engineering services for the improvements set forth in the ARKK Engineers proposal in the amount of \$221,355.00 and authorization for the Mayor and the City Clerk of the City of Bellaire, Texas, to execute and attest to, respectively, a *Contract and Agreement for Engineering Services* with ARKK Engineers, LLC related to said engineering services.

ATTACHMENTS:

- Engineering Services for FY2015 Street and Sidewalk Pavement Management Project (PDF)
- 2015 Bellaire ST Maintenance Project - Proposal (PDF)

Ordinance (ID # 1389)

Meeting of December 1, 2014

- 2015 Bellaire ST Maintenance Project - Map (PDF)



ORDINANCE NO. 14-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AUTHORIZING THE MAYOR AND THE CITY CLERK OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE AND ATTEST, RESPECTIVELY, A *CONTRACT AND AGREEMENT FOR ENGINEERING SERVICES* WITH ARKK ENGINEERS, LLC, IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A," FOR THE PROVISION OF ENGINEERING SERVICES ASSOCIATED WITH THE FY2015 STREET AND SIDEWALK PAVEMENT MANAGEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$221,355.

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

That the Mayor and the City Clerk of the City of Bellaire, Texas, are each hereby authorized to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a *Contract and Agreement for Engineering Services* with ARKK Engineers, LLC, in a form as attached hereto and marked Exhibit "A," for the provision of engineering services associated with the FY2015 Street and Sidewalk Pavement Management Project in an amount not to exceed \$221,355.00.

PASSED, APPROVED, and ADOPTED this 1st day of December, 2014.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Philip L. Nauert
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney



EXHIBIT A

Contract and Agreement for Engineering Services

Engineer: ARKK Engineers, LLC
Project: FY2015 Street and Sidewalk Pavement Management Project
Approved by: Ordinance No. 14-_____ dated December 1, 2014



**CONTRACT AND AGREEMENT
FOR ENGINEERING SERVICES**

ARKK ENGINEERS, LLC

This Agreement is made and entered into by and between the **CITY OF BELLAIRE, TEXAS**, hereinafter referred to as "**BELLAIRE**," and the undersigned, **ARKK ENGINEERS, LLC**, hereinafter referred to as "**ENGINEER**," a limited liability company authorized to conduct business in the State of Texas.

I.

BELLAIRE desires to enter into an Agreement with **ENGINEER** in order that **ENGINEER** may render engineering services and other services as specified in the proposal as attached hereto and marked "Exhibit 1"; and **ENGINEER** has agreed to perform said services for the consideration set out in "Exhibit 1" attached hereto. **ENGINEER** has represented and does represent, by signature and execution of this Agreement, that the professional services and other services to be purchased by **BELLAIRE** can be reasonably rendered in a competent and professional manner.

II.

ENGINEER agrees to render said services for the consideration set out in Exhibit "1" attached; and **BELLAIRE** agrees to pay, within 30 days of the receipt and acceptance of monthly progress invoices with status reports, the consideration as therein set out.

III.

It is specifically understood and agreed that **BELLAIRE** may, at any time, cancel this Contract and Agreement; and in the event of such cancellation, **ENGINEER** shall only have a claim against **BELLAIRE** in quantum meruit for services actually rendered or costs actually incurred for and on behalf of **BELLAIRE** and have no claim for any other reason whatsoever.

Exhibit A to Ordinance No. 14-__

IV.

In the event of dispute or disagreement as to the provisions, purpose, or intent of any of the terms and provisions of this Contract and Agreement or any exhibit attached hereto, the City Manager of **BELLAIRE** shall provide an interpretation of this Agreement and shall inform **ENGINEER**, by letter, of such interpretation, which shall form a part of this Agreement, and which interpretation shall become final and binding upon the signatories hereto, subject to the right of **ENGINEER** to appeal any decision made by the City Manager to the City Council of **BELLAIRE**. In the event of appeal of **ENGINEER**, the City Council of **BELLAIRE** shall, upon consideration of all facts and evidence that may be brought before it, and in consideration of all other factors or matters that may also be properly brought before it, render an interpretation which shall be binding upon all parties hereto.

V.

In the event of any conflicts or provisions contained in "Exhibit 1" attached hereto which differ from the terms and provisions of this Contract and Agreement for Engineering Services, Exhibit "1" being incorporated herein for all purposes, the terms and provisions of Exhibit "1" shall be deemed to be controlling and shall supersede the terms and provisions of this Agreement.

VI.

Upon earlier termination or upon completion of all services to be rendered and delivery of the work product thereof to **BELLAIRE** under the terms and provisions of this Agreement, **ENGINEER** shall receive final payment in an amount as shall be properly itemized and described, and the same shall be clearly identified as "Final Payment"; and receipt thereof and acceptance by **ENGINEER** and tendering of the same by **ENGINEER** for payment shall constitute a full and final release of any and all liability which may be claimed by **ENGINEER** against **BELLAIRE**. Said release shall be full and final even though the same may not be reflected verbatim on the face of the check or draft accepted, endorsed, and tendered for payment.

Exhibit A to Ordinance No. 14-__

This Contract and Agreement is entered into and executed this, the _____ day
of December, 2014.

ARKK ENGINEERS, LLC

By: _____

Printed Name: _____

WITNESS:

Printed Name: _____

Exhibit A to Ordinance No. 14-____

This Contract and Agreement is executed by the Mayor of **BELLAIRE** and attested by the City Clerk of **BELLAIRE** under authority granted by Ordinance No. 14-____ duly adopted by the City Council of **BELLAIRE** on the 1st day of December, 2014.

CITY OF BELLAIRE, TEXAS

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

ATTEST:

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

APPROVED AS TO FORM:

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

Exhibit A to Ordinance No. 14-____



EXHIBIT 1

Proposal for Engineering Services

Engineer: ARKK Engineers, LLC
Project: FY2015 Street and Sidewalk Pavement Management Project
Approved by: Ordinance No. 14-____ dated December 1, 2014



November 14, 2014

Mr. Brant Gary
 Director of Public Works
 City of Bellaire
 7008 S. Rice Avenue
 Bellaire, Texas 77401

Re: Proposal for Engineering Services for the
 FY2015 Street and Sidewalk Pavement Management Project
 City of Bellaire, Texas

Dear Mr. Gary:

ARKK Engineers, LLC (ARKK) is pleased to submit this proposal for engineering services for the FY2015 Street and Sidewalk Pavement Management Project. The proposed scope of services includes the following services:

- Engineering Design
- Storm Water Pollution Prevention Plans
- Traffic Control Plans
- Bid Phase
- Neighborhood Meeting
- Field Engineering
- Texas Department Of Licensing and Regulation Compliance
- Construction Administration
- Construction Observation
- Material Testing Coordination

A description of the project, project area map and an estimate of probable construction cost are provided with this proposal.

PROJECT OBJECTIVES

This project addresses several objectives:

- Assets Protection – The City of Bellaire owns and maintains over 65 miles of streets and 50 miles of sidewalks. This project protects those assets by repairing certain segments of the streets and sidewalks through an aggressive maintenance program.
- Beautification – The streets and sidewalks are perhaps the most visible infrastructure the City owns. Repairing the failed sections will greatly enhance the beauty of the City.

- City Services - This project protects those assets by repairing certain segments of the streets and sidewalks through a Pavement Management Program geared to keeping our pavements at an acceptable level of service.
- Maintenance – Proper maintenance prolongs the assets useful life.
- Public Safety – Improvements to the street surface will improve the driver reaction time and resistance to skidding. Improvements to the sidewalk system may help keep pedestrians out of the streets and away from vehicular traffic.
- Quality of Life – Repairing major distresses in pavements like potholes, cracks and offset slabs provides for a greater sense of safety and pride in the community.

PROJECT OVERVIEW

The City of Bellaire's Street and Sidewalk Pavement Management Program is geared toward improving the overall quality of the roadway and sidewalk system by repairing pavement failures and distresses. The City's goal is to bring the streets and sidewalks maintained by the City up to an acceptable level of service and keep them there through an aggressive and comprehensive maintenance program.

The streets and sidewalks for the Fiscal Year 2015 Project were selected because of their overall poor condition noted during the Street and Sidewalk Condition Assessment of the streets and sidewalks maintained by the City of Bellaire completed in 2013. Streets and sidewalks designated for total reconstruction under Rebuild Bellaire were not considered for this project.

The anticipated repairs may include removal and replacement of sections of distressed street and sidewalk pavement, inlets, curbs and asphalt and the addition of inlets to existing storm sewers where possible. Some streets may require repairs to relatively small areas, others may need a complete mill and overlay or only a portion of the street resurfaced. Sidewalk variance from the Texas Department of Licensing and Registration (TDLR) maximum cross-slope requirements will be requested where new sidewalk meets existing non-conforming sidewalks, if required. Engineering design will consist of preparing base drawings with estimated repair areas, details, specifications and bid items to cover the anticipated work items. The exact repair areas will be adjusted after field surveying is completed by the Contractor and submitted to the Engineer for review.

The estimated probable construction cost for the FY2015 Street and Sidewalk Pavement Management Project of \$1,241,976 for construction and bid advertising , \$8,000 for material testing and the proposed fees for the Engineering services described in this proposal of \$221,355 amount to a total budget of \$1,471,331. The bid package may include base bid streets and add alternate bid streets, so the City may award the project within the budgeted amount.

Street Repair

The street blocks designated for street repair are as follows:

- 5400 Pine
- 5300 Pine
- 5300 Braeburn
- 5300 Holly
- 5200 Mimosa
- 4800 Braeburn
- 4900 Braeburn
- 2nd St. (Bellaire Blvd. to Bissonnet St.)
- 5200 Chestnut
- 4300 Lafayette

Sidewalk Repair

The street blocks designated for sidewalk repair are as follows:

- 100 Boulevard Green
- 4700 Glenmont
- 100 Pin Oak Estates Dr.
- 100 Pin Oak Estates Ct.
- 5200 Pine St.
- 4500 Pine St
- 900 Wildwood
- 4500 Wedgewood
- 5600 Innsbruck
- 5600 St. Moritz
- 5600 St. Paul
- 4500 Geneva

SCOPE OF SERVICES

Engineering Design

Topographic Survey

- The City has existing topographic survey information in the project areas. ARKK is prepared to supplement the existing survey data with additional field measurements necessary for design. The contractor will be required to provide additional survey data during the construction phase for repair area adjustments to be determined during the field engineering stage of the project.

Final Design

- Prepare block maps of the areas to be evaluated using existing aerial photography.
- Visit each street to photograph measure and sketch areas to be repaired.
- Prepare base drawings for the areas to be repaired using existing aerial photography drawings. The drawings will include estimated repair limits that will be surveyed by the contractor prior to construction for the optimum repair methods and final limits of work for each street block.
- Provide repair locations to AT&T, Comcast, Center Point Energy Gas and Electric, and request drawings of their facilities that may be impacted by the proposed construction. Transfer the information from their drawings to the construction plans and request confirmation signatures from their representatives.
- Prepare final engineering design detail drawings and specifications for various types of repairs to be utilized on the Project. As each area is evaluated during construction, applicable pay items will be measured and only paid for as used and approved.
- Prepare an Engineer's final cost estimate for construction.
- Prepare a construction implementation schedule.
- Coordinate with the City during the final design process and provide draft documents for the City to review. Incorporate appropriate comments with the final bid documents.

- Furnish two (2) hard copy sets and one electronic copy of construction documents to the City of Bellaire.

Geotechnical Investigation

- Geotechnical soil borings and laboratory test results from previous projects in the area will be utilized to prepare construction recommendations.

Consultation with the City's Urban Forester

- Visit the proposed sidewalk repair areas to determine necessary tree protection measures and include details, specifications and pay items in the contract documents.
- Consult with the Urban Forester for appropriate tree protection and preservation measures to be recommended during the construction process.

Storm Water Pollution Prevention Plan

- Prepare Storm Water Pollution Prevention Plans (SWPPP), details and specifications for implementation and maintenance in accordance with the Texas Pollutant Discharge Elimination System (TPDES) General Permit for Storm Water Discharge from construction sites.
- Provide bid items and estimated quantities to be included in the contract documents

Traffic Control Plans

- Prepare typical Traffic Control Plan details for the routing of traffic through the repair areas during construction. The details will include required signs and lane closures to complete the proposed repairs.
- Prepare a Construction Phasing Plan to minimize disruption of ingress/egress to areas impacted by construction.
- Meet with City staff to discuss access to adjacent properties for property owners and emergency vehicles during construction and to determine if feasible measures to mitigate

the impact should be included in the construction contract.

Bid Phase Services

- Assist the City of Bellaire in obtaining bids for the Project.
 - Prepare an Invitation to Bid for publication in newspaper
 - Send notice of bid to a list of contractors and follow-up with phone calls to discuss the generalities of the project with contractors
 - Communicate with contractors throughout the bid phase to confirm adequate interest in the project
- Dispense construction documents to potential bidders.
 - Provide plans and specifications for Contractors to obtain at ARKK's office
 - Provide plans and specifications to Public Works and Contractor Organization offices for public and contractor viewing
- During the bidding process, provide information to and answer questions from potential bidders concerning the Project's construction documents.
- Conduct a pre-bid conference for potential bidders.
 - Advise potential bidders of specific project requirements and the working environment
 - Advise of time constraints, allotted time and penalties for exceeding the contract time
 - Advise that residents must be provided access to their property
 - Advise of requirement to restore existing color, material and pattern of existing driveways within the street right of way as much as possible
 - Advise of requirement to restore existing landscaping within the street right of way
 - Advise of requirement to clean the site daily and moisten to prevent dust
 - Advise of requirements regarding equipment, materials and sanitary facilities at the site
 - Answer questions from contractors regarding the project and working conditions
 - Prepare pre-bid meeting minutes and distribute to all plan holders
- Evaluate the bids and qualifications of the apparent low bidder and advise the City of Bellaire as to the acceptability of the apparent low bidder for the project.
 - Publicly open bids at City Hall
 - Tabulate Contractors' bids and correct errors, if required
 - Contact Contractor's references regarding acceptability of previous work

- Research Contractor's bonding company's status and rating
- Prepare Letter of Recommendation (LOR) for award of construction contract
- Present LOR to City Council and answer questions regarding award of the contract
- Deliver five sets of contract documents to the Contractor for signature, then to the City for signature, then distribute to the Contractor, the City and ARKK.

Construction Administration Services

- Act as the City's Project representative during the construction phase.
 - Act as City's liaison with adjacent Municipalities, outside Agencies, and Private Utility Companies
 - Coordinate scheduling and resolution of unforeseen utility conflicts
- Review and respond accordingly to all submittals as required by the contract specifications.
 - Construction Schedule
 - Sub-Contractors
 - Tree Protection/Preservation plans and schedules
 - Pre-construction Photographs
 - Resident Notification Letters
 - Trench safety systems
 - Manufacturer's data on materials used in the project
 - Concrete and Hot Mix Asphaltic Concrete (HMAC) mix designs
- Conduct a pre-construction conference with the Contractor, Public Works staff and Private Utility Company Representatives to discuss schedules, notifications, conflict resolutions and other construction concerns.
- Conduct bi-weekly progress meetings throughout the construction process to discuss construction progress, problems and scheduling of work
- Review the contractor's pay estimates, evaluate the completion of work and make payment recommendations to the City of Bellaire.
 - Compare the Contractor's application to our Site Representative's daily reports
 - Compare quantities to the construction plans
 - Perform site visits to observe status and condition of work
 - Prepare recommendation for payment of Contractor's application

- Provide engineering and technical office personnel support throughout construction to include:
 - Process and file data compiled by the Site Representative such as daily reports, construction photographs, notes and sketches and material receipts such as lime for subgrade stabilization, cement stabilized sand, concrete and asphalt
 - Compare material receipt quantities for pay items to confirm design parameters are met
 - Provide written documentation to the Contractor and the City when and if the Site Representative does not receive full cooperation from the Contractor's Superintendent regarding adherence to the construction contract documents
 - Provide support to the on-site representative(s) through supervisory and administrative services and coordination of time off
- Visit the site and meet with the Contractor and Site Representative at intervals appropriate to the various stages of construction to answer questions and observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the Contract Documents.
- Review invoices from the City's Material Testing contractor and provide recommendations for payment to the city.
- ARKK will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). ARKK's efforts will be directed toward providing a greater degree of confidence for the City of Bellaire that the completed work of Contractor(s) will conform to the Contract Documents, but ARKK will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. ARKK will notify the City in writing of known non-conforming work by the Contractor.
- Provide one hard copy set of Record Drawings prepared by the Contractor to the City.
 - Check the contractor's as-built drawings with the notes, sketches and photographs compiled by the site representative throughout the project
 - Incorporate any field change drawings made during construction
 - Provide one electronic copy of the Record Drawings

Field Engineering Services

- Provide Engineering staff during construction to finalize and coordinate with the Contractor the exact limits of repair areas. It is anticipated that the Engineering staff will be on site an average of 9 hours each week for the 10-month duration of the Project.
- Visit each street with the Contractor to determine and mark the street repair limits.
- Visit each street with the Contractor to evaluate field conditions regarding the proposed removal and replacement of sidewalk, discuss resident's concerns and determine the repair limits. The limits will be marked and appropriate bid items will be selected, agreed to and documented with the construction contractor prior to proceeding with construction.
- Where necessary, the Contractor will survey existing pavement elevations. ARKK will evaluate the survey data to determine optimum repair limits and slopes to provide adequate drainage of storm water runoff. If evaluation of the survey data results in a change in the repair limits, the markings will be revised prior to pavement saw cutting.

Construction Observation

- Provide limited on-site representative(s) to observe the progress and quality of the work by the Contractor(s). It is anticipated that the on-site representative(s) will be on site an average of 20 hours each week for the 10-month duration of the Project.
- The on-site representative(s) will provide daily reports on the status of the construction to include:
 - Weather conditions
 - Contractor's work force, equipment and manpower, hours worked
 - Laboratory testing activities
 - Performance testing of water and sewer lines if required
 - Construction activities at the site
 - Field measured pay item quantities
 - Noteworthy occurrences
- The on-site representative(s) will attend meetings such as pre-construction conference, progress meetings and other project related meetings.

- The on-site representative(s) will take pre-construction photographs and periodic photographs of the construction progress and of key items of concern.
- The on-site representative(s) will coordinate the activities of the City's testing laboratory.
- The on-site representative(s) will coordinate with the City of Bellaire and the Contractor for construction scheduling, resident notification and communication.
 - Scheduling water or sewer disruptions to minimize inconvenience to residents
 - Coordination of repairs of utilities accidentally impacted, notification of utility owner, fire and police departments when applicable
 - Coordination of notification to impacted property owners and City staff for impending construction activities and access disruptions
- The on-site representative(s) will assist in the performance of a final inspection, the preparation of a punch list and subsequent follow up inspections.
- The on-site representative(s) will assemble and maintain notes, comments, sketches, and supporting data related to the project to assist in the preparation of record drawings.
- Meet with residents individually and as groups to discuss specific concerns. Such concerns typically include the placement of driveways and sidewalks, replacement of landscaping and irrigation system components, the construction schedule as it relates to individual concerns, and access for residents with special needs.
- The on-site representative(s) will be furnished in an effort to aid the process of observing the performance of work of the Contractor(s). Through more extensive on site observations of the work in progress, ARKK shall endeavor to provide further protection for the City of Bellaire against defects and deficiencies in the work of the Contractor(s); but the furnishing of such on-site representative(s) will not make ARKK responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions or programs, or for Contractors(s) failure to perform their work in accordance with the Contract Documents. ARKK will notify the City in writing of known non-conforming work by the Contractor.

Construction Material Testing Coordination

ARKK will coordinate the services of an independent laboratory contracted by the City to perform the following testing of the material used during construction:

- Coordinate scheduling and review laboratory test results for Construction Material Testing:
 - Field density testing and moisture testing on backfill and subgrade
 - Concrete monitoring and testing for street and sidewalk repairs.
 - Related laboratory testing services
- Notify Contractor and City of failing test results and further action.
- It is recommended the City budget approximately \$8,000 for Construction Material Testing Services.

Texas Department of Licensing and Regulation Compliance

- Prepare plans in accordance with Texas Department of Licensing and Regulation (TDLR). Provide construction plans to TDLR Consultant for review and approval.
- Submit variance requests to TDLR when full compliance with TDLR and Texas Accessibility Standards (TAS) may be technically infeasible or structurally impracticable as defined by TDLR/TAS.
- Register the Project with the Texas Department of Licensing and Regulation.
- Coordinate and attend inspection of improvements by a TDLR Consultant upon completion of construction. Obtain conformance comments and provide to the Contractor for repair or reconstruction of non-conforming improvements prior to acceptance by the City. Coordinate and attend necessary follow up inspections.
- Required TDLR Fees will be reimbursed at cost + 10%. Estimated TDLR FEES are as follows:
 - TDLR Filing Fee \$175
 - Plan Review Fee \$400
 - Inspection Fee \$425
 - Variance Request Fee \$175

Schedule

The anticipated schedule for the various stages is as follows:

- Engineering Design – December 2014 – April 2015
- Bid Phase Services – May 2015 – July 2015
- Construction Phase Services – August 2015 – May 2016

Fee for Services

ARKK will submit monthly progress invoices with status reports for engineering work completed to invoice date, based on the following fee schedule:

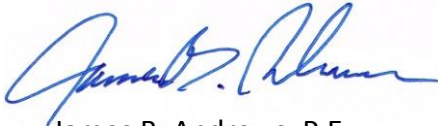
Engineering Design and Project Management Services (Lump sum):	\$ 75,900
Topographic Survey (Lump Sum) :	\$ 16,500
Bid Phase Services (Lump sum):	\$ 3,500
Construction Administration Services (Lump sum):	\$ 18,750
Field Engineering Services (Lump sum):	\$ 34,880
Construction Observation Services (Hourly, Not To Exceed)	\$ 70,350
The City has control of the amount of hours expended under this item. The amount provided above will not be exceeded without prior written approval from the City.	
Estimated Budget for TDLR Registration Filing, Plan Review, Inspection and Variance Requests fees:	\$ 1,475
TOTAL FEES:	\$ 221,355

Additional services beyond those described in the Scope of Services will be invoiced on the basis of direct labor cost times a factor of 2.99 and direct cost plus 10%. No additional services will be invoiced without written consent by the City.

ARKK Engineers, LLC appreciates the opportunity to submit this proposal and to continue working for the City of Bellaire.

Sincerely,

ARKK Engineers, LLC

A handwritten signature in blue ink, appearing to read "James B. Andrews", is written over a light blue rectangular background.

James B. Andrews, P.E.
Principal

Attachment

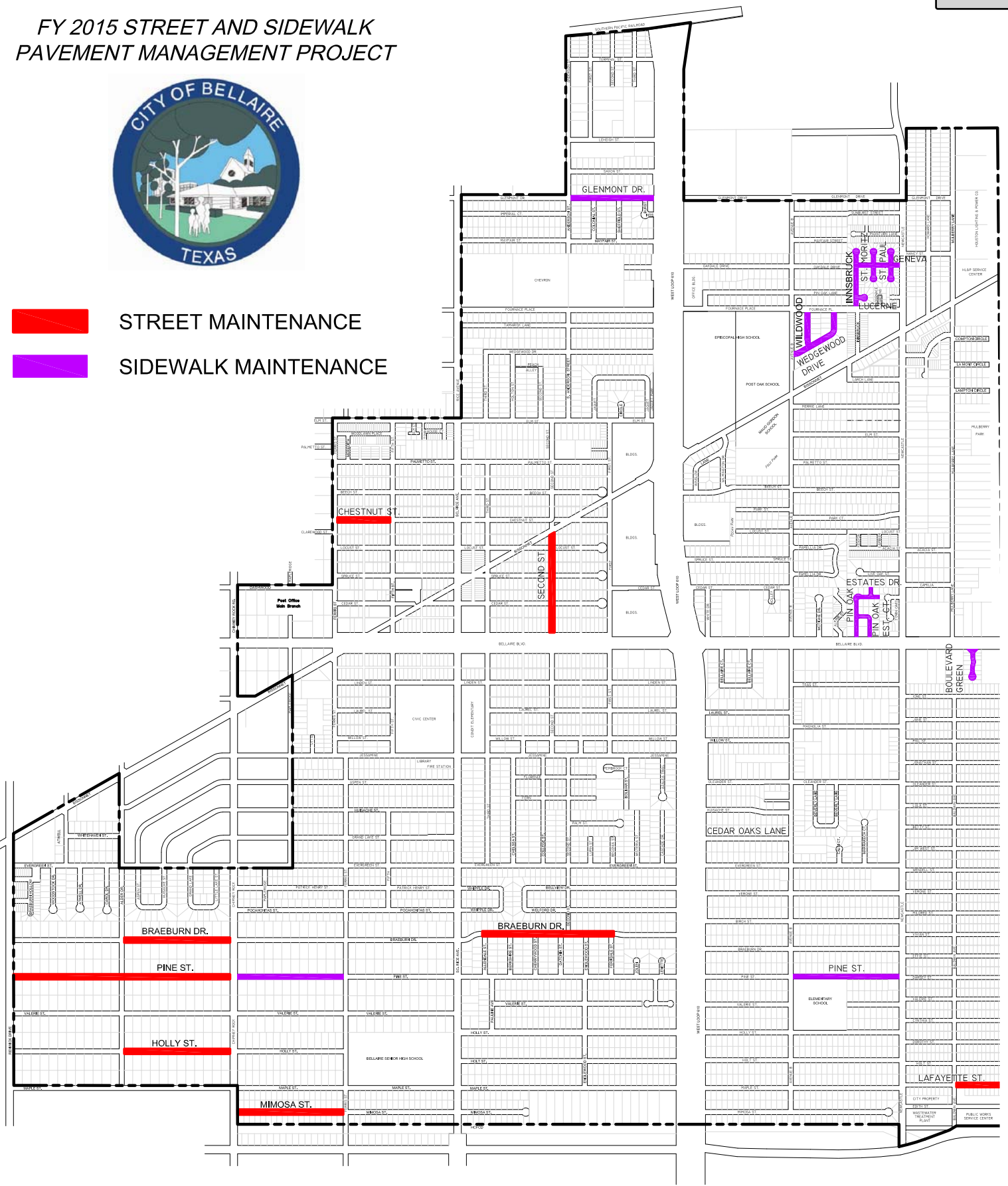
FY 2015 STREET AND SIDEWALK PAVEMENT MANAGEMENT PROJECT



STREET MAINTENANCE



SIDEWALK MAINTENANCE



Attachment: 2015 Bellaire ST Maintenance Project - Map (1389 : FY2015 Street & Sidewalk Pavement Maintenance Program ? Design

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 12/01/14 07:00 PM
Department: City Manager
Category: Ordinance
Department Head: Paul A. Hofmann
DOC ID: 1394

SCHEDULED**ACTION ITEM (ID # 1394)****Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Chapter 2, Administration, Article I, In General, Section 2-5, City Departments, of the Code of Ordinances of the City of Bellaire, Texas, for the purpose of changing certain City Department names to correctly reflect the names included in the departmental reorganization plan presented to the City Council as part of the City's FY2015 Budget.

Background/Summary:

On April 15, 2013, the City Council adopted Ordinance No. 13-024, which added Sec. 2-5 to the Code of Ordinances of the City of Bellaire, establishing the following departments:

- Organizational Services
- Police
- Fire
- Community Development
- Public Works
- Finance
- Facilities
- Parks and Recreation
- Library
- Legal

As a part of the FY2015 Budget presentation, at the July 21 City Council Meeting, Council was presented with the City's departmental reorganization plan. As a part of this plan, the Parks and Recreation Department was combined with the Facilities Department to create the Parks, Recreation and Facilities Department, Community Development was renamed Development Services, and Organizational Services was renamed the City Manager's Office.

An ordinance has been prepared, and is attached, which will amend Sec. 2-5 of the Code of Ordinances to correctly reflect the City's department names.

Previous Council Action:

- April 15, 2013 - Council Adopted Ordinance No. 13-024 Establishing City Departments
- July 21, 2014 - Council Accepted the Fy2015 Budget Presentation into the Record
- September 8, 2014 - Council Adopted Ordinance No. 14-049, adopting the FY2015 Budget

Fiscal Impact:

N/A

Recommendation:

Assistant to the City Manager, Shawn Cox recommends adoption of the ordinance.

ATTACHMENTS:

- Code Amend - Ch. 2 - Sec. 2-5 - City Departments - Name Changes - 2014 (DOCX)
- Ch. 2 Ordinance Changes-Red Lined (PDF)
- Ordinance No. 13-024(PDF)



ORDINANCE NO. 13-024

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE I, IN GENERAL, OF THE CODE OF ORDINANCES OF THE CITY OF BELLAIRE, TEXAS ("CODE"), BY ADDING A NEW SECTION 2-5, TO BE ENTITLED "CITY DEPARTMENTS," FOR THE PURPOSE OF CLARIFYING THE OFFICIAL DEPARTMENTS OF THE CITY.

WHEREAS, the City of Bellaire, Texas (the "City"), is a political subdivision of the State of Texas organized and operating pursuant to a Home Rule Charter adopted and approved by the residents of the City; and

WHEREAS, Article II, Section 12, of the City's Home Rule Charter provides that there shall be such administrative departments of the City as are established by the Charter and such other administrative departments as may be established by ordinance; and

WHEREAS, various administrative departments of the City have been established from time to time; however, such departments are not readily identified in the current City's Code; and

WHEREAS, the addition of a new Section 2-5 to the City Code, to be entitled "City Departments," will serve to confirm and clarify the existing administrative departments of the City; **NOW, THEREFORE**,

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

Section 1. *Chapter 2, Administration, Article I, In General, of the Code of Ordinances of the City of Bellaire, Texas, is hereby amended by adding a new Section 2-5, to be entitled "City Departments," for the purpose of clarifying the official departments of the City. The new Section of the City's Code shall read as set out in Appendix "A," attached hereto. All other portions of Chapter 2 of the City's Code not specifically amended hereby shall remain in full force and effect.*

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

Section 3. If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

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

Section 5. This Ordinance shall be effective immediately upon its passage and adoption.

PASSED, APPROVED and ADOPTED this 15th day of April, 2013.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Philip L. Nauert
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

APPENDIX "A"

Section 2-5. City Departments.

- (a) *Departments; duties; heads.* Every employee is assigned to a department. The departments of the city are:

- (1) Organizational Services. The organizational services department is responsible for the effective and efficient administration of all city departments, city council support, records management, city budget, technology integration, public communications and human resource management. The department consists of the city manager, assistant city manager, director of human resources, director of communications technology services (CTS), city clerk and such staff designated by the city manager and not designated to other departments. The department head is the city manager.
- (2) Police. The police department is responsible for emergency communications, traffic enforcement, crime prevention, criminal apprehension and investigation, law enforcement records/computer operations, limited code enforcement, animal control, warrant management, community information and education services, and municipal jail operations. The department head is the chief of police.
- (3) Fire. The fire department is responsible for fire prevention through education, fire code enforcement, fire investigation, training and record analysis, emergency management, emergency medical services, and fire suppression. The department head is the fire chief.
- (4) Community Development. The community development department is responsible for coordinating city planning and economic development efforts, implementation of the subdivision and zoning ordinances, code compliance and enforcement, zoning administration, and development services (registration, plan review, permitting and inspection). The department head is the director of community development.

- (5) Public Works. The public works department is responsible for maintaining and improving the city's civil infrastructure (street paving, drainage, traffic control devices, vehicle and equipment fleets, water and wastewater infrastructure and rights-of-way), city engineering, contract administration and project management, solid waste collection and disposal, water and wastewater services, and surface water management. The department head is the director of public works.
- (6) Finance. The finance department is responsible for accounting, utility billing, purchasing, municipal court administration, payroll, revenue and expenditure activities and the city's cash, investment and debt management. The department head is the chief financial officer.
- (7) Facilities. The facilities department is responsible for management of facilities contractual agreements, overall facilities maintenance, including HVAC systems, fire safety and security systems, electrical and plumbing systems and all other components necessary to provide a comfortable environment for Bellaire patrons, and facilities project management. The department head is the director of facilities management.
- (8) Parks and Recreation. The parks and recreation department is responsible for enhancing and maintaining parks, green spaces and facilities, providing recreation programs for the city's residents, administering senior services programs, managing city-sponsored special events, providing sports leagues, camps and aquatics programs, and maintaining the city's public swimming pools. The department head is the director of parks and recreation.
- (9) Library. The library department is responsible for operations of the city library which include materials circulation management, cataloging, adult and children's programming, reference materials management and information services, integration of public computer information

systems, inter-library loan operations and city archives. The department head is the library director.

(10) Legal. The legal department is the legal advisor of the council and of all offices and departments, and of all officers and employees in matters relating to their official powers and duties. Additionally, the legal department shall perform such other duties as may be specified by the council. The department head shall be the city attorney, who shall be retained by the city council.

(b) *Additional Duties, Assistance.* The city manager may assign additional duties to any department and may require departments to assist each other.

Sec. 2-5. - City departments.

(a) Departments; duties; heads. Every employee is assigned to a department. The departments of the city are:

- (1) ~~Organizational services~~City Manager's Office. The ~~organizational services department~~City Manager's Office is responsible for the effective and efficient administration of all city departments, city council support, records management, city budget, technology integration, public communications and human resource management. The department consists of the city manager, assistant city manager, director of human resources, director of ~~communications technology services~~information technology (CTSIT), city clerk and such staff designated by the city manager and not designated to other departments. The department head is the city manager.
- (2) Police. The police department is responsible for emergency communications, traffic enforcement, crime prevention, criminal apprehension and investigation, law enforcement records/computer operations, limited code enforcement, animal control, warrant management, community information and education services, and municipal jail operations. The department head is the chief of police.
- (3) Fire. The fire department is responsible for fire prevention through education, fire code enforcement, fire investigation, training and record analysis, emergency management, emergency medical services, and fire suppression. The department head is the fire chief.
- (4) ~~Community development~~Development Services. The ~~community development~~development services department is responsible for coordinating city planning and economic development efforts, implementation of the subdivision and zoning ordinances, code compliance and enforcement, zoning administration, and development services (registration, plan review, permitting and inspection). The department head is the director of ~~community development~~development services.
- (5) Public works. The public works department is responsible for maintaining and improving the city's civil infrastructure (street paving, drainage, traffic control devices, vehicle and equipment fleets, water and wastewater infrastructure and rights-of-way), city engineering, contract administration and project management, solid waste collection and disposal, water and wastewater services, and surface water management. The department head is the director of public works.
- (6) Finance. The finance department is responsible for accounting, utility billing, purchasing, municipal court administration, payroll, revenue and expenditure activities and the city's cash, investment and debt management. The department head is the chief financial officer.
- (7) Parks, recreation and facilities. The parks, recreation and facilities department is responsible for enhancing and maintaining parks, green spaces, providing recreation programs for the city's residents, administering senior services programs, managing city-sponsored special events, providing sports leagues, camps and aquatics programs, and maintaining the city's public swimming pools, for management of facilities contractual

- agreements, overall facilities maintenance, including HVAC systems, fire safety and security systems, electrical and plumbing systems and all other components necessary to provide a comfortable environment for Bellaire patrons, and facilities project management. The department head is the director of parks, recreation and facilities.
- ~~(7) Facilities. The facilities department is responsible for management of facilities contractual agreements, overall facilities maintenance, including HVAC systems, fire safety and security systems, electrical and plumbing systems and all other components necessary to provide a comfortable environment for Bellaire patrons, and facilities project management. The department head is the director of facilities management.~~
- (8) ~~Parks and recreation. The parks and recreation department is responsible for enhancing and maintaining parks, green spaces and facilities, providing recreation programs for the city's residents, administering senior services programs, managing city sponsored special events, providing sports leagues, camps and aquatics programs, and maintaining the city's public swimming pools. The department head is the director of parks and recreation.~~
- (9) Library. The library department is responsible for operations of the city library which include materials circulation management, cataloging, adult and children's programming, reference materials management and information services, integration of public computer information systems, inter-library loan operations and city archives. The department head is the library director.
- (10) Legal. The legal department is the legal advisor of the council and of all offices and departments, and of all officers and employees in matters relating to their official powers and duties. Additionally, the legal department shall perform such other duties as may be specified by the council. The department head shall be the city attorney, who shall be retained by the city council.
- (b) Additional duties, assistance. The city manager may assign additional duties to any department and may require departments to assist each other.



ORDINANCE NO. 14-____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE I, IN GENERAL, SECTION 2-5, CITY DEPARTMENTS, OF THE CODE OF ORDINANCES OF THE CITY OF BELLAIRE, TEXAS, FOR THE PURPOSE OF CHANGING CERTAIN CITY DEPARTMENT NAMES TO CORRECTLY REFLECT THE NAMES INCLUDED IN THE DEPARTMENTAL REORGANIZATION PLAN PRESENTED TO THE CITY COUNCIL AS PART OF THE CITY'S FY2015 BUDGET.

WHEREAS, the City of Bellaire, Texas (the "City"), is a political subdivision of the State of Texas organized and operating pursuant to a Home Rule Charter adopted and approved by the residents of the City; and

WHEREAS, Article II, Section 12, of the City's Home Rule Charter provides that there shall be such administrative departments of the City as are established by the Charter and such other administrative departments as may be established by ordinance; and

WHEREAS, on April 15, 2013, the City Council of the City of Bellaire, Texas ("City Council") added, by Ordinance No. 13-024, a new Section 2-5, City Departments, to Chapter 2, Administration, Article I, In General, of the Code of Ordinances of the City of Bellaire, Texas ("City Code"), for the purpose of clarifying the existing administrative departments of the City; and

WHEREAS, the City Council, by Ordinance No. 14-049, adopted the FY2015 Budget for the City of Bellaire, Texas, which included a departmental reorganization plan that combined two City departments and renamed two City departments; and

WHEREAS, the City Council deems it in the best interest of the City to amend Chapter 2, Administration, Article I, In General, Section 2-5, City Departments, of the City Code for the purpose of correctly reflecting the City department names included in the departmental reorganization plan adopted as part of the City's FY2015 Budget; **NOW, THEREFORE,**

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

Section 1. Chapter 2, Administration, Article I, In General, Section 2-5, City Departments, of the City Code is hereby amended for the purpose of correctly reflecting the City department names included in the departmental reorganization plan adopted as part of the City's FY2015 Budget. The amended Section 2-5 of the City Code shall read as set out in Appendix "A," attached hereto. All other portions of Chapter 2 of the City Code not specifically amended hereby shall remain in full force and effect.

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

Section 3. If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

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

Section 5. This Ordinance shall be effective immediately upon its passage and adoption.

PASSED, APPROVED and ADOPTED this 1st day of December, 2014.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Dr. Philip L. Nauert
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

APPENDIX A

Sec. 2-5. - City departments.

- (a) Departments; duties; heads. Every employee is assigned to a department. The departments of the city are:
- (1) City Manager's Office. The City Manager's Office is responsible for the effective and efficient administration of all city departments, city council support, records management, city budget, technology integration, public communications and human resource management. The department consists of the city manager, assistant city manager, director of human resources, director of information technology (IT), city clerk and such staff designated by the city manager and not designated to other departments. The department head is the city manager.
 - (2) Police. The police department is responsible for emergency communications, traffic enforcement, crime prevention, criminal apprehension and investigation, law enforcement records/computer operations, limited code enforcement, animal control, warrant management, community information and education services, and municipal jail operations. The department head is the chief of police.
 - (3) Fire. The fire department is responsible for fire prevention through education, fire code enforcement, fire investigation, training and record analysis, emergency management, emergency medical services, and fire suppression. The department head is the fire chief.
 - (4) Development Services. The development services department is responsible for coordinating city planning and economic development efforts, implementation of the subdivision and zoning ordinances, code compliance and enforcement, zoning administration, and development services (registration, plan review, permitting and inspection). The department head is the director of development services.
 - (5) Public works. The public works department is responsible for maintaining and improving the city's civil infrastructure (street paving, drainage, traffic control devices, vehicle and equipment fleets, water and wastewater infrastructure and rights-of-way), city engineering, contract administration and project management, solid waste collection and disposal, water and wastewater services, and surface water management. The department head is the director of public works.
 - (6) Finance. The finance department is responsible for accounting, utility billing, purchasing, municipal court administration, payroll, revenue and expenditure activities and the city's cash, investment and debt management. The department head is the chief financial officer.
 - (7) Parks, recreation and facilities. The parks, recreation and facilities department is responsible for enhancing and maintaining parks, green spaces, providing recreation

- programs for the city's residents, administering senior services programs, managing city-sponsored special events, providing sports leagues, camps and aquatics programs, and maintaining the city's public swimming pools, for management of facilities contractual agreements, overall facilities maintenance, including HVAC systems, fire safety and security systems, electrical and plumbing systems and all other components necessary to provide a comfortable environment for Bellaire patrons, and facilities project management. The department head is the director of parks, recreation and facilities.
- (8) Library. The library department is responsible for operations of the city library which include materials circulation management, cataloging, adult and children's programming, reference materials management and information services, integration of public computer information systems, inter-library loan operations and city archives. The department head is the library director.
- (9) Legal. The legal department is the legal advisor of the council and of all offices and departments, and of all officers and employees in matters relating to their official powers and duties. Additionally, the legal department shall perform such other duties as may be specified by the council. The department head shall be the city attorney, who shall be retained by the city council.
- (b) Additional duties, assistance. The city manager may assign additional duties to any department and may require departments to assist each other.

Mayor and Council7008 S. Rice Avenue
Bellaire, TX 77401Meeting: 12/01/14 07:00 PM
Department: City Manager
Category: Ordinance
Department Head: Diane K White
DOC ID: 1422**SCHEDULED****ACTION ITEM (ID # 1422)****Item Title:**

Consideration of and possible action on the adoption of an ordinance amending the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2013, and ending September 30, 2014.

Background/Summary:

The FY2014 budget is being amended to reconcile negative variances incurred by certain departments related to total allocations within the FY2014 budget adopted by City Council on September 9, 2013 (Ordinance 13-049).

The State Local Government Code, Section 102.010 authorizes cities to amend their budgets for municipal purposes. Additionally, pursuant to the Charter of the City of Bellaire, City Council has sole authority to reallocate balances from either the fund balance or between departments. This budget amendment is intended to move appropriation between departments as detailed below. The only fund being amended is the City's General Operating Fund.

Item Detail:

General Fund: The General Fund Operating Budget for FY2014 ended the year with a positive balance of \$299,104. The changes outlined in this budget amendment will not impact the overall General Fund Operating Budget but will reconcile those departmental budgets that incurred negative variances by transferring balances from other departments within the General Fund that ended the FY2014 with a surplus.

Departments	Budget	Actual	Variance +/-
Administration	2,427,720	2,529,825	(102,105)
Legal	100,000	117,555	(17,555)
Finance	1,103,064	1,089,640	13,424
Community Development	865,288	787,959	77,329
Fire	2,378,266	2,379,852	(1,586)
Police	4,846,178	4,645,163	201,015
Parks	2,026,832	2,019,383	7,449
Library	637,276	623,783	13,493
Public Works	1,141,831	1,049,190	92,641
Interdepartmental (transfers/sick leave)	1,042,485	1,027,485	15,000
Totals	\$16,568,940	\$16,269,836	\$299,104

Item 1: Administration Department (consist of 5 divisions: Organizational Services, City Clerk, Facilities, Human Resources & Communication Technology Services) exceeded its FY2014 allocated budget by **\$102,105** due to the following

reasons: Retirement and terminal pay for former City Manager, New City Manager relocation expenses, rate increase in ATT contract and Compensation Study.

Divisions	Budget	Actual	Variance +/-
Organizational Services	519,836	725,748	(205,912)
City Clerk	375,032	307,831	67,201
Human Resources	158,869	154,090	4,779
Communication Technology Services	608,949	619,353	(10,404)
Facilities	765,034	722,803	42,231
Totals	\$2,427,720	\$2,529,825	(102,105)

Item 2: Legal Department exceeded its FY2014 allocated budget by \$17,555 for the engagement of professional services with Blackburn & Carter PC to address Bellaire's concerns regarding environmental matters associated with TXDOTs proposed US 59 South/IH610 West Interchange Reconstruction Project. These services were approved by City Council on February 17, 2014 via ordinance 14-010.

Department	Budget	Actual	Variance (-)
Legal	\$100,000	\$117,555	(17,555)

Item 3: Fire Department exceeded its FY2014 allocated budget by \$1,586 due to sick leave payout.

Department	Budget	Actual	Variance (-)
Fire	2,378,266	2,379,852	(1,586)

TOTAL FUNDS TO BE REALLOCATED BETWEEN DEPARTMENTS ARE: \$121,246.

Previous Council Action Summary:

The FY2014 budget was adopted by City Council on September 9, 2013 (Ordinance 13-049).

Fiscal Impact:

There is no overall fiscal impact to the general fund.

Recommendation:

Assistant City Manager Diane White recommends approving the FY2014 Budget Amendment as presented.

Action Item (ID # 1422)

Meeting of December 1, 2014

ATTACHMENTS:

- Budget Amendment Ordinance Close out for FY2014 (DOCX)



ORDINANCE NO. 14-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING THE BUDGET FOR THE CITY OF BELLAIRE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014,

REALLOCATING \$88,691 FROM THE PUBLIC WORKS BUDGET TO THE ORGANIZATIONAL SERVICES DEPARTMENT FOR THE PURPOSE OF FUNDING RETIREMENT AND TERMINAL PAY FOR THE FORMER CITY MANAGER; INCREASING THE APPROPRIATION FOR THE ORGANIZATIONAL SERVICES DEPARTMENT BUDGET BY \$88,691 FOR THE PURPOSE OF FUNDING RETIREMENT AND TERMINAL PAY FOR THE FORMER CITY MANAGER, AND

REALLOCATING \$13,414 FROM THE GENERAL FUND INTERDEPARTMENTAL BUDGET TO THE ORGANIZATIONAL SERVICES DEPARTMENT FOR THE PURPOSE OF FUNDING COMPENSATION STUDY, RATE INCREASE FROM AT&T AND RELOCATION EXPENSES FOR NEW CITY MANAGER; INCREASING THE APPROPRIATION FOR THE ORGANIZATIONAL SERVICES DEPARTMENT BUDGET BY \$13,414 FOR THE PURPOSE OF FUNDING COMPENSATION STUDY, RATE INCREASE FROM AT&T AND RELOCATION EXPENSES FOR NEW CITY MANAGER, AND

REALLOCATING \$17,555 FROM THE COMMUNITY DEVELOPMENT BUDGET TO THE LEGAL SERVICES DEPARTMENT BUDGET FOR THE PURPOSE OF FUNDING PROFESSIONAL SERVICES TO ADDRESS BELLAIRE'S CONCERNS REGARDING ENVIRONMENTAL MATTERS ASSOCIATED WITH TXDOT'S PROPOSED US 59 SOUTH/IH610 WEST INTERCHANGE CONSTRUCTION PROJECT; INCREASING APPROPRIATION FOR THE LEGAL DEPARTMENT BUDGET BY \$17,555 FOR THE PURPOSE OF FUNDING PROFESSIONAL SERVICES TO ADDRESS BELLAIRE'S CONCERNS REGARDING ENVIRONMENTAL MATTERS ASSOCIATED WITH TXDOT'S PROPOSED US 59 SOUTH/IH610 WEST INTERCHANGE CONSTRUCTION PROJECT, AND

REALLOCATING \$1,586 FROM THE GENERAL FUND INTERDEPARTMENTAL BUDGET TO THE FIRE DEPARTMENT FOR THE PURPOSE OF FUNDING SICK LEAVE PAY; INCREASING THE APPROPRIATION FOR THE FIRE DEPARTMENT BUDGET BY \$1,586 FOR THE PURPOSE OF FUNDING SICK LEAVE PAY, AND

WHEREAS, on September 9, 2013, the City Council of the City of Bellaire, Texas, by Ordinance No. 13-049, duly adopted and approved the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2013, and ending September 30, 2014; and

WHEREAS, pursuant to *Section 102.010, Texas Local Government Code*, the City Council of the City of Bellaire, Texas, may amend the City's budget for municipal purposes; and

WHEREAS, such amendment shall not result in the authorization of expenditures in excess of the total of estimated income plus funds available from earlier years; **NOW, THEREFORE**,

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

1. That the recitals contained herein are found to be true and correct.
2. That the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2013, and ending September 30, 2014, is hereby amended by:
 - reallocating \$88,691 from the public works to the organizational services department for the retirement and terminal pay for the former city manager;
 - increasing appropriation for the organizational services department budget by \$88,691 for the purpose of funding retirement and terminal pay for the former city manager;
 - reallocating \$13,414 from the general fund interdepartmental budget to the organizational services budget for the purpose of funding the compensation study, increase from at&t and relocation expenses for new city manager;
 - increasing appropriation for the organizational services department budget by \$13,414 for the purposes of funding compensation study, increase from at&t and relocation expenses for new city manager;
 - reallocating \$17,555 from the community development department to the legal department for the purpose of legal services;
 - increasing appropriation for the legal department by \$17,555 for the purpose of legal services;
 - reallocating \$1,586 from the interdepartmental budget to the fire department for the purpose of sick leave pay out;
 - increasing appropriation for the fire department by \$1,586 for the purpose of sick leave pay out;
3. That a true and correct copy of this Ordinance shall be filed with the City Clerk of the City of Bellaire, Texas, and maintained as a part of the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2013, and ending September 30, 2014.

4. That the City Clerk shall cause to be filed a true and correct copy of this Ordinance with the County Clerk of Harris County, Texas.

PASSED and **APPROVED** this 1st day of December, 2014.

(SEAL)

ATTEST:

SIGNED:

Tracy L. Dutton, TRMC
City Clerk

Dr. Philip L. Nauert
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Attachment: Budget Amendment Ordinance Close out for FY2014 [Revision 1] (1422 : FY2014 Year End Budget Amendment)

Mayor and Council7008 S. Rice Avenue
Bellaire, TX 77401Meeting: 12/01/14 07:00 PM
Department: City Manager
Category: Ordinance
Department Head: Diane K White
DOC ID: 1412**SCHEDULED****ACTION ITEM (ID # 1412)****Item Title:**

Consideration of and possible action on the adoption of a budget amendment amending the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2014, and ending September 30, 2015, due to the implementation of the City's Compensation Study.

Background/Summary:

The FY2015 budget is being amended to account for the implementation of the City's Compensation Study approved by City Council on October 20, 2014. The FY2015 budget was approved on September 8, 2014. (Ordinance 14-049)

City Council requested a more aggressive plan to the Compensation Study implementation which required a budget amendment upon approval. As presented to City Council on October 20, 2014 a budget amendment would be required and would include increased sales tax budget projections for FY2015 of no more than \$105,000 and expenditures by no more than \$105,000.

This amendment will increase budgeted contingency for the compensation plan of \$75,000 in the general fund by \$105,000 for a total of \$180,000 to be distributed amongst various departments for the implementation of the compensation study that takes effect within the FY2015 budget cycle. This budget amendment will grant authority to the City Manager to allocate the contingency amount of \$180,000 strictly for the implementation of the Compensation Study within the General Fund to various departments as needed.

The State Local Government Code, Section 102.010 authorizes cities to amend their budgets for municipal purposes. Additionally, pursuant to the Charter of the City of Bellaire, City Council has sole authority to reallocate funds from either the fund balance or between departments.

Revenue(+)/Expenditure(-)	Budget	FY2015 Projection	Variance +/-
Sales Tax Revenue	2,100,000	2,205,000	105,000
General Fund Contingency	75,000	180,000	(105,000)
Totals			0

Previous Council Action Summary:

Adopted FY2015 Budget on September 8, 2014 (Ordinance 14-049)

Fiscal Impact:

Increase Sales Tax revenue budget projections by \$105,000 and increase contingency

amount by \$105,000. No fiscal impact.

Recommendation:

Assistant City Manager, Diane White recommends approval of attached ordinance to amend the FY2015 budget as presented.

ATTACHMENTS:

- Budget Amendment Ordinance compensation study implementation (DOCX)



ORDINANCE NO. 14-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING THE BUDGET FOR THE CITY OF BELLAIRE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014, AND ENDING SEPTEMBER 30, 2015,

INCREASING REVENUE PROJECTION FOR SALES TAX REVENUE BY \$105,000; AND

ALLOCATING \$105,000 FROM THE GENERAL FUND FUND BALANCE TO THE GENERAL FUND CONTINGENCY FOR THE PURPOSE OF FUNDING THE COMPENSATION STUDY AND GIVING THE CITY MANAGER THE AUTHORITY TO DISTRIBUTE SAID CONTINGENCY FUNDS TO VARIOUS DEPARTMENTS WITHIN THE GENERAL FUND FOR THE PURPOSE OF IMPLEMENTING THE COMPENSATION STUDY; AND

WHEREAS, on September 8, 2014 the City Council of the City of Bellaire, Texas, by Ordinance No. 14-049, duly adopted and approved the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2014, and ending September 30, 2015; and

WHEREAS, pursuant to *Section 102.010, Texas Local Government Code*, the City Council of the City of Bellaire, Texas, may amend the City's budget for municipal purposes; and

WHEREAS, such amendment shall not result in the authorization of expenditures in excess of the total of estimated income plus funds available from earlier years; **NOW, THEREFORE**,

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

- 1.** That the recitals contained herein are found to be true and correct.
- 2.** That the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2014, and ending September 30, 2015, is hereby amended by:
 - increasing the sales tax revenue projection by \$105,000;
 - increasing the allocation of the general fund contingency by \$105,000 for the implementation of compensation study and giving the city manager the authority to distribute said contingency to various departments within the general fund for the purpose of implementing the compensation study.

3. That a true and correct copy of this Ordinance shall be filed with the City Clerk of the City of Bellaire, Texas, and maintained as a part of the budget for the City of Bellaire, Texas, for the fiscal year beginning October 1, 2014, and ending September 30, 2015.

4. That the City Clerk shall cause to be filed a true and correct copy of this Ordinance with the County Clerk of Harris County, Texas.

PASSED and **APPROVED** this 1st day of December 2014.

(SEAL)

ATTEST:

SIGNED:

Tracy L. Dutton, TRMC
City Clerk

Dr. Philip L. Nauert
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 12/01/14 07:00 PM
Department: City Clerk
Category: Policy
Department Head: Tracy L. Dutton
DOC ID: 1420

**SCHEDULED
ACTION ITEM (ID # 1420)**

Item Title:

Consideration of and possible action on the possibility of amending the subsection entitled "Requirements" in Section IV, "Initial and Future Appointments to the Evelyn's Park Conservancy Board by the City Council," of the Evelyn's Park Conservancy Board City Council Action Policy dated February 21, 2011, to eliminate the requirement that one (1) of the four (4) City Board Members "must" be a current member of the Parks and Recreation Advisory Board of the City of Bellaire, Texas.

Background/Summary:

On February 21, 2011, the City Council of the City of Bellaire, Texas, discussed and took action on an individual agenda item regarding the selection of four (4) members to serve on the then newly established Board of Directors for the Evelyn's Park Conservancy. In an effort to provide a record of City Council individual action items, the City Clerk prepared a "City Council Action Policy" on March 19, 2013, which was reviewed for accuracy and comment by Cindy Siegel (former Mayor and Board Member for the Evelyn's Park Conservancy). The "City Council Action Policy," titled "Evelyn's Park Conservancy Board," consists of the following five sections:

- I. Establishment of Evelyn's Park Conservancy Board;
- II. Structure of Evelyn's Park Conservancy Board;
- III. Purpose and Function of the Evelyn's Park Conservancy Board; and
- IV. Initial and Future Appointments to the Evelyn's Park Conservancy Board by the City Council.

Section IV of the referenced policy includes a subsection entitled "Requirements," the language of which reads as follows: "Initial and current requirements state that applicants must be a current Bellaire resident and a registered voter. Additionally, one (1) of the four (4) Board Members must be a current member of the Parks and Recreation Advisory Board of the City of Bellaire, Texas."

In order to allow for greater flexibility, Mayor Pro Tem Amanda B. Nathan has requested that City Council consider amending the "Requirements" subsection under Section IV of the "City Council Action Policy" to eliminate the second sentence of this subsection so that it reads simply as follows: "Initial and current requirements state that applicants must be a current Bellaire resident and registered voter." This would allow, but not require, one (or more) of the members of the Evelyn's Park Conservancy Board to be a member of the Parks and Recreation Advisory Board, and would also allow Council to permit a Parks and Recreation Advisory Board member to continue serving out his or her term on the Evelyn's Park Conservancy Board even after his or her term on the Parks and Recreation Advisory Board has expired.

As City Council is aware, Kim Padgett most recently served as the City's Board Member to the Evelyn's Park Conservancy in her capacity as a member of the Parks and Recreation Advisory Board. Ms. Padgett had to resign her position on both Boards prior to the expiration of her terms. Since there are term limits on both the Evelyn's Park Conservancy

Board and the Parks and Recreation Advisory Board, which may not end at the same time, those term limits must currently be taken into account. If, for example, a member of the Parks and Recreation Advisory Board was serving in the second year of his or her third term on the Parks and Recreation Advisory Board, that member would only be able to serve one year of a two-year term on the Evelyn's Park Conservancy Board.

Previous Council Action Summary:

If this item receives favorable City Council action, the action would represent the first amendment to the "Evelyn's Park Conservancy Board City Council Action Policy."

Fiscal Impact:

N/A

Recommendation:

Mayor Pro Tem Amanda B. Nathan requests favorable action with respect to the requested amendment.

ATTACHMENTS:

- Excerpt from City Council Minutes dated February 21 2011 (PDF)
- City Council Action Policy in re Evelyns Park Conservancy Board (DOCX)

**City of Bellaire
City Council**

**Minutes of Meeting
February 21, 2011**

fee structure to provide a senior discount for residents of 35%, which carried on a 6-1 vote as follows:

FOR: Mayor **Siegel**, Mayor Pro Tem **Nauert**, Councilmen **Hickman**, **Avioli**, and **Friedberg**, Councilwoman **Nathan**

OPPOSED: Councilman **Parker**

ABSENT: **None**

- 3. DISCUSSION of and possible action regarding the selection of four (4) members to serve on the Board of Directors for the Evelyn's Park Conservancy.**

SUMMARY:

Mayor Siegel noted that a portion of the *Agreement Concerning Evelyn's Park, Bellaire, Texas, by and among City of Bellaire, Texas, and The Jerry and Maury Rubenstein Foundation* related to the establishment of a conservancy to develop a park at 4400 Bellaire Boulevard, Bellaire, Texas. The City of Bellaire was responsible for selecting four (4) members to serve on the Board of Directors for the conservancy, to be called the "Evelyn's Park Conservancy." Since the qualifications, tenure, and selection process for the City's four (4) board members were left to the discretion of the City Council, Mayor Siegel proposed the following for consideration:

- **Public notification** of Board member openings through the City's website and through public service announcements in the local press beginning February 22, 2011, through February 28, 2011;
- **Requirements:** Current Bellaire resident, to include a minimum of one Board Member currently serving on the Bellaire Parks & Recreation Advisory Board;
- **Selection Process:**
 - Acceptance of applications (utilizing the City's current Board, Commission, and Committee Application), conduct interviews, and selection of members from among all of the applicants; or
 - Acceptance of nominations from members of City Council and appointment of members by a vote of City Council;

**City of Bellaire
City Council**

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February 21, 2011**

- **Tenure:**

- Appointment of two (2) members for a term commencing on the date of incorporation of the Conservancy and expiring on June 30, 2012;
- Appointment of two (2) members for a term commencing on the date of incorporation of the Conservancy and expiring on June 30, 2013;
- Term of appointment after the initial appointment will be for two years; and
- Term limits will be two consecutive terms; however, any term served for less than two years will not count toward the term limit;

- **Reporting to the City:**

- The City's Board Members will give a report on the Conservancy and on Evelyn's Park to the City at a minimum of one time each year, one time of which will be during the State of the City address (first Monday in February); and
- During the initial four years that Evelyn's Park is in development, the City's Board Members will report on the progress to City Council semi-annually.

Following Mayor Siegel's summary of the agenda item, Councilman **Hickman moved to approve the Mayor's proposal for the public notification, requirements, selection of members, tenure, and reporting to the City as written, with acceptance of applications for board members.** Councilman **Avioli seconded the motion.**

Councilman **Parker moved to amend the motion to select members based on nominations from City Council rather than by application.** Mayor Pro Tem **Nauert seconded the amendment.**

Councilman **Friedberg amended the amendment to the motion to add the phrase "acceptance of applications and appointment by members from among those applicants" to the selection process.** Councilman **Hickman seconded the amendment to the amendment.**

Councilman **Avioli offered a friendly amendment that the nominees or applicants be interviewed by all members of City Council.** Councilman **Hickman seconded the friendly amendment.**

City of Bellaire
City Council

Minutes of Meeting
February 21, 2011

Following further discussion, Councilman **Hickman** called the question. Councilman **Friedberg** seconded the motion to call the question.

A vote was taken on the motion to call the question, which carried on 6-1 vote as follows:

FOR: Mayor **Siegel**, Mayor Pro Tem **Nauert**, Councilmen **Hickman**, **Avioli**, and **Friedberg**, Councilwoman **Nathan**

OPPOSED: Councilman **Parker**

ABSENT: None

A vote was taken on the amendment to the amendment (including the friendly amendment), which carried on a 5-2 vote as follows:

FOR: Mayor **Siegel**, Councilmen **Hickman**, **Avioli**, and **Friedberg**, Councilwoman **Nathan**

OPPOSED: Mayor Pro Tem **Nauert** and Councilman **Parker**

ABSENT: None

Councilman **Hickman** moved to call the question. Councilman **Friedberg** seconded the motion. The motion failed on a 4-3* vote as follows:

FOR: Mayor Pro Tem **Nauert**, Councilmen **Hickman**, **Avioli**, and **Friedberg**

OPPOSED: Mayor **Siegel**, Councilman **Parker**, and Councilwoman **Nathan**

ABSENT: None

*Under the *Rules of Procedure for the City Council, 2010-2012*, a motion to close debate on a particular matter, required a two-thirds (2/3) majority vote.

Mayor **Siegel** moved to call the question. Councilman **Hickman** seconded the motion. The motion carried unanimously on a 7-0 vote as follows:

Attachment: Excerpt from City Council Minutes dated February 21 2011 (1420 : EPC City Board Members)

**City of Bellaire
City Council**

**Minutes of Meeting
February 21, 2011**

FOR: Mayor **Siegel**, Mayor Pro Tem **Nauert**,
Councilmen **Hickman**, **Avioli**, **Parker** and
Friedberg, Councilwoman **Nathan**

OPPOSED: None

ABSENT: None

A vote was taken on the motion to amend the selection process, as further amended, to approve the Mayor's proposal for the selection process for members to accept applications for the nomination of members, to conduct interviews, and to appoint members from among the applications and nominations by a vote of City Council, which carried unanimously on a 7-0 vote as follows:

FOR: Mayor **Siegel**, Mayor Pro Tem **Nauert**,
Councilmen **Hickman**, **Avioli**, **Parker** and
Friedberg, Councilwoman **Nathan**

OPPOSED: None

ABSENT: None

Councilman **Hickman** moved to amend the requirements to include that the Board Member be a current Bellaire resident and registered voter. Councilman **Parker** seconded the amendment. The amendment carried on a vote of 6-1 as follows:

FOR: Mayor Pro Tem **Nauert**, Councilmen **Hickman**,
Avioli, **Parker** and **Friedberg**, Councilwoman
Nathan

OPPOSED: Mayor **Siegel**

ABSENT: None

Councilman **Hickman** moved to amend the requirements to delete the phrase "minimum of" to include one and only one Board Member currently serving on the Bellaire Parks & Recreation Advisory Board. Councilman **Parker** seconded the amendment. The amendment failed on a 3-4 vote as follows:

FOR: Mayor Pro Tem **Nauert**, Councilmen **Hickman**
and **Avioli**

OPPOSED: Mayor **Siegel**, Councilmen **Parker** and
Friedberg, Councilwoman **Nathan**

**City of Bellaire
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**Minutes of Meeting
February 21, 2011**

ABSENT: None

A vote was taken on the motion to approve the requirements, selection process, tenure, and reporting to the City as presented by Mayor Siegel for the City's four (4) board members to be appointed to the Board of Directors of the Evelyn's Park Conservancy, as amended by action of City Council. The motion, as amended, carried unanimously on a 7-0 vote as follows:

FOR: Mayor **Siegel**, Mayor Pro Tem **Nauert**, Councilmen **Hickman**, **Avioli**, **Parker** and **Friedberg**, Councilwoman **Nathan**

OPPOSED: None

ABSENT: None

Mayoral Appointments

- 4. APPOINTMENT of three (3) members of the Bellaire City Council to the Bellaire Audit/Finance Committee for a one-year term effective February 1, 2011, and expiring on January 31, 2011 – Item submitted by City Clerk Tracy L. Dutton on behalf of Mayor Cindy Siegel.**

Mayor Siegel made the following appointments of three (3) members of the Bellaire City Council to the Bellaire Audit/Finance Committee for a one-year term effective February 1, 2011, and expiring on January 31, 2011:

**Mayor Pro Tem Phil Nauert – Chair;
Councilwoman Mandy Nathan; and
Councilman Corbett Daniel Parker.**

It was noted that City Manager Bernard M. Satterwhite, Jr., and Chief Financial Officer Linda Symank also served as members of the Bellaire Audit/Finance Committee.

- 5. APPOINTMENT of one (1) member of the Bellaire City Council to serve as a Council Liaison to the following Bellaire Boards, Commissions, and Committees: Bellaire Cultural Arts Commission, Bellaire L.I.F.E. Advisory Board, Board of Adjustment, Building and Standards Commission, Parks & Recreation Advisory Board, Planning and Zoning Commission, and Recycling Committee – Item submitted by City Clerk Tracy L. Dutton, on behalf of Mayor Cindy Siegel.**



City Council Action Policy

DATE OF POLICY:	TITLE:
FEBRUARY 21, 2011	EVELYN'S PARK CONSERVANCY BOARD

I.

ESTABLISHMENT OF EVELYN'S PARK CONSERVANCY BOARD

The Evelyn's Park Conservancy Board ("Conservancy") was established as part of an *Agreement Concerning Evelyn's Park, Bellaire, Texas, by and among City of Bellaire, Texas, and The Jerry and Maury Rubenstein Foundation ("Agreement")* for the purpose of developing a park, to be named "Evelyn's Park," at 4400 Bellaire Boulevard, Bellaire, Texas. The *Agreement* was approved by the City Council of the City of Bellaire, Texas ("City Council"), on February 21, 2011. In accordance with *Article II, Conditions Precedent, Section 2.4, Creation of Conservancy*, of the *Agreement*, the Conservancy was created as a 501(c)(3) corporation under the *United States Internal Revenue Code*.

II.

STRUCTURE OF EVELYN'S PARK CONSERVANCY BOARD

Article II, Conditions Precedent, Section 2.4, Creation of Conservancy, Subsection (a), of the *Agreement* sets forth the basic structure of the Conservancy, as follows:

"The Board of Directors shall consist of eight (8) members, four (4) of whom shall be designated by City and four (4) of whom shall be designated by Donor [The Jerry and Maury Rubenstein Foundation]. Any vacancies on the Board of Directors shall be filled by the Party that appointed such Director. Any action taken by the Conservancy shall require a majority vote, which shall include at least one Director appointed by each group (City or Donor, as the case may be). The Board of Directors of the Conservancy may, at its option, establish an advisory board of members of its choosing."

III.

PURPOSE AND FUNCTION OF THE EVELYN'S PARK CONSERVANCY BOARD

Article II, Conditions Precedent, Section 2.4, Creation of Conservancy, Subsection (b), of the *Agreement* sets forth the purpose and function of the Conservancy. Several of the functions have been

Date: 03/19/2013	Prepared By: City Clerk Tracy L. Dutton	Page 1 of 3
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accomplished to date, such as obtaining seed money to enable the Conservancy to perform the functions specified in the *Agreement*, employment of professionals to prepare an Approved Project Design, and presentation of an Approved Project Design to the City, the public, and the Donor.

Functions underway and/or to be undertaken include seeking funds from contributions to fund the capital requirements to construct the improvements included in the project, causing working drawings to be prepared, determining a pro forma budget to perform the required work, obtaining bids and entering into a construction contract with the successful bidder, and overseeing construction through substantial completion of Evelyn's Park.

IV.

INITIAL AND FUTURE APPOINTMENTS TO THE EVELYN'S PARK CONSERVANCY BOARD BY THE CITY COUNCIL

In accordance with *Article II, Conditions Precedent, Section 2.4, Creation of Conservancy*, of the *Agreement*, the City Council discussed and established the process by which its first four (4) Board Members (Directors) would be appointed to the Conservancy, as well as future appointments.

Public Notification

Board Member openings were advertised through the City's website and through public service announcements in the local press from February 22, 2011, through February 28, 2011. This same means of advertisement is used currently for Board Member openings.

Requirements

Initial and current requirements state that applicants must be a current Bellaire resident and a registered voter. Additionally, one (1) of the four (4) Board Members must be a current member of the Parks and Recreation Advisory Board of the City of Bellaire, Texas.

Selection Process

Applicants interested in serving on the Conservancy are asked to complete the City's Board and Commission Application. Following receipt and review of the application by City Staff, an interview is scheduled before the City Council. The interview is conducted by the City Council, and Board Members are appointed from among the applicants by a vote of City Council.

Tenure

Initial Board Member appointments were as follows: two (2) members for a term commencing on the date of incorporation of the Conservancy (April 11, 2011), and expiring on June 30, 2012, and two (2) members for a term commencing on the date of incorporation (April 11, 2011) and expiring on June 30, 2013.

Date: 03/19/2013	Prepared By: City Clerk Tracy L. Dutton	Page 2 of 3
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The term of appointment after the initial appointment will be for two (2) years. Term limits will be for two (2) consecutive terms; however, any term served for less than two (2) years will not count toward the term limit.

Reporting to the City

The City's Board Members are required to give a report on the Conservancy and on Evelyn's Park to the City at least one (1) time each year, one (1) time of which will be during the State of the City Address (first Monday in February). During the initial four years that the Evelyn's Park is in development, the City's Board Members will report on the progress to City Council semi-annually.

Date: 03/19/2013	Prepared By: City Clerk Tracy L. Dutton	Page 3 of 3
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Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 12/01/14 07:00 PM
Department: City Clerk
Category: Appointment
Department Head: Tracy L. Dutton
DOC ID: 1423

**SCHEDULED
ORDINANCE (ID # 1423)**

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, appointing one (1) member to the Parks and Recreation Advisory Board of the City of Bellaire, Texas ("Parks Board"), to fill an unexpired term commencing on December 1, 2014, and ending on June 30, 2016, or provide direction to the City Clerk to seek additional applications for the Parks Board and to schedule interviews to occur during the month of January 2015.

Background/Summary:

On November 3, 2014, Parks and Recreation Advisory Board Member Kim Padgett submitted her resignation prior to the expiration of her term. Ms. Padgett was serving a two-year term that commenced on July 1, 2014, and would end on June 30, 2016.

I re-reviewed the most recent applications that the City received during the past spring/summer months. Email inquiries were sent to applicants regarding their continued interest in serving on a City board or commission.

The following applicants expressed an interest in serving on the Parks and Recreation Advisory Board ("Parks Board"): Becky Ackley, David Ebro, Susan Hawes, and Louis Rodriguez. I received a new application from Ray Wong and have included that application for consideration as well (see attached applications).

This agenda item is two-pronged in that it allows City Council to consider an appointment to the Parks Board this evening (December 1) or City Council may direct the City Clerk to seek additional applications for the Parks Board during the month of December 2014 and schedule interviews to occur during the month of January 2015.

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

Action as City Council deems appropriate.

ATTACHMENTS:

- Parks and Recreation Advisory Board Packet Information (PDF)

BELLAIRE BOARDS AND COMMISSIONS



BOARD APPLICATIONS **(Ordered Alphabetically)**

2014

BELLAIRE BOARDS AND COMMISSIONS



TAB 1

Becky Ackley

BOARD APPLICATIONS

2014

* indicates required fields.

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Building and Standards Commission, Planning & Zoning Commission, Evelyn's Park Conservancy Board

Name: Becky Ackley

Home Address: [REDACTED] Holt Street

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: Realtor

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 3

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: n/a

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: no

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I have worked in residential real estate since 2009 in Bellaire and southwest Houston. It is important that the City of Bellaire maintain it's livability and continue to attract people who understand the importance of keeping Bellaire a safe and beautiful place to reside. I have a Bachelor's degree in Business Administration.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: As a mother of three sons, most of my volunteer efforts have been devoted to education. I have served on many PTO and Booster Club boards and presently serve as Treasurer for the Bellaire High School Class of 2017 and for the Bellaire High School Swim Team.

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: No

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?:

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time

commitment ranged, on an average, from 2 to 6 hours per month.): Yes

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?:

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:

Name: Becky Ackley

Date: 5/9/14

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred) here. There is no need to mark more than "1" if you're not interested in another Board.: 1 = planning and zoning

2 = building and standards

3 = Evelyn's Park Conservancy

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 5/9/2014 9:54:37 AM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

Form Address: <http://ci.bellaire.tx.us/Forms.aspx?FID=103>

BELLAIRE BOARDS AND COMMISSIONS



TAB 2

David Ebro

BOARD APPLICATIONS

2014

reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?

N/A

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved? N/A

The City of Bellaire appreciates your commitment and willingness to serve. Thank you for taking the time to complete this application

Name: Date:
David 05-
Ebro 09-
2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1 = most preferred) here. There is no need to mark more than "1" if you're not interested in another Board.

1 = Planning and Zoning Commission 2 = Building and Standards 3 = Evelyn's Park Conservancy

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing.

* indicates required fields.

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Building and Standards Commission, Planning & Zoning Commission, Evelyn's Park Conservancy Board

Name: David Ebro

Home Address: [REDACTED] Allendale St, Bellaire, TX 77401

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: Industrial Real Estate Developer

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 1

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: n/a

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If

applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: No

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I live, work and play in Bellaire and I am eager to become more civically involved in our wonderful city that means so much to me and my family.

I own and operate the Levey Group, an industrial real estate development company headquartered in Bellaire. I am responsible for forming Levey Group's distinguished team of professionals and upholding the stringent code of ethics by which our team conducts business.

Under my leadership, over the past 24-month period the company the company has developed nearly 400,000 square feet of new industrial real estate, leased over 400,000 square feet, and has inventoried strategic land holdings for its future development plans.

Guiding the company through this accelerated period of growth, I have managed the company's development, acquisitions and property management activities while continuing to work closely with Houston's real estate community on new real estate development opportunities.

I graduated as a member of the distinguished Phi Beta Kappa Honor Society from Florida International University where I earned a Master's degree in Economics and I am an alumnus of Rice University's Jones School of Business where I completed the Graduate Certification in Leadership.

Outside the office, I enjoy running and spending time with my wife Alyson, and our three children Asher, Benjamin and Leah.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: - Involved member of Congregation Brith Shalom

- Evelyn's Park supporter
- American Associates Ben Gurion University, Regional Board Member
- Jewish Federation's Commercial Real Estate Society, Sponsor and Steering Committee Member

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: Yes

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?: I do not foresee any conflict of interest in connection with my service on the Board of the Planning and Zoning Commission, Building and Standards or the Evelyn's Park Conservancy.

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time commitment ranged, on an average, from 2 to 6 hours per month.): No

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?: N/A

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:
N/A

Name: David Ebro

Date: 05-09-2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred)here. There is no need to mark more than "1" if you're not interested in another Board.: 1 = Planning and Zoning Commission
2 = Building and Standards
3 = Evelyn's Park Conservancy

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 5/9/2014 10:26:53 AM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

Form Address: <http://ci.bellaire.tx.us/Forms.aspx?FID=103>

BELLAIRE BOARDS AND COMMISSIONS



TAB 3

Susan Hawes

BOARD APPLICATIONS

2014

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?

The City of Bellaire appreciates your commitment and willingness to serve. Thank you for taking the time to complete this application

Name* Date*
Susan 7/8/2014
Hawes

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1 = most preferred) here. There is no need to mark more than "1" if you're not interested in another Board.	1- Environmental and Sustainability Board 2- Evelyn's Park Conservancy
*By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing.	

* indicates required fields.

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Environmental & Sustainability Board, Evelyn's Park Conservancy Board

Name: Susan Hawes

Home Address: [REDACTED]

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: homemaker

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: 6

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: No

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: No

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I am an interested citizen and longtime user of Bellaire's recycling services. When we lived in Southwest Houston we

would bring to Bellaire's old recycling dropoff recyclables that Houston did not then accept. Professionally, I have a science background and, when I was employed at the University of Houston, I was in charge of hazardous waste disposal for my lab. This involved working with the University's waste disposal facilities to ensure that our unwanted chemicals were safely consumed. I have always appreciated Bellaire's pragmatic attitude to recycling, best exemplified in the letter sent a few years ago that explained to citizens that the city pays for landfill space, but can sell recyclables. I believe that sustainability includes fiscal responsibility and long-term planning.

I have also been impressed with the number of parks that Bellaire has and the care taken of them; I believe that public parks will become ever more important as the population and the population density of our surrounding city of Houston increases.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: My present community and charitable activities include serving as a longtime volunteer, board member and current board president of ECHOS, a faith-based health care access nonprofit in southwest Houston. I am a member of the PTO at both Herod Elementary and TH Rogers, where my children attend school, and volunteer at both schools. In addition, we are members and supporters of the Nature Discovery Center.

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: No

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?: I do not foresee any conflicts of interest.

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time commitment ranged, on an average, from 2 to 6 hours per month.): Yes

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?: I am not applying for reappointment.

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:

Name: Susan Hawes

Date: 7/8/2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred)here. There is no need to mark more than "1" if you're not interested in another Board.: 1- Environmental and Sustainability Board
2- Evelyn's Park Conservancy

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 7/9/2014 10:47:54 AM

Submitted from IP Address: [REDACTED]

BELLAIRE BOARDS AND COMMISSIONS



TAB 4

Louis Rodriguez

BOARD APPLICATIONS

2014

* indicates required fields.

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Parks & Recreation Advisory Board, Evelyn's Park Conservancy Board

Name: Louis Rodriguez

Home Address: [REDACTED]

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: Sales

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 20

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: No

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: Yes

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: Volunteered for the Alvin Chamber of Commerce Summer event Frontier Days. Organized a 5K run for the event. Also, directed a 5K Run for the city of Bellaire and directed for four years a 5K run for a University Former Students group.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Have been a volunteer for the Bellaire Kid's swim team. Volunteer for the Houston Livestock Show and Rodeo. I am a Lifetime Member of the HLSR and serve on two Rodeo committees.

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: No

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?:

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time commitment ranged, on an average, from 2 to 6 hours per month.): Yes

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?:

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:
My experiences working with various volunteer groups will help guide me serving as a member of the local board. I have been effective in my jobs and in my volunteer work. Any improvements or contributions could be a minor adjustment in a process and other times a different idea or approach. Until I become better informed on how the Board is operating, there are no suggestions on how to improve a committee.

Name: Louis Rodriguez

Date: June 20, 2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred) here. There is no need to mark more than "1" if you're not interested in another Board.: Bellaire Parks and Recreation if my first choice

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 6/21/2014 1:13:30 AM

Submitted from IP Address:

Referrer Page:

Form Address: <http://ci.bellaire.tx.us/Forms.aspx?FID=103>

after May 2014 Cut-off

BELLAIRE BOARDS AND COMMISSIONS



TAB 5

Ray Wong

BOARD APPLICATIONS

2014

View any uploaded files by signing in and then proceeding to the link below:
<http://ci.bellaire.tx.us/Admin/FormHistory.aspx?SID=4442>

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Parks & Recreation Advisory Board, Evelyn's Park Conservancy Board

Name: Raymond Wong

Home Address: [REDACTED] Bellaire Texas 77401

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: Financial Advisor

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 17

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: No

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: No

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I served on the Finance Committee at Houston's First Baptist Church. I was actively involved in the building process of our home and am aware of the city permit process as well as building and standard commission.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Directed a number of classes at Houston's First Baptist Church. Currently a pastor's aide for the church. Ambassador for Texas Children's Hospital

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: No

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?:

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time commitment ranged, on an average, from 2 to 6 hours per month.): Yes

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?:

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:

Name: Raymond Wong

Date: 11/20/2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred)here. There is no need to mark more than "1" if you're not interested in another Board.: 1 - Parks & Recreation Advisory Board

1 - Evelyn's Park Conservancy Board

(I am equally interested in either. Whichever is available. I'd like to discuss if both are available)

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 11/20/2014 8:40:41 AM

Submitted from: [REDACTED]

Referrer Page: [REDACTED]

Form Address: <http://ci.bellaire.tx.us/Forms.aspx?FID=103>

**BALLOT****PARKS AND RECREATION ADVISORY BOARD****Instructions:**

Please indicate your choice by marking an "X" beside the name of **one (1)** applicant to serve as a member of the Parks and Recreation Advisory Board to fill an unexpired term commencing on December 1, 2014, and ending on June 30, 2016. Applicant names are listed in alphabetical order.

☐

Becky Ackley

☐

David Ebro

☐

Susan Hawes

☐

Louis Rodriguez

☐

Ray Wong

☐

Write-In _____

Signature: _____

Date: December 1, 2014



ORDINANCE NO. 14-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, APPOINTING ONE (1) MEMBER TO THE PARKS AND RECREATION ADVISORY BOARD OF THE CITY OF BELLAIRE, TEXAS, TO FILL AN UNEXPIRED TERM COMMENCING ON DECEMBER 1, 2014, AND EXPIRING ON JUNE 30, 2016.

WHEREAS, the Parks and Recreation Advisory Board was created by Resolution No. 88-03 of the City Council of the City of Bellaire, Texas, on January 18, 1988; and

WHEREAS, pursuant to the *Code of Ordinances of the City of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards, Commissions, and Committees, Division 1, Generally, Section 2-93, Eligibility for membership on boards*, the City Council of the City of Bellaire, Texas, appoints the members to the Parks and Recreation Advisory Board; and

WHEREAS, the City Council of the City of Bellaire, Texas, by Ordinance No. 14-028, approved and adopted on June 23, 2014, appointed three (3) members to the Parks and Recreation Advisory Board of the City of Bellaire, Texas, for a two-year term commencing on July 1, 2014, and expiring on June 30, 2016; and

WHEREAS, one of the four members appointed under Ordinance No. 14-028, Kim Padgett, has had to resign her appointment as a member of the Parks and Recreation Advisory Board of the City of Bellaire, Texas, prior to the expiration of her term; and

WHEREAS, the City Council of the City of Bellaire, Texas, has determined that it is in the best interest of the City to appoint the herein named person to fill the unexpired term of Kim Padgett as a member of the Parks and Recreation Advisory Board of the City of Bellaire, Texas, for a term commencing on December 1, 2014, and expiring on June 30, 2016; **NOW, THEREFORE**,

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

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

2. THAT _____ is hereby appointed as a member of the Parks and Recreation Advisory Board of the City of Bellaire, Texas, to fill the unexpired term of Kim Padgett commencing on December 1, 2014, and expiring on June 30, 2016.

3. THAT the appointment as set forth herein shall be effective as of December 1, 2014, and such newly appointed member shall be installed at the first meeting of the Parks and Recreation Advisory Board of the City of Bellaire, Texas, following the effective date of the appointment herein.

PASSED, APPROVED, and ADOPTED this 1st day of December, 2014.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Dr. Philip L. Nauert
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney

Mayor and Council

7008 S. Rice Avenue
Bellaire, TX 77401



Meeting: 12/01/14 07:00 PM
Department: City Clerk
Category: Appointment
Department Head: Tracy L. Dutton
DOC ID: 1424

**SCHEDULED
ORDINANCE (ID # 1424)**

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, designating one (1) member to serve on the Evelyn's Park Conservancy Board ("EPCB") as the City's Representative to fill an unexpired term commencing on December 1, 2014, and expiring on June 30, 2015, or provide direction to the City Clerk to seek additional applications for the EPCB and to schedule interviews to occur during the month of January 2015.

Background/Summary:

On November 3, 2014, Evelyn's Park Conservancy Board Member Kim Padgett submitted her resignation prior to the expiration of her term. Ms. Padgett was serving a two-year term that commenced on July 1, 2013, and would end on June 30, 2015.

I re-reviewed the most recent applications that the City received during the past spring/summer months. Email inquiries were sent to applicants regarding their continued interest in serving on a City board or commission.

The following applicants expressed an interest in serving on the Evelyn's Park Conservancy Board ("EPCB"): Becky Ackley, David Ebro, Susan Hawes, Robert Riquelmy, and Louis Rodriguez. I received a new application from Ray Wong and have included that application for consideration as well (see attached applications).

This agenda item is two-pronged in that it allows City Council to consider an appointment to the EPCB this evening (December 1) or City Council may direct the City Clerk to seek additional applications for the EPCB during the month of December 2014 and schedule interviews to occur during the month of January 2015.

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

Action as City Council deems appropriate.

ATTACHMENTS:

- Evelyns Park Conservancy Board Agenda Packet (PDF)

BELLAIRE BOARDS AND COMMISSIONS



BOARD APPLICATIONS **(Ordered Alphabetically)**

2014

BELLAIRE BOARDS AND COMMISSIONS



TAB 1

Becky Ackley

BOARD APPLICATIONS

2014

* indicates required fields.

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Building and Standards Commission, Planning & Zoning Commission, Evelyn's Park Conservancy Board

Name: Becky Ackley

Home Address: [REDACTED] Holt Street

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: Realtor

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 3

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: n/a

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: no

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I have worked in residential real estate since 2009 in Bellaire and southwest Houston. It is important that the City of Bellaire maintain it's livability and continue to attract people who understand the importance of keeping Bellaire a safe and beautiful place to reside. I have a Bachelor's degree in Business Administration.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: As a mother of three sons, most of my volunteer efforts have been devoted to education. I have served on many PTO and Booster Club boards and presently serve as Treasurer for the Bellaire High School Class of 2017 and for the Bellaire High School Swim Team.

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: No

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?:

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time

commitment ranged, on an average, from 2 to 6 hours per month.): Yes

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?:

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:

Name: Becky Ackley

Date: 5/9/14

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred)here. There is no need to mark more than "1" if you're not interested in another Board.: 1 = planning and zoning

2 = building and standards

3 = Evelyn's Park Conservancy

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 5/9/2014 9:54:37 AM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

Form Address: <http://ci.bellaire.tx.us/Forms.aspx?FID=103>

BELLAIRE BOARDS AND COMMISSIONS



TAB 2

David Ebro

BOARD APPLICATIONS

2014

reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?

N/A

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved? N/A

The City of Bellaire appreciates your commitment and willingness to serve. Thank you for taking the time to complete this application

Name* Date*
David 05-
Ebro 09-
2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1 = most preferred) here. There is no need to mark more than "1" if you're not interested in another Board.

1 = Planning and Zoning Commission 2 = Building and Standards 3 = Evelyn's Park Conservancy

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing.

* indicates required fields.

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Building and Standards Commission, Planning & Zoning Commission, Evelyn's Park Conservancy Board

Name: David Ebro

Home Address: [REDACTED] Allendale St; Bellaire, TX 77401

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: Industrial Real Estate Developer

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 1

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: n/a

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If

applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: No

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I live, work and play in Bellaire and I am eager to become more civically involved in our wonderful city that means so much to me and my family.

I own and operate the Levey Group, an industrial real estate development company headquartered in Bellaire. I am responsible for forming Levey Group's distinguished team of professionals and upholding the stringent code of ethics by which our team conducts business.

Under my leadership, over the past 24-month period the company the company has developed nearly 400,000 square feet of new industrial real estate, leased over 400,000 square feet, and has inventoried strategic land holdings for its future development plans.

Guiding the company through this accelerated period of growth, I have managed the company's development, acquisitions and property management activities while continuing to work closely with Houston's real estate community on new real estate development opportunities.

I graduated as a member of the distinguished Phi Beta Kappa Honor Society from Florida International University where I earned a Master's degree in Economics and I am an alumnus of Rice University's Jones School of Business where I completed the Graduate Certification in Leadership.

Outside the office, I enjoy running and spending time with my wife Alyson, and our three children Asher, Benjamin and Leah.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: - Involved member of Congregation Brith Shalom

- Evelyn's Park supporter
- American Associates Ben Gurion University, Regional Board Member
- Jewish Federation's Commercial Real Estate Society, Sponsor and Steering Committee Member

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: Yes

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?: I do not foresee any conflict of interest in connection with my service on the Board of the Planning and Zoning Commission, Building and Standards or the Evelyn's Park Conservancy.

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time commitment ranged, on an average, from 2 to 6 hours per month.): No

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?: N/A

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:
N/A

Name: David Ebro

Date: 05-09-2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred)here. There is no need to mark more than "1" if you're not interested in another Board.: 1 = Planning and Zoning Commission
2 = Building and Standards
3 = Evelyn's Park Conservancy

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 5/9/2014 10:26:53 AM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

Form Address: <http://ci.bellaire.tx.us/Forms.aspx?FID=103>

BELLAIRE BOARDS AND COMMISSIONS



TAB 3

Susan Hawes

BOARD APPLICATIONS

2014

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?

The City of Bellaire appreciates your commitment and willingness to serve. Thank you for taking the time to complete this application

Name* Date*
Susan 7/8/2014
Hawes

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1 = most preferred) here. There is no need to mark more than "1" if you're not interested in another Board.	1- Environmental and Sustainability Board 2- Evelyn's Park Conservancy
*By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing.	

* indicates required fields.

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Environmental & Sustainability Board, Evelyn's Park Conservancy Board

Name: Susan Hawes

Home Address: [REDACTED]

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: homemaker

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 6

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: No

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: No

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I am an interested citizen and longtime user of Bellaire's recycling services. When we lived in Southwest Houston we

would bring to Bellaire's old recycling dropoff recyclables that Houston did not then accept. Professionally, I have a science background and, when I was employed at the University of Houston, I was in charge of hazardous waste disposal for my lab. This involved working with the University's waste disposal facilities to ensure that our unwanted chemicals were safely consumed. I have always appreciated Bellaire's pragmatic attitude to recycling, best exemplified in the letter sent a few years ago that explained to citizens that the city pays for landfill space, but can sell recyclables. I believe that sustainability includes fiscal responsibility and long-term planning.

I have also been impressed with the number of parks that Bellaire has and the care taken of them; I believe that public parks will become ever more important as the population and the population density of our surrounding city of Houston increases.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: My present community and charitable activities include serving as a longtime volunteer, board member and current board president of ECHOS, a faith-based health care access nonprofit in southwest Houston. I am a member of the PTO at both Herod Elementary and TH Rogers, where my children attend school, and volunteer at both schools. In addition, we are members and supporters of the Nature Discovery Center.

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: No

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?: I do not foresee any conflicts of interest.

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time commitment ranged, on an average, from 2 to 6 hours per month.): Yes

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?: I am not applying for reappointment.

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:

Name: Susan Hawes

Date: 7/8/2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred)here. There is no need to mark more than "1" if you're not interested in another Board.: 1- Environmental and Sustainability Board
2- Evelyn's Park Conservancy

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 7/9/2014 10:47:54 AM

Submitted from IP Address: [REDACTED]

BELLAIRE BOARDS AND COMMISSIONS



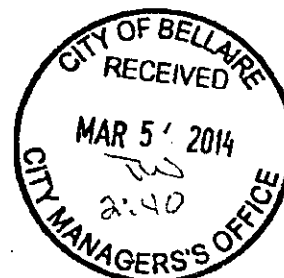
TAB 4

Robert Riquelmy

BOARD APPLICATIONS

2014

City of Bellaire

Application for Board, Commission,
and Committee Appointment

Instructions: Please type or print using black ink.

Board/Commission/Committee (indicate selection(s) by marking each with "1" or "2" or "3" in rank order of your preference (1=most preferred). It is **not necessary to mark more than one** if you're not interested.
(The functions of each Board / Commission / Committee and procedures for appointments are described on pages 3-4 of this document.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recycling Committee | <input type="checkbox"/> Bellaire Cultural Arts Commission |
| <input type="checkbox"/> Building & Standards Commission | <input type="checkbox"/> Bellaire L.I.F.E. Advisory Board | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Parks & Recreation Advisory Board | |

1. Name: ROBERT RIQUELMY2. Address: WINSLOW LANE3. Business Phone: [REDACTED] Home Phone: [REDACTED]4. Occupation: SELF-EMPLOYED CARPENTER5. Years in Bellaire: 39 Home Email Address: [REDACTED]

must be a resident for at least 6 months before appointment date in June

6. First Time Appointment? NO Reappointment? NO

Yes or No

Yes or No

7. If Reappointment, indicate name of group: and the time period previously served: 8. Registered Voter in a Bellaire Precinct? YES (Yes or No)

9. Have you ever attended a meeting of the particular Board, Commission, or Committee to which you seek appointment? If so, indicate which one(s):

NO

10. Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work:

I AM A GOOD NEIGHBOR, AND AM INTERESTED IN, AND AN OBSERVER OF, CITY GOVERNMENT.

11. Please write a brief summary of your interest in appointment or reappointment to this Board, Commission, or Committee:

I WANT TO BE ABLE TO ATTEND THE MEETINGS IN ORDER TO REPORT TO THE PUBLIC ABOUT THEM, AND TO BRING A MORE COSMOPOLITAN APPROACH TO THE DESIGN,
INCLUSIVE OF ALL TYPES OF USERS.

Application Form - page 2

Application Form for Boards, Commissions and Committees-Page 1 of 5

Rev. 03/08/2010 pm

12. Please write a brief summary of your qualifications for service on this Board, Commission, or Committee:

I AM FAMILIAR WITH CITY GOVERNMENT AND THE PARKS BOARD, AND I HAVE AN ABIDING INTEREST IN BETTER GOVERNMENT.

13. Do you anticipate any conflicts of interest arising on connection with your service on the selected Board, Commission or Committee? Yes _____ No X Possibly _____

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?

14. Do you understand the time commitment required on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated that their time commitment ranged, on average, from two to six hours per month.)



Yes



No

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee.

Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?

The City of Bellaire appreciates your commitment and willingness to serve. Thank you for taking the time to complete this application.

Signature

Robert Riquelmy

Date: MAY 4, 2014

Printed Name

ROBERT RIQUELMY

BELLAIRE BOARDS AND COMMISSIONS



TAB 5

Louis Rodriguez

BOARD APPLICATIONS

2014

* indicates required fields.

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Parks & Recreation Advisory Board, Evelyn's Park Conservancy Board

Name: Louis Rodriguez

Home Address: [REDACTED]

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: Sales

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 20

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: No

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: Yes

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: Volunteered for the Alvin Chamber of Commerce Summer event Frontier Days. Organized a 5K run for the event. Also, directed a 5K Run for the city of Bellaire and directed for four years a 5K run for a University Former Students group.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Have been a volunteer for the Bellaire Kid's swim team. Volunteer for the Houston Livestock Show and Rodeo. I am a Lifetime Member of the HLSR and serve on two Rodeo committees.

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: No

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?:

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time commitment ranged, on an average, from 2 to 6 hours per month.): Yes

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?:

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:
My experiences working with various volunteer groups will help guide me serving as a member of the local board. I have been effective in my jobs and in my volunteer work. Any improvements or contributions could be a minor adjustment in a process and other times a different idea or approach. Until I become better informed on how the Board is operating, there are no suggestions on how to improve a committee.

Name: Louis Rodriguez

Date: June 20, 2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred) here. There is no need to mark more than "1" if you're not interested in another Board.: Bellaire Parks and Recreation if my first choice

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 6/21/2014 1:13:30 AM

Submitted from IP Address: [REDACTED]

Referrer Page: [REDACTED]

Form Address: <http://ci.bellaire.tx.us/Forms.aspx?FID=103>

after May 2014 Cut-off

BELLAIRE BOARDS AND COMMISSIONS



TAB 6

Ray Wong

BOARD APPLICATIONS

2014

View any uploaded files by signing in and then proceeding to the link below:
<http://ci.bellaire.tx.us/Admin/FormHistory.aspx?SID=4442>

The following form was submitted via your website: Application to Serve on a City Board or Commission

Select from the following choices: Parks & Recreation Advisory Board, Evelyn's Park Conservancy Board

Name: Raymond Wong

Home Address: [REDACTED] Bellaire Texas 77401

Contact Number: [REDACTED]

Business Phone Number: [REDACTED]

Occupation: Financial Advisor

Email Address: [REDACTED]

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 17

Are you a registered voter in a Bellaire Precinct?: Yes

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: No

Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Fiance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.: No

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I served on the Finance Committee at Houston's First Baptist Church. I was actively involved in the building process of our home and am aware of the city permit process as well as building and standard commission.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Directed a number of classes at Houston's First Baptist Church. Currently a pastor's aide for the church. Ambassador for Texas Children's Hospital

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?: No

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?:

Do you understand the time commitment on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated their time commitment ranged, on an average, from 2 to 6 hours per month.): Yes

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?:

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:

Name: Raymond Wong

Date: 11/20/2014

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred)here. There is no need to mark more than "1" if you're not interested in another Board.: 1 - Parks & Recreation Advisory Board

1 - Evelyn's Park Conservancy Board

(I am equally interested in either. Whichever is available. I'd like to discuss if both are available)

By submitting this application online or by email and executing it by entering my name where indicated, I intend to electronically certify it as if signed in writing:

Additional Information:

Form submitted on: 11/20/2014 8:40:41 AM

Submitted from: [REDACTED]

Referrer Page: [REDACTED]

Form Address: <http://ci.bellaire.tx.us/Forms.aspx?FID=103>



BALLOT

EVELYN'S PARK CONSERVANCY BOARD

Instructions:

Please indicate your choice by marking an "X" beside the name of **one (1)** applicant to serve as a member of the Evelyn's Park Conservancy Board to fill an unexpired term commencing on December 1, 2014, and ending on June 30, 2015. Applicant names are listed in alphabetical order.

☐

Becky Ackley

☐

David Ebro

☐

Susan Hawes

☐

Robert Riquelmy

☐

Louis Rodriguez

☐

Ray Wong

☐

Write-In _____

Signature: _____

Date: December 1, 2014



ORDINANCE NO. 14-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, DESIGNATING ONE (1) MEMBER TO SERVE ON THE EVELYN'S PARK CONSERVANCY BOARD ("EPCB") AS THE CITY'S REPRESENTATIVE TO FILL AN UNEXPIRED TERM COMMENCING ON DECEMBER 1, 2014, AND EXPIRING ON JUNE 30, 2015.

WHEREAS, the City Council of the City of Bellaire, Texas, entered into an *Agreement Concerning Evelyn's Park, Bellaire, Texas, by and among City of Bellaire, Texas, and The Jerry and Maury Rubenstein Foundation* ("Agreement"), on February 21, 2011, for the purpose of developing property conveyed to the City of Bellaire, Texas, by The Jerry and Maury Rubenstein Foundation and addressed as 4400 Bellaire Boulevard, Bellaire, Texas, into a high quality urban park and/or open space, with related facilities and amenities, for the use and enjoyment of the residents of Bellaire and visitors to Bellaire; and

WHEREAS, the Agreement called for the creation of a Conservancy as a non-profit 501(c)(3) corporation, to be called the "Evelyn's Park Conservancy," and set forth the purpose and function of the Evelyn's Park Conservancy; and

WHEREAS, the City of Bellaire, Texas, is authorized to designate four (4) members to the Board of Directors of the Evelyn's Park Conservancy; and

WHEREAS, the City Council of the City of Bellaire, Texas, by Ordinance No. 13-038, approved and adopted on July 1, 2013, designated Kim Padgett as one of the four (4) City Representatives to the EPCB, but has resigned her appointment prior to the expiration of her term; and

WHEREAS, Kim Padgett's unexpired term will end on June 30, 2015; and

WHEREAS, the City Council of the City of Bellaire, Texas, desires to designate the herein named person as the City's Representative to fill the unexpired term of Kim Padgett commencing on December 1, 2014, and expiring on June 30, 2015; **NOW, THEREFORE**,

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

1. THAT the recitals set forth hereinabove are true and correct.

2. THAT _____ is hereby designated as the City of Bellaire's representative to the Board of Directors of the Evelyn's Park Conservancy to fill the unexpired term of Kim Padgett commencing on December 1, 2014, and expiring on June 30, 2015.

3. THAT this Ordinance shall be effective immediately upon its passage and adoption.

PASSED, APPROVED, and ADOPTED this 1st day of December, 2014.

(SEAL)

ATTEST:

Tracy L. Dutton, TRMC
City Clerk

SIGNED:

Dr. Philip L. Nauert
Mayor

APPROVED AS TO FORM:

Alan P. Petrov
City Attorney