

# CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

SEPTEMBER 15, 2015

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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 - Pat B. McLaughlan, Councilman - Position No. 4.**

**C. Pledges to The Flags - Pat B. McLaughlan, Councilman - Position No. 4.**

**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:**

**1. Minutes of the Regular Session dated July 20, 2015:**

Consideration of and possible action on the approval and adoption of the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, July 20, 2015 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Regular Session - Jul 20, 2015 7:00 PM

**2. Minutes of the Public Hearing and Regular Session dated August 3, 2015**

Consideration of a request from the City Clerk for City Council to ratify its approval of the minutes of the Public Hearing and Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, August 3, 2015; said approval of which was originally acted upon during the August 17, 2015, City Council Regular Session - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Public Hearing and Regular Session - Aug 3, 2015 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. Reports:**

1. Presentation of the City Manager's Report dated September 15, 2015, regarding upcoming events in the City of Bellaire - Presented by Paul A. Hofmann, City Manager.
2. Presentation, consideration of, and possible action on the submittal of the "Certified 2015 Tax Roll and the 2015 Property Tax Rates in the City of Bellaire, Texas" - Presented and submitted by Linda Symank, Chief Financial Officer.

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

- a. Consideration of and possible action regarding the taking of a record vote to increase the tax revenue for the City of Bellaire, Texas for the 2015 Tax Year by proposing a tax rate of \$0.3805 per \$100 valuation and authorizing the City Clerk and Chief Financial Officer to publish a "Notice of 2015 Tax Year Proposed Property Tax Rate for the City of Bellaire." The recommended dates for two public hearings on the referenced proposal are Monday, October 5, 2015, and Monday, October 12, 2015, both of which will be held at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401 - Submitted by Linda Symank, Chief Financial Officer.
- b. Council consideration and approval of a resolution amending the FY2015 Budget. Submitted by Diane K. White, Assistant City Manager.
- c. Consideration of and possible action regarding the FY2016 budget of the City of Bellaire, Texas for the fiscal year beginning October 1, 2015, and ending September 30, 2016, and appropriating the several sums set up therein to the objects and purposes therein named by 1) Adopting the FY2016 budget by record vote and 2) Ratify the tax increase reflected in the FY2016 budget. Item Submitted by: Diane K. White, Assistant City Manager
- d. Consideration of and possible action on a recommendation from the Parks, Recreation, and Facilities Department to award a contract to Classic Irrigation and Landscape Inc., for improvements to the Holly Street Esplanade in the amount of \$149,919.00 and consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager and City Clerk to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with Classic Irrigation and Landscape, Inc., for Holly Street Landscape Improvements in the amount of \$149,919.00 - Submitted by Michelle Jordan, Project Director.
- e. Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, nominating a candidate for a position on the Board of Directors of the Harris County Appraisal District for a term of office commencing on January 1, 2016, and extending through December 31, 2017 - Submitted by Tracy L. Dutton, City Clerk.

**2. Items for Individual Consideration:**

- a. Consideration of and possible action on a recommendation to approve the Ad Hoc Municipal Facilities Committee's recommendation for the City of Bellaire's Municipal Facilities Project - Site Plan Alternative A - Requested by Dr. Philip L. Nauert, Mayor.
- b. Consideration of and possible action on a recommendation to direct City Staff to contact the Houston Independent School District (HISD) to request and schedule a tour of the Bellaire High School campus located at 5100 Maple Street, Bellaire, Texas, by members of the Bellaire City Council; said tour to be scheduled during school hours and to include an overview of proposed renovations and modifications to be made to said campus as well as a description of the benefits to be achieved as a result of the renovations/modifications (i.e., traffic, parking, and school population, etc.) - Requested by Roman F. Reed, Councilman - Position No. 1.
- c. Discussion and possible direction to City Staff regarding a recommendation to lower the current speed limit for the entire extent of South Rice Avenue from 35 miles per hour to 30 miles per hour - Requested by Roman F. Reed, Councilman - Position No. 1.
- d. Discussion and possible action on a recommendation to reach out to the community and neighborhoods by holding the two November and first December 2015 meetings of the City Council of the City of Bellaire, Texas, in the following City parks: Paseo Park (November 2nd), Jaquet Park (November 16th), and Lafayette Park (December 7th) - Requested by Roman F. Reed, Councilman - Position No. 1.

#### **H. 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, as of July 13, 2015, 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.]

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





# CITY OF BELLAIRE TEXAS

## MAYOR AND COUNCIL

JULY 20, 2015

Council Chamber

Regular Session

7:00 PM

7008 S. RICE AVENUE  
BELLAIRE, TX 77401

### REGULAR SESSION - 7:00 P.M.

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

**Dr. Philip L. Nauert, Mayor**, called the Regular Session of the City Council of the City of Bellaire, Texas, to order at 7:03 p.m. on Monday, July 20, 2015. Mayor Nauert announced that a quorum of members of the City Council was present as set forth in the table below.

Member Name	Title	Status	
Nauert	Mayor	Present	
B. Nathan	Mayor Pro Tem	Present	
J. Reed	Councilman	Present	
Avioli Sr.	Councilman	Present	
Appas	Councilman	Absent	
McLaughlan	Councilman	Present	
S. Friedberg	Councilman	Present	
Hofmann	City Manager	Present	
Metrov	City Attorney	Present	
Dutton	City Clerk	Present	

#### B. Inspirational Reading and/or Invocation - James P. Avioli, Sr., Councilman - Position No. 2.

**James P. Avioli, Sr., Councilman - Position No. 2**, provided the inspirational reading for the evening.

#### C. Pledges to The Flags - James P. Avioli, Sr., Councilman - Position No. 2.

**James P. Avioli, Sr., Councilman - Position No. 2**, led the members of City Council and the audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

#### D. Recognition of Proclamations:

Issuance of a proclamation by Dr. Philip L. Nauert, Mayor, proclaiming the month of August 2015, as "Commute Solutions Month," and support of the Houston-Galveston Area Council and their partners in the promotion of transportation alternatives.

**Dr. Philip L. Nauert, Mayor**, referenced a proclamation that he had executed and issued proclaiming the month of August 2015 as "Commute Solutions Month" in support of the Houston-Galveston Area Council and their partners in the promotional transportation alternatives.

Minutes Acceptance: Minutes of Jul 20, 2015 7:00 PM (Minutes of the Regular Session dated July 20, 2015:)

Mayor Nauert asked **Roman F. Reed, Councilman - Position No. 1**, to deliver the proclamation. Councilman Reed read the proclamation in its entirety and presented it on behalf of the City of Bellaire, Texas, to representatives from the Houston-Galveston Area Council.

#### **E. Approval or Correction of Minutes:**

##### **1. Minutes dated June 15, 2015:**

Consideration of and possible action on the approval of the minutes of the Special Session (Interviews) of the City Council of the City of Bellaire, Texas, held on Monday, June 15, 2015 - Requested by Tracy L. Dutton, City Clerk.

Mayor and Council - Special Session - Jun 15, 2015 6:00 PM

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

##### **2. Minutes dated June 15, 2015:**

Consideration of and possible action on the approval of the minutes of the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, June 15, 2015 - Requested by Tracy L. Dutton, City Clerk.

Mayor and Council - Regular Session - Jun 15, 2015 7:00 PM

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

##### **3. Minutes dated June 22, 2015:**

Consideration of and possible action on the approval of the minutes of the Special Session (Interviews) of the City Council of the City of Bellaire, Texas, held on Monday, June 22, 2015 - Requested by Tracy L. Dutton, City Clerk.

Mayor and Council - Special Session - Jun 22, 2015 6:00 PM

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

#### **F. Personal/Audience Comments.**

**John Monday:**

Minutes Acceptance: Minutes of Jul 20, 2015 7:00 PM (Minutes of the Regular Session dated July 20, 2015:)

Mr. Monday addressed members of City Council and advised that he was the spokesperson for a small group of residents in Bellaire that had some concerns and suggestions for visual improvements to the City.

A statement regarding the intent of the group was made by Mr. Monday, which was to identify short-term and long-term maintenance or repair items that had been neglected, overlooked, or otherwise contributed to the "shabby" look of the City. It was noted that this list, consisting of low hanging fruit, could likely be completed within 90 days. The group was hopeful that they could return to City Council in 90 days in order to see what the City had accomplished.

Mr. Monday advised that he believed that there were some small items that could be done in addition to the larger items. City Council was asked to translate the list of items that the group had provided into some type of action plan and give the City Manager the responsibility and task of stepping through that action plan and reporting back to City Council.

In closing, Mr. Monday advised that the City as a whole deserved as much attention and as much money to visual improvements as the City might spend on the Holly Trail.

**Terry Leavitt-Chavez:**

Ms. Leavitt-Chavez addressed City Council and asked for funds to be budgeted for the front entry marker on Bellaire Boulevard. Reference was made to the City of Southside Place and the native plants that were installed in front of their entry marker.

In addition, Ms. Leavitt-Chavez advised that colorful landscaped esplanade end caps should be considered to further beautify Bellaire and urged City Council to support of the seasonal banners that had already been proposed in the City's budget for fiscal year 2016.

**David Montague:**

Mr. Montague addressed City Council and congratulated the City on a successful groundbreaking event at Evelyn's Park. He indicated that he was anxious to hear the report from the Evelyn's Park Conservancy this evening.

Mr. Montague asked City Council to ask a few questions to address the cafe operations and budget (i.e., specifically a line item that stated "operator's initial projections include beer and wine sales for the cafe; beer, wine and mixed drinks for the private parties"). He inquired as to how members of the public might have some input with respect to the sale and consumption of alcohol in Evelyn's Park. He urged City Council to think about the mix of patrons using the park (i.e., adults and children) when making their decision as to what really needed to be served at the cafe.

**Keith Bowers:**

Mr. Bowers addressed City Council regarding the proposed budget for fiscal year 2016. He thanked City Manager Paul A. Hofmann and his staff for a very thorough and complete presentation of the budget. He indicated further that this budget was the best he had seen.

One thing that was missing, however, was paid time off (vacation, sick leave, and holidays). Mr. Bowers assumed that paid time off represented 14-15% of salaries and was equivalent to 30 people on the payroll. He advised that paid time off needed to be

counted in his opinion. He advised further that he wished to see the total cost to Bellaire (now and in the future) compared to private industry. He suggested that several Bellaire positions should be compared to industry positions to make sure that Bellaire was in line. Onerous pension obligations and health care after retirement obligations were referenced by Mr. Bowers. He stated that the Texas pension fund was under-funded by 61% and bringing it up to a fully funded status would increase the City's expenditures in future years.

Although Mr. Bowers had no specific comments on the budget, he again thanked City Manager Hofmann and his staff for the first comprehensive look ahead approach to the budget. He suggested that the per capita debt load be included in the budget document, as well as the cost of water for the City's swimming pools, parks, and grounds.

In closing, Mr. Bowers thanked Councilman Andrew S. Friedberg for declaring his candidacy for Mayor. He advised that he was sorry to lose Mayor Philip L. Nauert and hoped that he did not go too far away.

**Richard Franke:**

Mr. Franke addressed City Council and reiterated the many thank yous and congratulations that other speakers had mentioned to City Council. He thanked Mayor Nauert for the incredible amount of time he had spent on projects during his tenure. He also expressed his support of Councilman Andrew S. Friedberg.

Mr. Franke advised that a lingering issue that was never addressed was the risk (pros and cons) of decisions made on various financial issues. Mr. Franke advised that his favorite issue was infrastructure. The criteria used to identify the streets that needed pavement, water lines, sanitary sewer, etc., were not listed and documented. He noted further that he had spoken many times at the podium over the last 17 years advocating complete reconstruction of the City streets.

Mr. Franke stated that the City needed to be brought together quadrant by quadrant. People who lived on reconstructed streets were not sensitive to the needs of the rest of the City in Mr. Franke's observation. Bellaire was responsible for the maintenance and the future of the City.

In closing, Mr. Franke thanked Mr. Monday and Ms. Leavitt-Chavez for bringing up the aesthetics of the City. He indicated that he had talked with the Mayor, City Manager, Director of Development Services, and Building Official many times regarding the lot between Mulberry Lane and Howard Lane off of Bissonnet Street. Two months ago, huge amounts of dirt had been dug up and nothing had been done . . . .

{The speaker's allotted time ended at this point in the meeting}

**Lynn McBee:**

Ms. McBee addressed City Council and referenced the impressive array of speakers that had addressed City Council this evening. Ms. McBee added her home to Mr. Monday's list due to the adjacent City curb that had been crumbling for 20 years.

Additionally, Ms. McBee stated that she had been spending an inordinate amount of time looking at the proposed budget for fiscal year 2016. She indicated that it was a well-constructed, impressive document that reflected long hours by staff.

The one big omission Ms. McBee had found thus far was on page 101 (staffing detail). She advised that four departments were listed as follows: Police, Library, Public Works, and Parks with a total of 101 employees plus the Enterprise Fund consisting of another 32 employees. She stated that Development Services, Fire, Human Resources, Information Technology, Legal, and City Clerk, insofar as staffing was concerned, were missing from the staffing detail. She hoped that the City Manager would prepare an addendum with a complete list of staffing by all departments.

Secondly, reference was made to a new category in the budget that Ms. McBee had not seen before--the City Manager's Office (pages 13-24). Previous terms for the department had been Administration and Organizational Services. The new category combined Human Resources, Information Technology, the City Clerk, and the Legal Department. Ms. McBee stated that the City Clerk belonged to the City Council. Additionally, she advised that the organizational chart needed to be revamped starting with the citizens who elected the City Council. Missing from the City Council oversight was the City Attorney, City Clerk, Boards and Commissions, City Engineer, and City Auditor.

## G. Reports:

1. Presentation of a report by the Evelyn's Park Conservancy Board.

**Lou Waters, Vice President** of the Evelyn's Park Conservancy Board (the "Board"), and Scott Aronstein, Treasurer of the Board, jointly presented a report recapping recent activities and accomplishments of the Board, as well as a report regarding the Board's financial position.

Vice President Waters began the report by indicating that the biggest accomplishment to date was the formal successful kick-off (groundbreaking event) of Phase One of the Evelyn's Park Project. It was estimated that 400-500 people attended the kick-off event, and that the contractor, Linbeck Group, LLC ("Linbeck"), was ready to begin work on the site.

**Treasurer Scott Aronstein** next provided a brief overview of the Board's financial position. The Board had funded its portion of the construction project with Linbeck during the month of June. Additional funds had come in from The Jerry and Maury Rubenstein Foundation for the memorial garden and statue in honor of Evelyn Rubenstein, with \$100,000 having already been paid for the statue.

With respect to fundraising, **Vice President Waters** noted that the Board had raised approximately \$3.2 million since it started four years ago. Over \$1.0 million had been spent on the design, consultations, and other work leading up to the issuance of the requests for proposal for Phase One of Evelyn's Park. Another \$1.36 million was spent to fund the Board's portion of Phase One.

Additionally, **Vice President Waters** indicated that the Board was in the middle of a further capital campaign to raise funds ranging from \$350,000 to \$500,000. Those funds would be used to replenish the Board's capital for contingencies or inclusions in the construction project, as well as to get ahead on the Board's operating capital needed to open the park. The timeline for the fundraising campaign would begin during the month of September 2015. Marketing materials, a mission statement, a campaign slogan, and a park slogan were currently under development.

With respect to cafe operations and the related budget for such operations,

**Treasurer Aronstein** referenced the Board's recent request for proposals for a cafe operator. He indicated that the Board was ready to begin contract negotiations and planned to start at the beginning of the next week. He advised that the operator, a well-known local Houston artisan chef, would be announced in a future "launch" campaign.

In determining the budget for cafe operations, **Treasurer Aronstein** stated that the Board based revenue estimates on two events per week in the Event Center. Every operator had a different view as to what they wished to offer in the cafe. Consistently, all operators wished to consider beer and wine sales. As to private events, some discussion was held regarding the ability to sell and consume mixed beverages, as well as beer and wine.

{At this point in the meeting, the Bellaire City Council received an overview from Vice President Lou Waters, Evelyn's Park Conservancy Board, related to agenda item H. 1. c. Following that overview, discussion, and pending action, the Bellaire City Council returned to this item.}

#### **Motion:**

**To accept the Evelyn's Park Conservancy Quarterly Report, as presented by Vice President Lou Waters and Treasurer Scott Aronstein, into the record.**

Following questions of Vice President Lou Waters and Treasurer Scott Aronstein, as well as discussion, Mayor Nauert called for a vote on the motion to accept the Evelyn's Park Conservancy Quarterly Report into the record.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Roman F. Reed, Councilman
<b>SECONDER:</b>	Andrew S. Friedberg, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., McLaughlan, Friedberg
<b>ABSENT:</b>	Pappas

2. Presentation of the Third Quarter Report for fiscal year 2015 - Requested and presented by Diane K. White, Assistant City Manager.

**Diane K. White, Assistant City Manager**, presented the Third Quarter Report for fiscal year 2015 to members of City Council. She indicated that the Third Quarter Report (the "Report") was a cumulative report as of June 30, 2015.

#### **Highlights:**

It was noted that one of the key highlights in the financial analysis section of the Report was a discussion on vacancies. With Police Department had eight (8) vacancies as of June 30, 2015; however, as of today, one police officer had been hired, three (3) police officers were scheduled to begin their employment with the City on August 31, 2015, and one (1) police officer was scheduled to begin employment with the City next spring upon completion of the police academy.

General Fund revenues of 89% were noted to have been collected as of June 30, 2015. By the end of the fiscal year, the City anticipated that revenues would be higher than the allocated budget.



With respect to expenditures, Assistant City Manager White advised that the City had spent 70% of its expenditures as of June 30, 2015, and that the City was underbudget for the third quarter by approximately \$209,000.

Assistant City Manager White stated that the City had received 22.2" more in rain than the same period for the previous year. Thus far, the City had collected \$473,000 less in revenue than expected in the Enterprise Fund. Expenditures in the Enterprise Fund were noted to be at 66%, with revenue collections of 70%.

**Motion:**

**To accept the City of Bellaire Third Quarter Report for fiscal year 2015, as presented by Diane K. White, Assistant City Manager, into the record.**

Following questions from members of City Council regarding the Third Quarter Report for fiscal year 2015, a vote was taken on the motion on the table.

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

3. Presentation of the annual budget for the City of Bellaire, Texas, for the fiscal year commencing on October 1, 2015, and ending on September 30, 2016 - Requested and presented by Paul A. Hofmann, City Manager.

**Paul A. Hofmann, City Manager**, presented the proposed budget for the City of Bellaire, Texas, for the fiscal year commencing on October 1, 2015, and ending on September 30, 2016 (fiscal year 2016), to members of City Council.

City Manager Hofmann began his presentation by noting that there were three important objectives in the FY 2016 budget that separated it from the FY 2015 budget. Those objectives were noted as follows: 1) commitment to ongoing street maintenance, including drainage systems in an amount of \$2 million per year (derived from a sales tax rebate from the Metropolitan Transit Authority (\$1.2 million) and from current General Fund resources in the amount of \$800,000); 2) funding for a true vehicle and equipment replacement fund (\$1 million funded in FY 2016, with similar amounts funded in future fiscal years); and 3) keeping vacancies filled.

In order to address the third objective, City Manager Hofmann indicated that the budget included a proposal to add a technician-level position to the Human Resources Department, along with some additional software. This position would allow the Director of Human Resources to spend more time managing the City's salary structure, implementing the City's evaluation system, and being out front and center in the City's recruitment efforts.

It was also noted that a significant amount of funding had been included in the proposed budget in the Fire Department to provide an enhanced level of paramedic training to provide an increased level of emergency medical services. For example, the Fire Department had been looking into a community-based approach wherein its paramedics would be trained and equipped to provide services to Bellaire residents who needed ongoing health care, but not always on

an emergency basis.

Of further note was funding included for the development of a leadership class (a series of classes over a 10-11 consecutive week basis that represented an opportunity for the City and City departments to promote and describe what they did). One goal of the class would be to engage people in the decision-making process and inspire and excite them to get involved and become active in their neighborhoods and, perhaps, apply for a position on City boards and commissions.

A brief overview of proposed capital projects were presented next. Capital projects included, but were not limited to, a rights-of-way analysis, integration and planning; storm water drainage plan; pavement maintenance program; street reconstruction; wastewater collection line replacement; rehabilitation of Renwick ground storage tank; upgrades for the Wendell and Bellaire lift stations; wastewater system upgrades; infrastructure improvements in the UVT Zoning District; Bellaire Family Aquatic Center pool improvements, and replacement of playgrounds and shade structures.

City Manager Hofmann advised that there were approximately 180 full-time positions reflected in the proposed FY 2016 budget. He stated that he intended to move the project management function currently in the Parks, Recreation and Facilities Department and held by Michelle Jordan to the City Manager's Office. He indicated that he wanted Ms. Jordan to be centrally responsible for all capital project management and reporting and advised that she would directly report to Assistant City Manager Diane K. White. In addition, Todd Gross, Information Coordinator for the Public Works Department, would be reassigned and become a part of the capital project management team.

With respect to a beautification presence in Bellaire, City Staff felt that tying the "Keep Bellaire Beautiful" plan to the already existing organization of "Keep Texas Beautiful" would be beneficial. City Manager Hofmann advised that he would get back to City Council regarding the reporting relationships and staff involvement on a day-to-day basis for the beautification plan.

The City's annual estimate for maintenance expenditures related to Evelyn's Park was noted to be \$200,000. Since the park would be under construction for much of fiscal year 2016, the City had allocated approximately \$100,000 for maintenance (which included the cost of electricity).

With respect to salaries and compensation, City Manager Hofmann noted that it was the City's recommendation to move the pay scale 1.5% (market adjustment) and to include an annual step increase of 3.5% for employees. In addition, pool personnel had not received a salary increase since 2010. A salary increase had been included in the budget for pool personnel.

Suggested fee increases included solid waste (increase to be utilized to implement routing efficiency improvements and help cover the cost of providing services), park fees (increase to be utilized for upgraded maintenance efforts), and development services fees (increase to be utilized to help cover the cost of providing services).

Summary:

City Manager Hofmann advised that, in summary, the proposed fiscal year 2016



General Fund budget was structurally balanced (i.e., recurring expenses would not exceed recurring revenues) and the City was able to maintain a 60-day reserve requirement.

With respect to the Enterprise Fund, it was structurally balanced (revenues were at least equal to recurring expenses) and the City was meeting its newly established 60-day reserve requirement.

With respect to the City's Fiscal Forecast, City Manager Hofmann noted that the City would end fiscal years 2018 and 2020 short. The City was not flush and needed to be mindful as to how the City made and spent money.

The Debt Service Fund assumptions were noted to have changed slightly since June. The City was no longer suggesting that municipal facilities bonds be sold in fiscal year 2015. In addition, as a result of discussions with City Council, City Staff was no longer assuming the issuance of debt for park projects in the five-year forecast.

The fiscal forecast picture for the Enterprise Fund at the end of five years was not "rosy," with a shortage of \$6.7 million. This would only be manageable with a rate increase.

In closing, City Manager Hofmann advised that a public hearing would be held on the budget on August 17, 2015. Two budget workshop sessions were targeted to be held on August 18, 2015, and August 24, 2015.

Dr. Philip L. Nauert, Mayor, asked members of City Council to hold their questions given the lateness of the hour and the fact that City Council had additional business to discuss this evening.

**Motion:**

**To accept the presentation of the annual budget for the City of Bellaire, Texas, for the fiscal year commencing October 1, 2015, and ending on September 30, 2016, as presented by Paul A. Hofmann, City Manager, into the record.**

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

**H. New Business:**

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

- a. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, calling a special election within the City of Bellaire, Texas, for the purpose of filling a vacancy by electing a Councilman - Position No. 5; establishing the date of the special election on the uniform election date designated by the State of Texas as the first Tuesday after the first Monday in November or November 3, 2015; establishing election precincts, polling places, and appointing election officials; and setting forth certain guidelines - Requested by Tracy L. Dutton, City Clerk.

**Motion:**

**To adopt an ordinance of the City Council of the City of Bellaire, Texas, calling a special election within the City of Bellaire, Texas, for the purpose of filling a vacancy by electing a Councilman - Position No. 5; establishing the date of the special election as the uniform election date designated by the State of Texas as the first Tuesday after the first Monday in November or November 3, 2015; establishing election precincts, polling places, and appointing election officials; and setting forth certain guidelines.**

City Clerk Tracy L. Dutton and City Attorney Alan P. Petrov indicated that a change had been made to the first whereas clause on page 1 of the ordinance to change the date the vacancy was created in the office of Councilman - Position No. 5 from July 14, 2015, to July 6, 2015. Copies of the "amended" ordinance were distributed to members of City Council, and the change was considered a scrivener's error.

Dr. Philip L. Nauert, Mayor, called for a vote on the motion to adopt the referenced ordinance with the correction/amendment to the first whereas clause as noted by City Clerk Dutton and City Attorney Petrov.

<b>RESULT:</b>	<b>ADOPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Roman F. Reed, Councilman
<b>SECONDER:</b>	Pat B. McLaughlan, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., McLaughlan, Friedberg
<b>ABSENT:</b>	Pappas

- b. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas calling the FY2016 Budget public hearing before the City Council of the City of Bellaire, Texas, on Monday, August 17, 2015, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas - Requested by Paul A. Hofmann, City Manager.

**Motion:**

**To adopt an ordinance of the City Council of the City of Bellaire, Texas, calling the FY 2016 Budget public hearing before the City Council of the City of Bellaire, Texas, on Monday, August 17, 2015, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Andrew S. Friedberg, Councilman
<b>SECONDER:</b>	Pat B. McLaughlan, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., McLaughlan, Friedberg
<b>ABSENT:</b>	Pappas

- c. Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, accepting a financial contribution in the amount of \$115,549 from the Evelyn's Park Conservancy Board to be utilized by the City for construction associated with Change Order #1 to Phase One of Evelyn's Park construction project - Requested by Michelle Jordan, Project Manager, Parks, Recreation and Facilities Department.

**Motion:**

**To adopt a resolution of the City Council of the City of Bellaire, Texas, accepting a financial contribution in the amount of \$115,549 from the Evelyn's Park Conservancy Board to be utilized by the City for construction associated with Change Order #1 to Phase One of the Evelyn's Park construction project.**

{Motion by Amanda B. Nathan, Mayor Pro Tem; second by Roman F. Reed, Councilman - Position No. 1}

Following a brief presentation by Vice President Lou Waters regarding the acceptance of a financial contribution to be utilized for the purchase and installation of solar panels on the office roof top at Evelyn's Park and questions from members of City Council related to the contribution and the related solar panel project, members of City Council indicated a desire to ask additional questions related to the Evelyn's Park Conservancy Quarterly Report, but unrelated to the motion on the table.

**Motion to Lay on the Table:**

To lay the pending motion on the resolution to accept a contribution for the Evelyn's Park Project on the table.

<b>RESULT:</b>	<b>UNANIMOUS [6 TO 0]</b>
<b>MOVER:</b>	Andrew S. Friedberg, Councilman
<b>SECONDER:</b>	Dr. Philip L. Nauert, Mayor
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., McLaughlan, Friedberg
<b>NAYS:</b>	None
<b>ABSENT:</b>	Pappas

At this point in the meeting, the Bellaire City Council returned to agenda item G., Reports, 1, Evelyn's Park Conservancy Quarterly Report for further discussion and action.

Following action on agenda item G. 1., the Bellaire City Council returned their attention to agenda item H. 1. c. and removed the pending motion from the table.

**Recap of motion:**

**To adopt a resolution of the City Council of the City of Bellaire, Texas, accepting a financial contribution in the amount of \$115,549 from the Evelyn's Park Conservancy Board to be utilized by the City for construction associated with Change Order #1 to Phase One of the Evelyn's Park construction project.**

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

- d. Consideration of and possible action on a recommendation from the Parks, Recreation and Facilities Department to approve a change order to the construction contract for Phase One of Evelyn's Park and on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager of the City of Bellaire, Texas, to execute said change order. This change order includes the cost to procure and install solar panels, and will increase the cost of the project by \$115,549. This additional expense would be funded entirely by Evelyn's Park Conservancy. Construction Phase Services will continue to be provided by Linbeck Group, LLC, for Phase One of Evelyn's Park - Requested by Michelle Jordan, Project Manager, Parks, Recreation and Facilities Department.

**Motion:**

**To approve a recommendation from the Parks, Recreation and Facilities Department to approve a change order to the construction contract for Phase One of Evelyn's Park and to adopt an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager of the City of Bellaire, Texas, to execute said change order which included the cost to procure and install solar panels and will increase the cost of the project by \$115,549.00.**

{It was noted that the additional expense for the solar panel installation would be funded entirely by the Evelyn's Park Conservancy.}

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

**2. Item for Individual Consideration:**

Consideration of and possible action directing staff to proceed with preparation for and the acceptance of a Preliminary Official Statement and timetable for the sale of \$7,940,000 in General Obligation Bonds, Series 2015 - Requested by Linda Symank, Chief Financial Officer.

**Jim Gilley, US Capital Advisors, Municipal Advisor to the City of Bellaire**, stated that the item City Council was asked to consider this evening formally authorized approval of a Preliminary Official Statement and authorized City Staff and bond consultants to move forward with the sale of \$7,940,000 in General Obligation Bonds, Series 2015.

Mr. Gilley advised that the bond sale, if approved, represented the last of the City's 2005 authorization for streets and drainage. Approximately \$1.5 million would remain for facilities.

It was noted that a rating meeting was scheduled for later in the week with Standard & Poor's culminating in an expected sale date of August 17, 2015; with money to be delivered to the bank approximately 30 days later or on September 17, 2015.

Mr. Gilley concluded and stated that based on the assumptions provided, the City could sell the referenced bonds without increasing the debt rate from the previous year.

**Motion:**

**To direct staff to proceed with preparation and the acceptance of a Preliminary Official Statement and timetable for the sale of \$7,940,000 in General Obligation Bonds, Series 2015.**

Following questions of Jim Gilley by members of City Council, action was taken on the motion on the floor.

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

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

There were no items for future agendas this evening.

Community interest items from the Mayor and City Council included a welcome to returning Bellaire Police Officer David Rocha; expressions of thanks to the citizen group that had identified beautification efforts that could be made throughout the City; and a reminder to submit applications for City Council positions.

**J. Adjourn.**

**Motion:**

**To adjourn the Regular Session of the City Council of the City of Bellaire, Texas, at 10:31 p.m. on Monday, July 20, 2015.**

<b>RESULT:</b>	<b>UNANIMOUS [6 TO 0]</b>
<b>MOVER:</b>	Pat B. McLaughlan, Councilman

<b>SECONDER:</b>	Roman F. Reed, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., McLaughlan, Friedberg
<b>NAYS:</b>	None
<b>ABSENT:</b>	Pappas



# CITY OF BELLAIRE TEXAS

## MAYOR AND COUNCIL

AUGUST 3, 2015

Council Chamber

Public Hearing and Regular Session

6:00 PM

7008 S. RICE AVENUE  
BELLAIRE, TX 77401

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

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

**Dr. Philip L. Nauert, Mayor**, called the Special Session (Public Hearing) of the City Council of the City of Bellaire, Texas, to order on Monday, August 3, 2015, at 6:03 p.m. Mayor Nauert announced that a quorum of the members of City Council was present as set forth in the table below:

ame	Title	Status	Al	ed
ert	Mayor	Present		
Nathan	Mayor Pro Tem	Present		
eed	Councilman	Present		
oli Sr.	Councilman	Present		
as	Councilman	Present	6:18 PM	
ughlan	Councilman	Present		
riedberg	Councilman	Present		

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

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

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

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

#### D. Presentation:

Presentation of the recommended five-year update of the 2009 Comprehensive Plan, as reviewed by the Bellaire Planning and Zoning Commission, said update to include amendments to the Future Land Use Map, a review of the City's Goals and Guiding Principles, and the addition of a Parks Master Plan, as an appendix - John McDonald, Director of Development Services.

**John McDonald, Director of Development Services**, provided an overview to members of City Council regarding the recommended five-year update of the City's Comprehensive Plan, as reviewed by the Planning and Zoning Commission of the City of Bellaire, Texas (the "Commission").

It was noted that the recommendation from the Commission concluded nine months of discussions with input from the Commission, City Staff, and citizens, as well as a public hearing held before the Commission in May of 2015.

The future land use map was adjusted based on a review of how the City had

grown over the last five years, as well as an update to the priority action agenda which set the main goals and criteria for the future.

It was noted that the average household in the City of Bellaire had grown from 2.58 to 2.78, and that the family dynamic was changing to larger families and mixed generations. Based on a review of the population growth over the last five years, it was estimated that the population would continue to grow. In addition, the allowance of mixed-use, multi-family dwellings were added in the City's commercial districts. Director McDonald advised that more than 50% of the homes in Bellaire had been reconstructed.

With respect to the future land use map, changes were shown in the Uptown Transit Center which was upgraded to show a METRO bus station as a possibility. The CenterPoint Energy site, which was previously shown as a light industrial use, was updated to show a commercial use on the front of the site and residential use on the back of the site.

Director McDonald continued and indicated that the RMO District was separated from the CMU District based on issues that had arisen since the adoption of the Comprehensive Plan. Reference was made to school and church uses, which were generally shown as a residential use rather than their own separate use. The church property located next to the railroad tracks on Bellaire Boulevard was proposed as a residential use on the future land use map; however, the future use of ChristChurch Presbyterian was proposed as corridor mixed-use due to its proximity to downtown.

Reference was made to the priority agenda in Chapter 6. Director McDonald advised that goals that had been accomplished over the last five years were "checked" off. For example, progress had been made with respect to character based zoning and development in the UVT and CMU Districts. New zoning districts had been established (UVT, UVD, and CMU), as well as the inclusion of housing and mixed-use options in the commercial districts. More flexibility was provided through the redesign of the planned development option. The City was currently discussing the potential of the HEB Grocery Company redevelopment as a catalyst for the downtown area, and discussions were still ongoing with METRO regarding the development of the UVT District. With respect to Bellaire Town Square, the Fire Station and renovations to the Bellaire City Library had occurred since the adoption of the Comprehensive Plan. Finally, the former Teas property had been acquired for park development.

In closing his presentation, Director McDonald referred to future capital investments within the City as follows: the Rebuild Bellaire Program, HISD projects (new school facilities), and the Loop 610/US 59 interchange.

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

**David Montague:**

Mr. Montague addressed City Council as a Clerk of Session of ChristChurch Presbyterian Church located at 5001 Bellaire Boulevard, Bellaire, Texas, and read the following statement:

*We, the Session (governing body of ChristChurch Presbyterian), support the recommended changes in the five-year update to the 2009 Comprehensive Plan,*



*including the change to the future land use map as referenced reclassifying our church property at the corner of Bellaire Boulevard and South Rice Avenue to CMU. We appreciate the Planning and Zoning Commission's and the City Council's hard work and forward thinking to best prepare all of us for Bellaire's future.*

**Charles Platt:**

Mr. Platt addressed City Council regarding the Comprehensive Plan. He indicated that he felt that the Comprehensive Plan (the "Plan") should be a document that reflected the current issues and concerns with the City of Bellaire.

Mr. Platt continued and stated that it seemed to him that the current draft was a partial revision of the 2009 Comprehensive Plan. In some areas, there were significant changes (i.e., the land use section). Other areas were hardly touched except for some minor details. For example, the section on police and response calls included data for the period 2004 to 2008, which raised the question as to what had been happening since 2008.

With respect to storm drainage control, Mr. Platt advised that only minor additions had been made to the Plan since the 2008 stormwater management plan. It had only been a few months since the Memorial Day deluge that struck Bellaire. Although there had not been much time to think about incorporating the City's plan for storm drainage control since that event, it seemed that the topic still needed to be addressed, even in an interim way, before approved by City Council in September of 2014.

Another area of concern to Mr. Platt was sidewalks and bikeways, which were a major issue for safety and value for the City in his opinion. Children needed to be able to walk and ride their bikes to school. Reference was made to Third Street and the fact that no bikeway route had been established for that street. The only statement he could find in the Comprehensive Plan regarding sidewalks was a statement that the Planning and Zoning Commission supported continuous sidewalks, which he certainly supported. Mr. Platt advised that he believed that this should be the City Council's view and not the Planning and Zoning Commission's view.

In closing, Mr. Platt advised that he believed the Parks Master Plan was an excellent plan that City Council should endorse. It was his opinion that Bellaire was not friendly for bicyclists or pedestrians (particularly those streets without sidewalks). The pathways section in the Parks Master Plan was very good in his opinion.

**Richard Franke:**

Mr. Franke addressed City Council and stated that he had not fully studied the Comprehensive Plan. He advised that he believed that the City of Bellaire and the elected officials charged with making policy needed to develop policy that better directed City Staff on how to implement various issues. For example, a great deal of time was spent on the CMU District with a focus toward promoting aesthetics and tax revenue. When the development across the street from the Valero Station located at Bissonnet Street and Newcastle Street was submitted, it consisted of a five-story concrete parking garage. Mr. Franke stated that City Staff should have been required to evaluate each project before a permit was issued as to the aesthetic impact on the community. He expressed concern that there were no guidelines.

A second issue related to the CMU District was drainage. After the storm that occurred in May, one of the remodeled store located on Bissonnet Street was sweeping three inches of water off of their floor. The Comprehensive Plan talked about drainage and

flood control but did not really address the areas of the City that were in need in Mr. Franke's opinion.

Reference was made by Mr. Franke to minutes of the Planning and Zoning Commission wherein Commissioner and Chair Winfred Frazier initiated a conversation regarding putting a program in place to expand and improve street lighting throughout the City of Bellaire. Mr. Franke strongly supported such a program; however, for some reason, the program was not mentioned in the Comprehensive Plan. Street lighting and sidewalks were public safety issues in Mr. Franke's opinion.

With respect to sidewalks, reference was made to Mulberry Lane, which had no sidewalks. The City's capital improvement plan for water was very vague in the Comprehensive Plan, in Mr. Franke's opinion. He advised that many members of the Planning and Zoning Commission were unaware that the City needed \$300 million of capital improvements as reported by City Engineer James Andrews. There was no reference to the \$300 million in the Comprehensive Plan, which he felt was a major omission as well.

Parking, traffic issues, public safety, and impact on the neighborhood as a result of the reclassification of the CenterPoint Energy site was of concern to Mr. Franke.

{Speaker's allotted time ended at this point in the meeting}

#### **Lynn McBee:**

Ms. McBee addressed City Council regarding the Comprehensive Plan Update and advised that she believed that the overview on the Comprehensive Plan was entirely too long. She felt that the Comprehensive Plan should be large in scope, but concise in the plan regarding what one proposed to do. In addition, the report was devoted in large part to historical data from census counts to library operations.

Reference was made to charts, tables, photos, and maps contained in the Comprehensive Plan. Ms. McBee stressed that the text should be more concise and less analytical. She also suggested less color. For example, white type on a dark brown background strained the eye in her opinion. She added that too much color took away from the content.

With respect to pagination, Ms. McBee advised that the pages within sections of the Comprehensive Plan did not reveal the total number of pages. The appended Parks Master Plan was paginated sequentially and was understandable in her opinion. She also suggested that the Comprehensive Plan be geared to the reader and content.

Ms. McBee continued and stated that her primary concern was the census focus. For 2-1/2 pages in the introduction, various takes on the census for Bellaire and other communities was given. From 1930 to 1960, Bellaire's population boomed from 390 to 19,872. Over the next 50 years (1960-2010), Bellaire's population declined from 19,872 to 15,642. From 2000-2010, Bellaire grew from 15,642 to 16,855. In 2010, Bellaire's population stabilized at 16,855. Several sources projected and estimated that future growth might increase modestly to 17,849.

{Speaker's allotted time ended at this point in the meeting}

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

During the questions portion of the meeting, Councilman Andrew S. Friedberg and Mayor

Pro Tem Amanda B. Nathan asked for clarification and suggested changes for several areas within the Comprehensive Plan.

Further questions from Councilmen James P. Avioli, Sr., Pat B. McLaughlan, and Roman F. Reed were also clarified during this portion of the meeting.

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

**Dr. Philip L. Nauert, Mayor**, advised that final deliberation by the City Council on the Comprehensive Plan Update was scheduled for September 14, 2015. He announced that following the close of the public hearing, oral comments would not be received. Written comments, however, could be submitted to the City Council in care of the City Clerk. In order for the written comments to be considered for the record, the comments must be received by noon on Thursday, September 10, 2015.

Mayor Nauert closed the public hearing before the City Council regarding the recommended Comprehensive Plan Update at 6:55 p.m. on Monday, August 3, 2015.

**H. Adjourn.**

**Motion:**

**To adjourn the Special Session (Public Hearing) before the City Council of the City of Bellaire, Texas, at 6:56 p.m. on Monday, August 3, 2015.**

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

**II. REGULAR SESSION - 7:00 P.M.**

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

**Dr. Philip L. Nauert, Mayor**, called the Regular Session of the City Council of the City of Bellaire, Texas, to order at 7:05 p.m. on Monday, August 3, 2015. He announced that a quorum consisting of all members of City Council was present as set forth in the table below.

<b>Name</b>	<b>Title</b>	<b>Status</b>
Dr. Philip L. Nauert	Mayor	Present
Amanda B. Nathan	Mayor Pro Tem	Present
Roman F. Reed	Councilman	Present
James P. Avioli, Sr.	Councilman	Present
Gus E. Pappas	Councilman	Present
Pat B. McLaughlan	Councilman	Present
Andrew S. Friedberg	Councilman	Present
Paul A. Hofmann	City Manager	Present
Alan P. Petrov	City Attorney	Present

Tracy L. Dutton	City Clerk	Present
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**B. Inspirational Reading and/or Invocation - Gus E. Pappas, Councilman - Position No. 3.**

**Gus E. Pappas, Councilman - Position No. 3**, provided the inspirational reading for the evening.

**C. Pledges to the Flags - Gus E. Pappas, Councilman - Position No. 3.**

**Gus E. Pappas, Councilman - Position No. 3**, led the members of City Council and the audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

**D. Approval or Correction of Minutes:**

Minutes dated July 13, 2015:

Consideration of and possible action on the approval of the minutes of the Special Session (Public Hearing) and the Regular Session of the City Council of the City of Bellaire, Texas, held on Monday, July 13, 2015.

Mayor and Council - Public Hearing and Regular Session - Jul 13, 2015 6:00 PM

**Motion:**

**To approve the Special Session (Public Hearing) and Regular Session minutes of the City Council of the City of Bellaire, Texas, held on Monday, July 13, 2015.**

**\*Gus E. Pappas, Councilman - Position No. 3**, abstained from voting on the minutes of the City Council of the City of Bellaire, Texas, held on Monday, July 13, 2015, due to his absence from that meeting.

<b>RESULT:</b>	<b>APPROVED [6 TO 0]</b>
<b>MOVER:</b>	Roman F. Reed, Councilman
<b>SECONDER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., McLaughlan, Friedberg
<b>ABSTAIN:</b>	Pappas

**E. Personal/Audience Comments.**

**Lynn McBee:**

Ms. McBee addressed City Council and made a public apology, especially to the City Manager, for an error she made regarding the proposed budget. She indicated that she had scoffed at the number of employees listed in the proposed budget and later learned that she was missing a page, so her numbers were obviously not the ones submitted. She apologized to City Council as well for the misrepresentation. It was suggested by Ms. McBee that a challenge be laid down for a 10-15 year summary of the adopted budgets showing what staffing levels had been.

Secondly, Ms. McBee stated that the Parks Master Plan and Comprehensive Plan were now joined, but were heard at separate times by the Planning and Zoning Commission (the "Commission"). She advised that she had submitted a list of suggestions at that

time with respect to the Parks Master Plan (the "Plan"). Following a few exchanges between Director Karl Miller, Parks, Recreation and Facilities and Ms. McBee, Director Miller felt the changes were not substantive and incorporated them into the Plan. She indicated that it was her understanding that what went before the Commission must stay intact until it cleared City Council, and that any changes to be made would be those authorized by City Council.

Thirdly, Ms. McBee advised the Mayor and City Council that they could deviate from the agenda and answer factual questions from the public during Personal/Audience Comments. She referenced an Attorney General's opinion that she believed had been rendered regarding that topic.

#### **F. Reports:**

Presentation of a Report from the Bellaire Public Works Department regarding Solid Waste Route Changes - Presented by Brant Gary, Director of Public Works.

**Brant Gary, Director of Public Works**, presented a follow-up to a presentation made to City Council in December of 2014 regarding proposed changes to the City's solid waste and recycling service. He noted that the anticipated kick-off date for the proposed changes was October 5, 2015.

Director Gary indicated further that the City had been divided into five zones (A-E). The majority of the service changes related to limbs and brush and one zone had slight changes in solid waste. The idea behind the changes was related to the uneven staffing effect currently resulting from the City's one-day recycling service. The new approach would allow for a more consistent approach across the entire workweek and allow the City to address holidays a bit differently.

With respect to holidays, Director Gary advised that he had heard numerous complaints from residents that "lost" their recycling pick up two weeks in a row during holidays (i.e., Christmas and New Year's Day). While keeping that in mind, the City wanted to reduce the surge on Wednesdays and alleviate the holiday burden.

Director Gary indicated that the Public Works Department had sent information to residents and was currently in the process of working on a few other communication efforts (recycling newsletter and refrigerator magnets). Each resident would receive a magnet for their specific zone (such as "A" or "E"). The magnet would also provide the holiday schedule so that residents would know in advance which days would be affected and what the rescheduled day would be. Other efforts would include a utility billing insert, information in the City newsletter, "notify me" electronic communications through the City's website (two weeks and one week prior to kick-off), social media, and the City's municipal television channel (Channel 16).

In closing, Director Gary advised that the Public Works Department would be flexible and work with residents during this process.

Following questions of Director Gary from the Mayor and City Council, a motion was made and action taken to accept the Solid Waste Route Changes Report.

#### **Motion:**

**To accept the Solid Waste Route Changes Report, as presented by Brant Gary, Director of Public Works, into the record.**

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

#### G. New Business:

1. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-84 to West University Baptist Church/Crosspoint Church to allow for the construction of a youth worship building to be located at 4609 Bellaire Boulevard, Bellaire, Harris County, Texas, in the R-3 Zoning District. {Requirement of Chapter 24, Planning and Zoning, Article V, Zoning Regulations, Division 2, Zoning District Regulations, Section 24-532 B. (2) b), R-3 Residential District}

#### Motion:

**To adopt an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-84 to West University Baptist Church/Crosspoint Church to allow for the construction of a youth worship building to be located at 4609 Bellaire Boulevard, Bellaire, Harris County, Texas, in the R-3 Zoning District.**

#### Amendment No. 1 to the Main Motion:

**To add a third condition to the specific use permit to read as follows: "A buffer of trees and shrubs shall be installed sufficient to create a light and sound barrier to the extent possible as said plantings mature, along the south property line."**

<b>RESULT:</b>	<b>UNANIMOUS [7 TO 0]</b>
<b>MOVER:</b>	Andrew S. Friedberg, Councilman
<b>SECONDER:</b>	James P. Avioli, Sr., Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., Pappas, McLaughlan, Friedberg
<b>NAYS:</b>	None

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



<b>RESULT:</b>	<b>ADOPTED AS AMENDED [6 TO 0]</b>
<b>MOVER:</b>	Amanda B. Nathan, Mayor Pro Tem
<b>SECONDER:</b>	Roman F. Reed, Councilman
<b>AYES:</b>	Nauert, Nathan, Reed, Avioli Sr., McLaughlan, Friedberg
<b>ABSTAIN:</b>	Pappas

2. Consideration of and possible action on a recommendation from the Bellaire Public Works Department to award Bid No. 15-004, Solid Waste & Construction Debris Removal (Tipping Fees), to Blue Ridge Landfill Texas, LP, in an amount not to exceed \$9.74 per cubic yard for compacted solid waste and construction debris and \$6.49 per cubic yard for non-compacted solid waste and construction debris and on the adoption of an ordinance authorizing the City Manager and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with Blue Ridge Landfill Texas, LP, for services necessary for the acceptance, treatment, processing, handling, storage and disposal of solid waste from the City of Bellaire, Texas, in an amount not to exceed \$9.74 per cubic yard for compacted solid waste and construction debris and \$6.49 per cubic yard for non-compacted solid waste and construction debris.

**Motion:**

**To approve a recommendation from the Bellaire Public Works Department to award Bid No. 15-004, Solid Waste & Construction Debris Removal (Tipping Fees), to Blue Ridge Landfill Texas, LP, in an amount not to exceed \$9.74 per cubic yard for compacted solid waste and construction debris and \$6.49 per cubic yard for non-compacted solid waste and construction debris and to adopt an ordinance authorizing the City Manager and the City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with Blue Ridge Landfill Texas, LP, for services necessary for the acceptance, treatment, processing, handling, storage and disposal of solid waste from the City of Bellaire, Texas, in an amount not to exceed \$9.74 per cubic yard for compacted solid waste and construction debris and \$6.49 per cubic yard for non-compacted solid waste and construction debris.**

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

3. Consideration of and possible action on the recommendation by the Parks, Recreation and Facilities Department to accept the Letter of Agreement between the City of Bellaire and Evelyn's Park Conservancy clarifying financial responsibilities related to construction of Evelyn's Park, and adoption of an ordinance authorizing Paul A. Hofmann, City Manager, to execute the Letter of Agreement.

**Motion:**

**To approve a recommendation by the Parks, Recreation and Facilities**

**Department to accept the Letter of Agreement between the City of Bellaire and the Evelyn's Park Conservancy clarifying financial responsibilities related to construction of Evelyn's Park and to adopt an ordinance authorizing Paul A. Hofmann, City Manager, to execute the Letter of Agreement.**

Discussion ensued among members of City Council, the City Attorney, and City Staff regarding the Letter Agreement. Following discussion, action was taken on the motion on the floor.

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

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

Items for future agendas included a request from Gus E. Pappas, Councilman - Position No. 3, for a joint workshop session of the City Council and the Ad Hoc Municipal Facilities Committee.

Community interest items from the Mayor and City Council included thanks to everyone involved in the City's Fourth of July Parade and Festival and to the City Staff for the recent Boards and Commissions Training Session; expressions of congratulations to Walmart on the grand opening of their new store on South Rice Avenue and to the excellent candidates that had submitted their names for City Council openings; congratulations and reminder that Bellaire's Tyler Duffey would make his debut with the Minnesota Twins baseball team on Wednesday evening; and a reminder to citizens to attend the dive-in movie at the Bellaire Family Aquatic Center on Thursday, August 13, 2015.

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

##### **Motion:**

**To adjourn the Regular Session of the City Council of the City of Bellaire, Texas, at 8:03 p.m. on Monday, August 3, 2015.**

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



**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: City Manager's Office  
Category: Report  
Department Head: Paul A. Hofmann  
DOC ID: 1688

**SCHEDULED  
INFORMATION ITEM (ID  
# 1688)**

**Item Title:**

Presentation of the City Manager's Report dated September 15, 2015, regarding upcoming events in the City of Bellaire - Presented by Paul A. Hofmann, City Manager.

**Background/Summary:**

Upcoming Events in the City of Bellaire:

<u>Date/Time</u>	<u>Event</u>	<u>Location</u>	<u>Host</u>
<b>September</b>			
• September 26 @ 6 PM	National Night Out Kick Off Party and Movie	Bellaire Town Square	COB
<b>October</b>			
• October 6	National Night Out		COB
• October 9 @ 8 PM	The KLOCKS Free Concert	Bellaire Town Square	COB
• October 10 @ 9 AM	Library Used Book Sale	Library Parking Lot	COB
• October 17	Condit Fall Carnival	Loftin Park	Condit Elementary PTO
• October 17 @ 8 AM	Fire Truck Pull	South Rice Ave.	COB
• October 17 & 18 @ 11 AM-4 PM	Pumpkin Patch	Russ Pitman & Evergreen Parks	NDC
• October 17 & 18 @ 11 AM – 6 PM	Fall New Home Showcase		EPC
• October 22	Wine, Dine, Design	TBA	EPC
• October 24 & 25 @ 11 AM – 6 PM	Fall New Home Showcase		EPC
• October 24 & 25	Tents N Town	Bellaire Town Square	Patrons
• October 29 @ 4:30 PM	Pumpkin Hunt	Loftin Park	COB
• October 31	Horn Fall Carnival	Horn Field	Horn Elementary PTO
• October 31	Bellaire High School Homecoming		Bellaire High School PTO
<b>November</b>			
• November 3	Election Day		
• November 7 @ 9 AM	Bellaire Recycles Fest	Bellaire Town Square	COB
• November 15 @ 3 PM – 5 PM	Evelyn's Birthday Tea Party	TBA	EPC
• November 20	Twilight Gala	The Houstonian Hotel	NDC
• November 21	Fall Fever Fun Run		Bellaire High School PTO
• November 27	Burn the Bird Exercise Class	TBA	EPC

December			
• December 3 @ 6 PM	Holiday in the Park	Bellaire Town Square	COB
• December 5	Holiday Pop Up in the Park	TBA	EPC

**Recommendation:**

City Manager Paul A. Hofmann recommends acceptance of the City Manager's Report dated September 15, 2015, into the record.

**ATTACHMENTS:**

- Special Events in Bellaire 2015-16 Flyer (PDF)

# Special Events in Bellaire 2015-16

## SPONSORED BY CITY OF BELLAIRE

### September 26, 2015—6 PM

National Night Out Kick Off Party & Movie  
Guardians of the Galaxy  
Bellaire Town Square

### October 6, 2015

National Night Out

### October 9, 2015—8 PM

The KLOCKS Free Concert  
Bellaire Town Square

### October 10, 2015—9 AM

Library Used Book Sale  
Library Parking Lot

### October 17, 2015—8 AM

Fire Truck Pull  
South Rice Ave.

### October 29, 2015—4:30 PM

Pumpkin Hunt  
Loftin Park

### November 3, 2015

Election Day

### November 7, 2015—9 AM

Bellaire Recycles Fest  
Bellaire Town Square

### December 3, 2015—6 PM

Holiday in the Park  
Bellaire Town Square

### February 1, 2016

State of The City  
Open House & Town Hall Meeting  
Bellaire City Hall

### February 6, 2016—7 PM

Daddy Daughter Dance  
Bellaire City Hall

### April 9, 2016—7:30 AM

Bellaire Trolley Run  
Bellaire Town Square

### April 23, 2016—9 AM

Family Safety Day  
Bellaire Town Square

### July 4, 2016—9:30 AM

July 4th Parade & Festival  
Bellaire Town Square

### August 11, 2016—7:30 PM

Dive in Movie  
BTS Family Aquatic Center

### October 27, 2016—4:30 PM

Pumpkin Hunt  
Loftin Park

### December 1, 2016—6 PM

Holiday in the Park  
Bellaire Town Square

## City of Bellaire Communications Team

Co-Chair—Mary Cohrs  
Co-Chair—Shawn Cox  
Diane White  
Cheryl Bright  
Ashley Parcus  
Todd Gross  
JW Edwards

## City of Bellaire Communications Team

7008 South Rice Ave.  
Bellaire, Texas  
77401

Phone: 713-662-8222

Emails:

[mcohrs@bellairetx.gov](mailto:mcohrs@bellairetx.gov)

[scox@bellairetx.gov](mailto:scox@bellairetx.gov)

[dwhite@bellairetx.gov](mailto:dwhite@bellairetx.gov)

[cbright@bellairetx.gov](mailto:cbright@bellairetx.gov)

[aparcus@bellairetx.gov](mailto:aparcus@bellairetx.gov)

[tgross@bellairetx.gov](mailto:tgross@bellairetx.gov)

[jedwards@bellairepolice.com](mailto:jedwards@bellairepolice.com)

Please be advised that all dates are tentative and subject to change.

Attachment: Special Events in Bellaire 2015-16 Flyer (1688 : City Manager's Report dated September 15, 2015)

# Special Events in Bellaire 2015-16

## PATRONS FOR BELLAIRE PARKS

**October 24 & 25, 2015—3 PM—10 AM**

Tents N Town

Bellaire Town Square

**April 30, 2016**

Wine & Tapas

Bellaire Town Square

## NATURE DISCOVERY CENTER

**October 17 & 18, 2015—11 AM—4 PM**

Pumpkin Patch

Russ Pitman & Evergreen Parks

**November 20, 2015**

Twilight Gala

The Houstonian

**April/May 2016**

Spring Fling

Nature Discovery Center

## EVELYN'S PARK

**October 17 & 18, 2015—11AM-6 PM**

**October 24 & 25, 2015—11 AM—6 PM**

Fall New Home Showcase

**October 22, 2015**

Wine, Dine, Design

**November 15, 2015—3-5 PM**

Evelyn's Birthday Tea Party

## EVELYN'S PARK CONTINUED...

**November 27, 2015**

Burn the Bird Exercise Class

**December 5, 2015**

Holiday Pop Up in the Park

## SCHOOLS

**October 17, 2015**

Condit Fall Carnival

Loftin Park

**October 31, 2015**

Horn Fall Carnival

Horn Field

Bellaire High School Homecoming

**November 21, 2015**

Fall Fever Fun Run

Bellaire High School

## City of Bellaire Communications Team

Co-Chair—Mary Cohrs

Co-Chair—Shawn Cox

Diane White

Cheryl Bright

Ashley Parcus

Todd Gross

JW Edwards

## City of Bellaire Communications Team

7008 South Rice Ave.  
Bellaire, Texas  
77401

Phone: 713-662-8222

Emails:

[mcohrrs@bellairetx.gov](mailto:mcohrrs@bellairetx.gov)

[scox@bellairetx.gov](mailto:scox@bellairetx.gov)

[dwhite@bellairetx.gov](mailto:dwhite@bellairetx.gov)

[cbright@bellairetx.gov](mailto:cbright@bellairetx.gov)

[aparcus@bellairetx.gov](mailto:aparcus@bellairetx.gov)

[tgross@bellairetx.gov](mailto:tgross@bellairetx.gov)

[jedwards@bellairepolice.com](mailto:jedwards@bellairepolice.com)

Please be advised that all dates are tentative and subject to change.

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: Finance Administration  
Category: Truth-In-Taxation  
Department Head: Linda Symank  
DOC ID: 1566

**SCHEDULED****ACTION ITEM (ID # 1566)****Item Title:**

Presentation, consideration of, and possible action on the submittal of the "Certified 2015 Tax Roll and the 2015 Property Tax Rates in the City of Bellaire, Texas" - Presented and submitted by Linda Symank, Chief Financial Officer.

**Background/Summary:**

In accordance with Section 26.04 of the Texas Property Tax Code, the following items are presented for Council consideration.

Appraised Value	\$5,327,093,885
Total Exemptions	1,266,062,584
Total Taxable Value	4,061,031,301
Total Taxable Value of New Property	101,823,113
Total Taxable Value of Annexed Property	967,537
(Annexation value may include property added to your jurisdiction as the result of boundary adjustments in the GIS system and/or jurisdiction code corrections.)	
Total Uncertified	\$459,542,279
Calculated Effective Tax Rate	\$0.3600/\$100
Calculated Rollback Tax Rate	\$0.3805/\$100

**Previous Council Action Summary:**

n/a

**Fiscal Impact****Recommendation:**

CFO recommends acceptance of the submitted 2015 Tax Roll and the calculated Effective Tax Rate and Rollback Tax Rate.

**ATTACHMENTS:**

- Comparative Data (XLSX)
- Certification Letter (PDF)

**City of Bellaire**  
**Comparative Information from Certified Tax Rolls \***  
**Tax Year 2015 vs. 2014**

Description	Tax Year 2015	Tax Year 2014	% Change Current vs. Prior
Total Appraised Value	\$ 5,327,093,885	\$ 4,916,577,454	8.35%
Total Exemptions	<u>(1,266,062,584)</u>	<u>(1,182,773,967)</u>	7.04%
Total Taxable Value on Certified Roll (1)	4,061,031,301	3,733,803,487	8.76%
Total Taxable Value Under Protest or Not Certified (2)	<u>459,542,279</u>	<u>289,060,075</u>	58.98%
Total Taxable Value (including estimates)	<u>\$ 4,520,573,580</u>	<u>\$ 4,022,863,562</u>	12.37%
(1) Includes the following values:			
Total Taxable Value of New Property	\$ 101,823,113	\$ 71,836,397	41.74%
Total Taxable Value of Annexed Property	967,537	755,795	28.02%
	\$ 102,790,650	\$ 72,592,192	41.60%
(2) Includes the following <u>estimated</u> values:			
Taxable Value of Properties Under Protest	\$ 397,081,814	\$ 238,934,373	66.19%
Taxable Value of Properties Not Certified	62,460,465	50,125,702	24.61%
Number of Residential Units - Single Family (3)	6,192	6,176	0.26%
Average Appraised Value per Residential Unit (3)	\$ 787,436	\$ 692,288	13.74%
Average Taxable Value per Residential Unit (3)	\$ 619,566	\$ 542,318	14.24%
(3) Includes certified <u>and</u> uncertified numbers			
Effective Tax Rate (per \$100)	\$ 0.3600	\$ 0.3658	-1.59%
Rollback Rate (per \$100)	\$ 0.3805	\$ 0.3936	-3.33%
Maximum Tax Rate before Notices & Public Hearings	\$ 0.3600	\$ 0.3658	-1.59%

\* Certified Rolls provided by Harris County Appraisal District (HCAD)

Attachment: Comparative Data (1566 : 2015 Tax Roll & Truth in Taxation Calculations)

**HARRIS COUNTY APPRAISAL DISTRICT  
HOUSTON, TEXAS**

**THE STATE OF TEXAS, }  
COUNTY OF HARRIS. }**

**2015  
CERTIFICATION OF APPRAISAL ROLL AND  
LISTING OF PROPERTIES UNDER SECS. 26.01(c) AND (d)  
FOR  
City of Bellaire**

Pursuant to Section 26.01(a), Texas Tax Code, I hereby certify the 2015 appraisal roll of properties taxable by City of Bellaire. The roll is delivered in printed and electronic forms.

The total appraised value now on the appraisal roll for this unit is: \$5,327,093,885

The taxable value now on the appraisal roll for this unit is: \$4,061,031,301

As required by Section 26.01(c), Texas Tax Code, I have included with your roll a listing of those properties which are taxable by the unit but which are under protest and are therefore not included in the appraisal roll values approved by the appraisal review board and certified above. My estimate of the total taxable value which will be assigned to such properties if the owners' claims are upheld by the appraisal review board is: \$397,081,814

Pursuant to Section 26.01(d), Texas Tax code, the estimated value of taxable property not under protest and not yet included on the certified appraisal roll, after hearing loss, is \$62,460,465

Signed this 28th day of August, 2015



Sands L. Stiefer, RPA  
Chief Appraiser

**ASSESSOR'S ACKNOWLEDGEMENT**

As tax assessor/collector of the above-named taxing unit, I hereby acknowledge receipt of the certified 2015 appraisal roll on this the \_\_\_\_\_ day of \_\_\_\_\_, 2015

Attachment: Certification Letter (1566 : 2015 Tax Roll & Truth in Taxation Calculations)

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: Finance Administration  
Category: Truth-In-Taxation  
Department Head: Linda Symank  
DOC ID: 1567 A

**SCHEDULED****ACTION ITEM (ID # 1567)****Item Title:**

Consideration of and possible action regarding the taking of a record vote to increase the tax revenue for the City of Bellaire, Texas for the 2015 Tax Year by proposing a tax rate of \$0.3805 per \$100 valuation and authorizing the City Clerk and Chief Financial Officer to publish a "Notice of 2015 Tax Year Proposed Property Tax Rate for the City of Bellaire." The recommended dates for two public hearings on the referenced proposal are Monday, October 5, 2015, and Monday, October 12, 2015, both of which will be held at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401 - Submitted by Linda Symank, Chief Financial Officer.

**Background/Summary:**

The Texas Constitution sets out the general requirements for truth-in-taxation. The laws require specific steps and language in the process of adopting a tax rate. When a proposed rate exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit's governing body must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. This vote must be recorded and the proposal must specify the desired rate. If the motion passes, the taxing unit must schedule two public hearings on the proposal.

For tax year 2015 (FY2016), the effective tax rate is \$0.3600, the rollback tax rate is \$0.3805 and the proposed tax rate is \$0.3805 per \$100 valuation. The proposed rate reduces the current rate of \$0.3936 per \$100 valuation to the rollback rate, the maximum rate allowed without being subject to a rollback election. The proposed tax rate exceeds the lower effective rate by \$0.0205 or 5.7%. Since the proposed rate does exceed the lower effective rate, the City Council must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item and in so doing, must specify the rate. If the motion passes, the City Council must schedule two public hearings on the proposal. The second public hearing may not be earlier than 3 days after the first public hearing. The meeting to adopt the tax rate must occur 3 - 14 days after the second public hearing.

The recommended dates for said public hearings are Monday, October 5, 2015, 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas, and Monday, October 12, 2015, at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas. In accordance with the planning calendar, which is based on the truth-in-taxation requirements, the meeting to adopt the tax rate is scheduled for Monday, October 19, 2015.

**Previous Council Action Summary:**

Acceptance of 2015 Tax Roll and calculated Effective and Rollback Tax Rates.



**Fiscal Impact:**

n/a

**Recommendation:**

CFO recommends Council take action as required.

**ATTACHMENTS:**

- Comparative Information on Tax Rate (XLS)
- Planning Calendar (PDF)
- Notice of 2015 Tax Year Proposed Property Tax Rate (PDF)

**City of Bellaire**  
**Comparative Information on Tax Rate**  
**FY 2016 Proposed Budget Calculation**

	<b>Proposed FY2016 Budget</b>	<b>Certified Tax Rolls 8/25/2015</b>	<b>Difference</b>
HCAD Source Data Dated			
<b>Application of Proposed Tax Rate:</b>			
Estimate/Certified Taxable Value	\$4,520,573,580	\$4,520,573,580	\$0
Certified Collection Ratio	99.57%	99.57%	
Basis for Revenue Projection	\$4,501,135,114	\$4,501,135,114	\$0
<b>General Fund: (Projected with 8% increase plus taxes estimated from new property)</b>			
Tax Rate/\$100 Value		\$0.2501	
Property Tax Revenue	\$11,144,611	\$11,257,339	\$112,728
<b>Debt Service Fund:</b>			
Tax Rate/\$100 Value	\$0.1304	\$0.1304	
Property Tax Revenue	\$5,873,026	\$5,873,026	
<b>Total</b>			
Tax Rate/\$100 Value		\$0.3805	
Property Tax Revenue	\$17,017,637	\$17,130,365	\$112,728
With adoption of the rollback tax rate, property tax revenues based on the certified tax roll received 8/25/2015 are \$112,728 more than the proposed budget.			

<b>Application of Effective Tax Rate:</b>			
TNT - Effective Tax Rate		\$0.3600	
TNT - Rollback Tax Rate		\$0.3805	
	<b>Proposed Rate</b>	<b>Effective Rate</b>	
Proposed Tax Rate/Effective Tax Rate	\$0.3805	\$0.3600	
Estimate/Certified Taxable Value	\$4,520,573,580	\$4,520,573,580	\$0
Collection Ratio	99.57%	99.57%	
Basis for Revenue Projection	\$4,501,135,114	\$4,501,135,114	\$0
<b>General Fund:</b>			
Tax Rate/\$100 Value	\$0.2501	\$0.2296	
Property Tax Revenue	\$11,257,339	\$10,334,606	(\$922,733)
<b>Debt Service Fund:</b>			
Tax Rate/\$100 Value	\$0.1304	\$0.1304	
Property Tax Revenue	\$5,869,480	\$5,869,480	\$0
<b>Total</b>			
Tax Rate/\$100 Value	\$0.3805	\$0.3600	
Property Tax Revenue	\$17,126,819	\$16,204,086	(\$922,733)

If the City were to adopt the effective tax rate, based on the certified tax roll received 8/25/2015, property tax revenues would be (\$922,733) less than the budget adjusted to lower proposed rate of \$0.3805. In this illustration, the entire difference is shown in the General Fund tax rate as per the 2015 Truth-in-Taxation Guide, "...The adopted rate must equal the debt service service rate published."

Attachment: Comparative Information on Tax Rate (1567 : Record Vote to Increase Tax Revenue)

# 2015 Planning Calendar

## City of Bellaire

Date: 09/04/2015 10:09 AM

Date	Activity
<b>April-May</b>	Mailing of notices of appraised value by chief appraiser.
<b>April 30</b>	The chief appraiser prepares and certifies to the tax assessor for each county, municipality, and school district participating in the appraisal district an estimate of the taxable value.
<b>May 15</b>	Deadline for submitting appraisal records to ARB.
<b>July 20 (Aug. 30*)</b>	Deadline for ARB to approve appraisal records.
<b>July 25*</b>	Deadline for chief appraiser to certify rolls to taxing units.
August 14, 2015	Certification of anticipated collection rate by collector.
August 25, 2015	Calculation of effective and rollback tax rates.
September 15, 2015	Submission of effective and rollback tax rates to governing body.
September 11, 2015	72-hour notice for meeting ( <i>Open Meetings Notice</i> ).
September 15, 2015	Meeting of governing body to discuss tax rate; if proposed rate tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing.
September 22, 2015	Publish the Notice of Property Tax Rates by September 1. Notice must also be posted on the municipality's website.**
October 1, 2015	72-hour notice for public hearing ( <i>Open Meetings Notice</i> )
October 5, 2015	Public hearing.
October 8, 2015	72-hour notice for second public hearing ( <i>Open Meetings Notice</i> )
October 12, 2015	Second public hearing (may not be earlier than 3 days after first public hearing); schedule and announce meeting to adopt tax rate 3-14 days from this date.
October 15, 2015	72-hour notice for meeting at which governing body will adopt tax rate ( <i>Open Meetings Notice</i> )
October 19, 2015	Meeting to adopt tax rate. Meeting is 3 to 14 days after second public hearing. Taxing unit must adopt tax rate by Sept. 30 or 60 days after receiving certified appraisal roll, whichever is later.

\*Tax Code Section 81.06 directs that if a date falls on a weekend, the deadline is extended to the following regular business day

\*\*Advice of taxing unit legal counsel should be sought to determine how to fulfill the requirements of Sec.140.010 Local Gov. Code..

Attachment: Planning Calendar (1567 : Record Vote to Increase Tax Revenue)

# NOTICE OF 2015 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF BELLAIRE

A tax rate of \$0.3805 per \$100 valuation has been proposed for adoption by the governing body of City of Bellaire. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

PROPOSED TAX RATE	\$0.3805 per \$100
PRECEDING YEAR'S TAX RATE	\$0.3936 per \$100
EFFECTIVE TAX RATE	\$0.3600 per \$100
ROLLBACK TAX RATE	\$0.3805 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Bellaire from the same properties in both the 2014 tax year and the 2015 tax year.

The rollback tax rate is the highest tax rate that City of Bellaire may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS  
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Linda Symank  
CFO  
City of Bellaire, 7008 S Rice Ave., Bellaire, Texas  
713-662-8251  
lsymank@bellairetx.gov  
www.bellairetx.gov

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: October 5, 2015 at 6:00 PM at City of Bellaire, City Hall Council Chambers, 7008 S Rice Avenue, Bellaire, Texas 77401.

Second Hearing: October 12, 2015 at 6:00 PM at City of Bellaire, City Hall Council Chambers, 700 S Rice Avenue, Bellaire, Texas 77401.

Attachment: Notice of 2015 Tax Year Proposed Property Tax Rate [Revision 1] (1567 : Record Vote to Increase Tax Revenue)

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: City Manager's Office  
Category: Amendment  
Department Head: Diane K White  
DOC ID: 1661

**SCHEDULED  
ACTION ITEM (ID # 1661)**

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**Item Title:**

Council consideration and approval of a resolution amending the FY2015 Budget. Submitted by Diane K. White, Assistant City Manager.

**Background/Summary:**

The FY2015 budget is being amended to reconcile negative variances incurred by certain departments related to total allocations within the FY2015 budget adopted by City Council on September 8, 2014 (Ordinance 14-049) as required by City Charter under Article VII, Finance Administration - Section 5.

**Item Detail:**

We have reported monthly and quarterly that the General Fund would be over in revenues and under in expenditures.

This budget amendment is intended to move appropriations between departments as detailed below and is based on the projections provided to develop the FY2016 budget. At this time the ending fund balance for FY2015 does not change nor does the beginning balance for FY2016 change. The only fund being amended is the City's General Operating Fund.

**General Fund:** The General Fund Operating Expenditure Budget for FY2015 is anticipated to end the year with a positive balance of \$39,831. 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 are anticipated to end FY2015 with a surplus.

<b>Departments</b>	<b>FY2015 Adopted Budget</b>	<b>FY2015 Amended Budget</b>	<b>Variance +/-</b>
City Manager's Office	2,016,511	2,078,375	(61,864)
Finance	1,101,656	1,076,073	25,583
Legal	100,000	125,000	(25,000)
Development Services	855,758	849,108	6,650
Police	5,170,394	5,143,887	26,507
Fire	2,570,821	2,599,452	(28,631)
Public Works	1,247,500	1,165,470	82,030
Library	648,323	661,438	(13,115)
Parks, Recreation & Facilities	3,205,875	3,178,204	27,671
<b>Total General Fund</b>	<b>16,916,838</b>	<b>16,877,007</b>	<b>39,831</b>

**Item 1: City Manager's Office (consist of 5 divisions: Administration, City Clerk, Facilities, Human Resources & Communication Technology Services)** is expected to exceed its FY2015 allocated budget by **\$61,864** due to the following reasons: Sharing of personnel from Finance to Human Resources, rate increase in ATT contract and Compensation Study implementation.

**Item 2: Finance** variance is due to the coding of the 50% payroll function to Human Resources see above.

**Item 3: Legal** is expected to exceed its FY2015 allocated budget by **\$25,000** due to unbudgeted expenses for 610/59 and development related legal representation.

**Item 4: Development Services** - Salary savings from building inspector position.

**Item 5: Police** - Salary savings due to vacancies

**Item 6: Fire** - Expected to exceed its FY2015 allocated budget by **\$28,631** due to one vacancy that was covered by overtime and part-time as well as paying of employees on unanticipated leave and covering those positions with overtime and part-time.

**Item 7: Public Works** - As presented to Council on March 23, 2015 a revised capital equipment plan was approved that created savings. In addition, vacancy of personnel created some salary savings.

**Item 8: Library** - Expected to exceed it FY2015 budget by **\$13,115** due to compensation implementation.

**Item 9: Parks, Recreation & Facilities** - Expected to be under budget due to salary savings.

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

September 8, 2014 - The FY2015 budget was adopted by City Council (Ordinance 14-049).

December 1, 2014 - The FY2015 budget was amended to reflect increase in sales tax revenue of \$105,000 and a corresponding appropriation for the implementation of the compensation study.

March 2, 2015 - The FY2015 budget was amended by transferring funds from the General Fund non-appropriated fund balance to the Capital Improvement Fund for the purpose of funding improvements for Lafayette Park in an amount of \$150,000.

#### **Fiscal Impact:**

N/A

#### **Recommendation:**

Assistant City Manager Diane White recommends approving attached resolution as presented.

**ATTACHMENTS:**

- FY2015 Year End Budget Resolution (DOCX)



**RESOLUTION NO. 15-**

**A RESOLUTION 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: AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO TAKE ALL ACTIONS NECESSARY TO FACILITATE THE CHANGES IDENTIFIED HEREIN;**

**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, 2015, and ending September 30, 2016; and

**WHEREAS**, as required by City Charter under Article VII, Finance Administration – Section 5 - At the request of the City Manager, and within the last three months of the budget year, the Council may by resolution transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another.

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

1. That the Budget is amended to reflect the following.

<b>Departments</b>	<b>FY2015 Adopted Budget</b>	<b>FY2015 Amended Budget</b>	<b>Variance +/-</b>
City Manager's Office	2,016,511	2,078,375	(61,864)
Finance	1,101,656	1,076,073	25,583
Legal	100,000	125,000	(25,000)
Development Services	855,758	849,108	6,650
Police	5,170,394	5,143,887	26,507
Fire	2,570,821	2,599,452	(28,631)
Public Works	1,247,500	1,165,470	82,030
Library	648,323	661,438	(13,115)
Parks, Recreation & Facilities	3,205,875	3,178,204	27,671
Total General Fund Expenditures	<b>16,916,838</b>	<b>16,877,007</b>	<b>39,831</b>

**PASSED** and **APPROVED** this 15th day of September, 2015.

(SEAL)

**ATTEST:**

\_\_\_\_\_  
Tracy L. Dutton, TRMC  
City Clerk

**SIGNED:**

\_\_\_\_\_  
Dr. Philip L. Nauert  
Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan P. Petrov  
City Attorney

Attachment: FY2015 Year End Budget Resolution (1661 : FY2015 Budget Amendment)

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: City Manager's Office  
Category: Budget  
Department Head: Diane K White  
DOC ID: 1491

**SCHEDULED  
ACTION ITEM (ID # 1491)**

**Item Title:**

Consideration of and possible action regarding the FY2016 budget of the City of Bellaire, Texas for the fiscal year beginning October 1, 2015, and ending September 30, 2016, and appropriating the several sums set up therein to the objects and purposes therein named by 1) Adopting the FY2016 budget by record vote and 2) Ratify the tax increase reflected in the FY2016 budget. Item Submitted by: Diane K. White, Assistant City Manager

**Background/Summary:**

The budget for fiscal year 2016 beginning October 1, 2015 and ending September 30, 2016 is presented for Council's consideration and possible adoption with a record vote.

In addition, an additional vote is required to ratify the tax increase reflected in the FY2016 Budget and outlined on the page in the attached budget document labeled Budget Cover Page.

A public hearing on the budget was held on August 17, 2015 and all interested parties were given the opportunity to express their views and opinions.

S.B. 656 (Paxton/Button) - Budget and Tax Rate Adoption

This bill amends 102 of the Local Government Code and it:

1. Requires the city council's vote to adopt a budget to be a record vote;
2. Requires an adopted budget to contain a cover page that includes:
  - a. a specific statement on the whether the budget raises more, less, or the same amount of property tax revenue compared to the previous year's budget;
  - b. the record vote of each member of the governing body by name voting on the adoption of the budget;
  - c. the city property tax rates for the preceding and current fiscal years, including the adopted rate, effective tax rate, effective maintenance and operations tax rate, rollback rate, and debt rate; and
  - d. the total amount of the city debt obligations secured by property taxes;
3. Requires a city with a website to post the cover page in (2), above, on the city's website, and keep the record vote information on the city's website for at least one year after the budget is adopted and
4. Requires the city council to amend the cover page to include the property tax rate information for the current fiscal year if the rates are not included on the cover page when the budget is filed with the city clerk.

**Budget Cover Page language required:**

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,256,790, which is a 7.88 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$391,118.

**Property Tax Rate Comparison**

	2015-2016	2014-2015
Property Tax Rate:	\$0.3805/100	\$0.3936/100
Effective Tax Rate:	\$0.3600/100	\$0.3658/100
Effective Maintenance & Operations Tax Rate:	\$0.2316/100	\$0.2345/100
Rollback Tax Rate:	\$0.3805/100	\$0.3936/100
Debt Rate:	\$0.1304/100	\$0.1404/100

Total debt obligation for City of Bellaire secured by property taxes: \$81,365,000

Public Hearing notices for the budget were published in the *Southwest News* on Tuesday, July 28, 2015 and Tuesday, August 4, 2015. The FY2016 proposed budget was also published on the City's website on Thursday, July 16, 2015, cataloged at the Bellaire City Library and available for the public at City Hall.

**Changes made since budget was filed on July 16, 2015**

1. The City Manager recommends increasing property tax revenues by \$112,728 and allocating \$112,728 to the City's CIP Beautification Project for Beautification enhancements. These funds are available for appropriation based on the receipt of the City's certified roll and an adjustment to the receipt of property taxes to be collected in the General Fund. This would have no impact on the fund balance. The appropriation is being made as a transfer from the General Fund to the CIP. The receipt of the transfer and allocation to the CIP will be made if this recommendation is approved. If City Council were to approve this recommendation this would give the City Manager direction to create a FY2016 Beautification CIP allocation and bring to a future meeting a scope of the project for City Council to consider. (Pages revised 2,6,7 and 9)
2. Added CIP language with regards to DRAFT CIP - (Page 85).

**Previous Council Action Summary:**

July 20th - Budget Presentation  
 July 20th -Called Public Hearing  
 August 17 - Held Public Hearing

August 18 - Held Workshop  
August 24 - Held Workshop

**Fiscal Impact:**

[If source funding is needed type here]

**Recommendation:**

Adopt the FY2016 Budget as presented.

**ATTACHMENTS:**

- FY2016 Budget Adoption Ordinance (DOC)
- FY2016 Proposed Budget (PDF)

**ORDINANCE NO. 15-**

**AN ORDINANCE ADOPTING THE FY2016 BUDGET FOR THE CITY OF BELLAIRE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015, AND ENDING SEPTEMBER 30, 2016, AND APPROPRIATING THE SEVERAL SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED BY:**

**1) A RECORD VOTE TO ADOPT FY2016 BUDGET**

**AND TO**

**2) VOTE TO RATIFY THE TAX INCREASE REFLECTED IN THE BUDGET.**

**WHEREAS**, the budget, appended hereto as "Appendix A," for the fiscal year beginning October 1, 2015, and ending September 30, 2016, was duly presented to the City Council of the City of Bellaire, Texas, by the City Manager, containing estimates of resources and revenues for the year from all of the various sources, and the projects, operations, activities, and purchases proposed to be undertaken during the year, together with the estimated costs thereof, and estimated amounts of all other proposed expenditures; and

**WHEREAS**, a Public Hearing on the budget was duly called by the City Council of the City of Bellaire, Texas, not less than 15 days after the date of such filing with the City Clerk, and notice of said hearing was caused to be given by the City Council and said notice was published in the *Southwest News* on Tuesday, July 28, 2015, and Tuesday August 4, 2015 and duly held on Monday, August 17th, 2015, according to said notice; **NOW, THEREFORE**,

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

1. That the budget of the City of Bellaire, Texas, for the fiscal year beginning October 1, 2015, and ending September 30, 2016 appended hereto as "Appendix A," was duly prepared, filed with the City Clerk more than 30 days prior to the tax levy of the City of Bellaire, Texas, and there available for inspection by any taxpayer.

2. That a Public Hearing on the budget was duly called by the City Council of the City of Bellaire, Texas, not less than 15 days after the date of such filing with the City Clerk, and prior to the time the City Council of the City of Bellaire, Texas, levied taxes for such current fiscal year (2016) and notice of said hearing was caused to be given by the City Council and said notice was published in the *Southwest News* on Tuesday, July 28, 2015, and Tuesday August 4, 2015 and duly held on Monday, August 17th, 2015, according to said notice and as required by law.

3. That all parties desiring to participate and be heard at said Public Hearing having been heard until no more evidence was offered, and such hearing having been concluded.

4. That the budget of the City of Bellaire, Texas, appended hereto as "Appendix A," for the fiscal year beginning October 1, 2015, and ending September 30, 2016, be, and the same is hereby, in all respects, finally approved and adopted by record vote and a vote made to ratify the tax increase in the attached document is hereby filed with the City Clerk of the City of Bellaire, Texas.

5. That the several amounts specified for the several purposes named in said budget be, and they are hereby, appropriated to and for such purposes.

6. That the City Clerk of the City of Bellaire, Texas, shall file copies of this Ordinance and budget, appended hereto as "Appendix A," with the County Clerk of Harris County, Texas.

**PASSED** and **APPROVED** by a \_\_\_\_\_ vote of the City Council of the City of Bellaire, Texas, this, the 15<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
**Philip L. Nauert, Mayor**

ATTEST:

\_\_\_\_\_  
**Tracy L. Dutton, City Clerk**

Attachment: FY2016 Budget Adoption Ordinance (1491 : FY2016 Budget Adoption)





City of Bellaire  
Proposed Budget  
For the fiscal year ending  
September 30, 2016 (FY 2016)



**Philip L. Nauert, MAYOR**

**City Council**

Amanda B. Nathan, Mayor Pro Tem

Roman F. Reed

James P. Avioli, Sr.

Gus E. Pappas

Pat McLaughlan

Andrew S. Friedberg

**Paul A. Hofmann**

**City Manager**

**Diane K. White**

**Assistant City Manager**

**Linda Symank**

**Chief Financial Officer**



# City of Bellaire

## Fiscal Year 2015-2016

### Budget Cover Page

### September 15, 2015

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,256,790, which is a 7.88 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$391,118.

The members of the governing body voted on the budget as follows:

**FOR:**

**AGAINST:**

**PRESENT** and not voting:

**ABSENT:**

#### Property Tax Rate Comparison

	<b>2015-2016</b>	<b>2014-2015</b>
Property Tax Rate:	\$0.3805/100	\$0.3936/100
Effective Tax Rate:	\$0.3600/100	\$0.3658/100
Effective Maintenance & Operations Tax Rate:	\$0.2316/100	\$0.2345/100
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Debt Rate:	\$0.1304/100	\$0.1404/100

Total debt obligation for City of Bellaire secured by property taxes: \$81,365,000

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TO: Honorable Mayor and Members of the City Council

FROM: Paul A. Hofmann, City Manager

DATE: July 20, 2015

SUBJECT: FY 2016 Budget Transmittal

It is my pleasure to present the FY 2016 Budget at your July 20, 2015 City Council meeting. This budget proposal allocates resources in accordance with Council priorities and previously-provided guidance. The FY 2016 budget addresses critical funding needs and is developed in consideration of long-term implications.

The FY 16 budget would differ from the approved FY 2015 budget in the following ways:

- Significant increase in funding for street maintenance
- The establishment of a vehicle and equipment replacement fund and a plan to fully fund over the next five years
- Additional resources devoted to the full-cycle recruitment of new employees

### **Street Maintenance**

In February, the City Council received a presentation from the City Engineer in which he described a program to bring all of the City's streets to an acceptable level of service in a reasonable amount of time. Currently, there are over 4.5 million square feet of roadway in Bellaire at an unacceptable condition. The estimated cost to bring these streets to a good condition is \$16 million, or \$2 million per year for 8 years. The work performed would range from light maintenance (e.g. patching, crack sealing) to heavier maintenance (overlays, point repair).

The funding would be provided by an estimated recurring Metro contribution of \$1.2 million and \$800,000 from property tax revenues. The amount needed from property tax revenues equals the projected revenue increase associated with increases in appraised value.

### **Vehicle and Equipment Replacement**

Our vehicle and equipment replacement team has worked to create a reasonable replacement schedule, and replacement funding plan, for the City's fleet which considers:

- Replacement cost
- Life expectancy
- Maintenance/repair history, condition, reliability
- Type of use (e.g. emergency/non-emergency)

The recommended funding plan is designed to provide funding sufficient to purchase vehicles when the vehicles need to be replaced, stability and predictability in budget forecasting, and to provide sufficient funding in the earlier years of the program to “catch-up” for those vehicles not being replaced in FY 2016 and for which no funding has been accumulated to date.

According to our projections, using the recommended criteria, the annual contribution from the General Fund should be \$551,000. The FY 2015 General Fund budget for vehicle replacement is \$463,000.

We are proposing a five – year “catch-up” plan for those vehicles not being replaced, which would require an additional FY 2016 appropriation of \$515,000 in the General Fund.

### **Police and Fire Personnel Recruitment**

Our recruitment of police and fire personnel should be continuous and aggressive. We have much to offer as an employer, particularly in our public safety departments. While we need to continue to pay attention to the compensation market, salary competitiveness is not the only factor driving our efforts to keep positions filled.

The FY 2016 budget includes funds to add a Human Resources Assistant position to the budget. That position would be responsible for safety coordination, assisting with risk management, employee onboarding, coordinating employee evaluations, worker’s compensation administration, and benefits administration.

The filling of this position would allow the Human Resources Director to devote time and energy to the continuous promotion of the City of Bellaire to potential public safety position candidates and other open positions within the City. The Human Resources Director would also be able to monitor compensation competitiveness and avoid consulting costs.

The recommended budget also includes funding for a 1.5% across the board market adjustment, and scheduled salary increases.

### **Enhancements**

The proposed budget includes a significant amount of enhancements, intended to improve or increase service levels. The City Council’s recent review of Council priorities provided the direction and focus of the projects being recommended. The enhancements are tied to projects for which teams will be established and responsibility assigned. FY 2016 quarterly reports to the City Council will provide updates on the status of those projects.

## Projected Property Tax Revenues and Tax Rate

At the time of the budget presentation, we don't have a certified roll from the Tax Assessor/Collector. We have received a preliminary roll which provides an estimated total tax base, but without the final certified roll we don't know how much of the new base is attributable to appraised value increases on existing property and how much is due to the value of new development. Without that number, we can't calculate an effective tax rate or a roll back rate.

We can, however, look at history of new development activity and base a recommended budget on trends. In order to avoid a revenue budget that would require a tax rate over the roll back rate, we are calculating FY 2016 property tax revenues to be:

- Eight percent over the FY 2015 amount, plus
- The amount of new revenue to be generated by a 2% growth in new property (average based on 5 years of historical average)

Total property tax revenues are proposed to be 9.8% over FY 2015, with approximately \$1,000,000 in new property tax revenues.

## FY 2016 and 5-Year Ending Balance Projections

The projected FY 2016 ending balance in the General Fund is just under \$4 million, in excess of the 60 day fund balance requirement by approximately \$1,000,000.

However, using the same revenue and expense projection assumptions provided to Council in June, and including all FY 2016 enhancements, the ending balance projected for FY 2020 is \$800,000 short of the 60 day target. This outcome reflects the significant spending of an additional \$800,000 per year on street maintenance, and on fully funding vehicle and equipment replacement. We will need to continue to monitor the impact on the ending balance as we move forward.

In the Enterprise Fund, the projected ending balance shortfall for FY 2020 is approximately \$6.7 million which will need to be addressed through an increase in water and sewer rates. That rate analysis will be conducted during FY 2016.

The FY 2016 Enterprise Fund budget also reflects a rate increase in monthly solid waste fees of \$19.67 to \$23.01. The rate increase is intended to eliminate the subsidy of solid waste operations by the General Fund.

## Acknowledgements

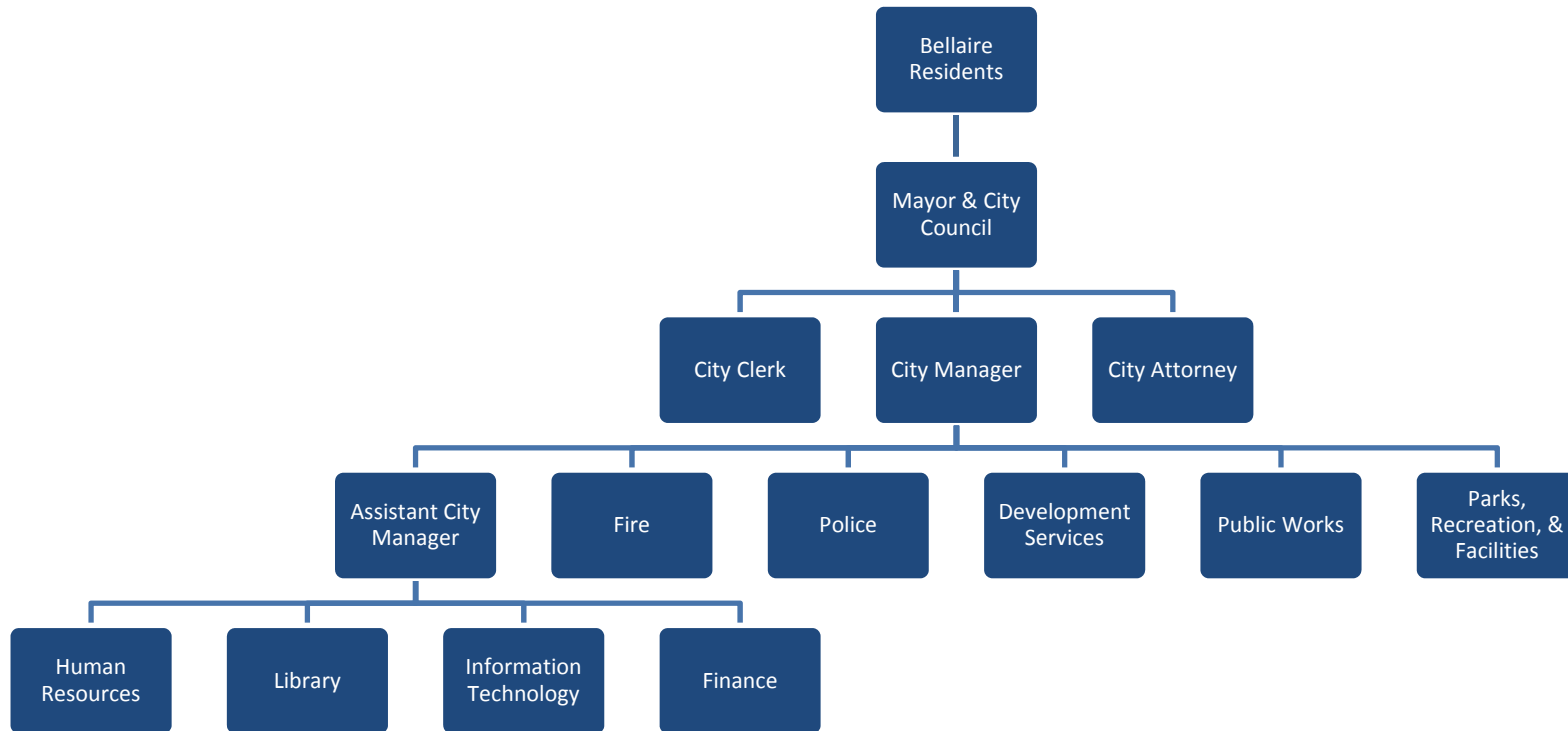
Thank you for your attention and feedback at the June 8 budget planning meeting, and for all the directions and guidance you have provided. Thanks also to Diane, Linda, and Shawn for developing and presenting a well thought out budget plan.





FY 2016

## City of Bellaire Organizational Chart



CITY OF BELLAIRE FY2016 PROPOSED GOVERNMENTAL FUND SUMMARY BUDGET								CITY OF BELLAIRE FY2016 PROPOSED ENTERPRISE FUND SUMMARY BUDGET			
	General Fund	Special Revenue	Debt Service	General CIP	G.O.Bonds	Vehicle Replacement	GF TOTALS	Enterprise Fund	Enterprise CIP	Vehicle Replacement	EF TOTALS
<b>Beginning Fund Balance</b>	5,175,257	301,701	538,832	1,978,406	0	0	<b>7,994,196</b>	2,089,955	0	0	<b>2,089,955</b>
<b>Revenues and Transfers In</b>	19,047,557	248,522	6,836,026	1,190,000	7,940,000	1,066,000	<b>36,328,105</b>	7,746,600	530,000	357,000	<b>8,276,600</b>
<b>Total Resources</b>	<b>24,222,814</b>	<b>550,223</b>	<b>7,374,858</b>	<b>3,168,406</b>	<b>7,940,000</b>	<b>1,066,000</b>	<b>44,322,301</b>	<b>9,836,555</b>	<b>530,000</b>	<b>357,000</b>	<b>10,366,555</b>
<b>Expenditures</b>	17,625,052	236,404	6,836,026	2,834,675	7,940,000	695,000	<b>36,167,157</b>	6,652,046	530,000	357,000	<b>7,182,046</b>
<b>Enhancements</b>	384,043						<b>384,043</b>	209,000			<b>209,000</b>
<b>Transfers</b>	2,168,728						<b>2,168,728</b>	1,848,000			<b>1,848,000</b>
<b>Contingency</b>	78,000						<b>78,000</b>	17,100	0	0	<b>17,100</b>
<b>Totals</b>	<b>20,255,823</b>	<b>236,404</b>	<b>6,836,026</b>	<b>2,834,675</b>	<b>7,940,000</b>	<b>695,000</b>	<b>38,797,928</b>	<b>8,726,146</b>	<b>530,000</b>	<b>357,000</b>	<b>9,256,146</b>
<b>Total Ending Balances</b>	<b>3,966,991</b>	<b>313,819</b>	<b>538,832</b>	<b>333,731</b>	<b>0</b>	<b>371,000</b>	<b>5,524,373</b>	<b>1,110,409</b>	<b>0</b>	<b>0</b>	<b>1,110,409</b>

Highlighted areas reflect increase in property tax and expenditures by \$112,728 for Beautification.



FY 2016

## Debt Service

## Description

The Debt Service Fund is used to account for the payment of interest and principal on all long-term debt of the City. The primary source of revenue for debt service is local property taxes. The debt service fund is considered a major fund for reporting purposes. At the end of Sept 30, 2014, the City had total bonds outstanding of \$106,458,242, all of which is general obligation debt.

In recognition of the cost incurred by the Debt Service Fund in the past on behalf of the Enterprise Fund, an annual contribution of \$950,000 toward the retirement of this debt is transferred from the Enterprise Fund to the Debt Service Fund.

DEBT SERVICE FUND			
	FY2015 Adopted	FY2015 Projected	FY2016 Proposed
Beginning Fund Balance	525,824	562,532	538,832
<b>REVENUES</b>			
Current Property Taxes	5,625,448	5,625,448	5,873,026
Delinquent Taxes	10,000	(15,750)	10,000
Interest on Investments	3,000	2,050	3,000
<b>Total Revenues</b>	<b>5,638,448</b>	<b>5,611,748</b>	<b>5,886,026</b>
Transfer in - Utility Fund	950,000	950,000	950,000
Other Sources			
<b>Total Transfer in</b>	<b>950,000</b>	<b>950,000</b>	<b>950,000</b>
<b>Current Year - Available Resources</b>	<b>6,588,448</b>	<b>6,561,748</b>	<b>6,836,026</b>
<b>Total Available Resources</b>	<b>7,114,272</b>	<b>7,124,280</b>	<b>7,374,858</b>
<b>EXPENDITURES</b>			
Principle & Interest	6,576,748	6,576,748	6,823,026
Fiscal Agent Fees	6,500	3,500	5,750
Issuance Costs			
Bond Refunding Expense			
Other- Arbitrage, Refunding Expenses	5,200	5,200	7,250
<b>Total Expenditures</b>	<b>6,588,448</b>	<b>6,585,448</b>	<b>6,836,026</b>
<b>Total - Current Available Resources over/(under) Current Expenditures</b>	<b>0</b>	<b>(23,700)</b>	<b>0</b>
<b>Ending Fund Balance</b>	<b>525,824</b>	<b>538,832</b>	<b>538,832</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

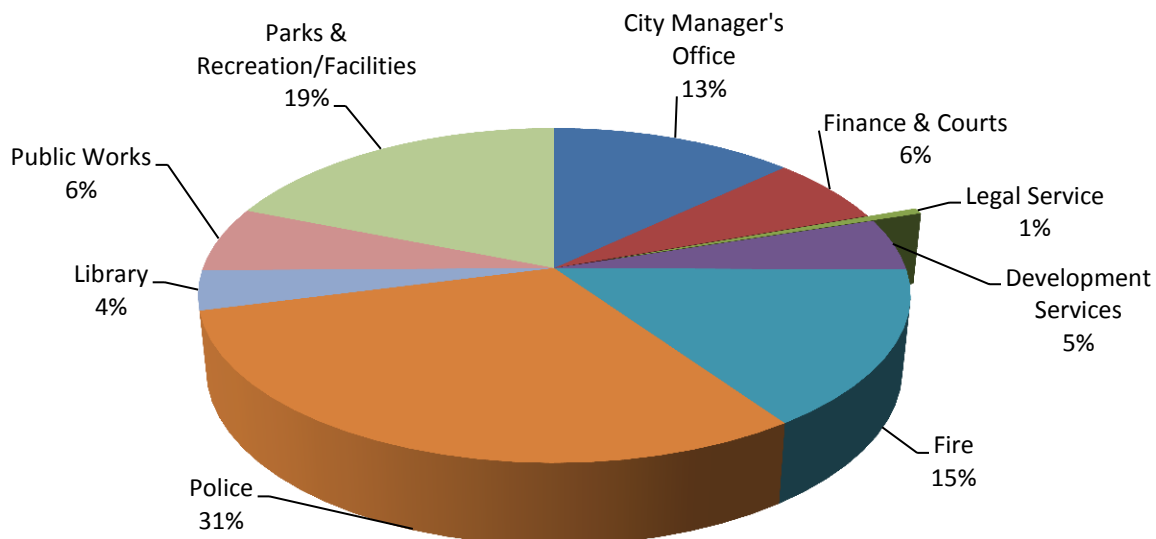
## General Fund

## Description

The General Fund is the accounting entity for the City's basic municipal services, which include: Finance & Courts, City Manager's Office, Development Services, Parks, Recreation & Facilities, Library, Police, Fire and Public Works. The FY2016 Proposed General Fund operating budget is \$17,661,052. Property tax supports 59% or \$11.1M of the total cost of services, while sales and franchise taxes support 13% and 7%, respectively. The remainder of the revenues are derived from permits, fines and charges for service and make up 28% of General Fund revenues.

The proposed cost for providing services for the General Fund are distributed in the following manner: Police 31%, Fire 15%, Public Works 6%, Parks, Recreation & Facilities 19%, Development Services 5%, Library 4%, City Manager's Office (includes City Clerk, Administration, IT & Human Resources) 13%, Legal Services 1% and Finance 6%.

### General Fund Expenditures By Department



## GENERAL FUND SUMMARY

	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Beginning Fund Balance	4,213,043	3,969,979	4,623,242	5,175,257
<b>Revenues</b>				
Current Property Taxes	9,153,677	10,142,092	10,142,092	11,257,339
Delinquent Taxes	14,907	32,000	(21,026)	32,000
Penalty & Interest, Other	64,936	75,000	56,656	70,000
Franchise Fees	1,411,682	1,351,800	1,399,805	1,397,000
Sales Tax	2,310,083	2,205,000	2,406,292	2,454,118
Permits & Licenses	1,089,842	977,073	1,015,722	1,082,550
Fines	781,171	775,750	725,000	766,500
Recreation Fees	894,767	864,200	887,758	904,200
Investment Income	21,967	20,000	26,428	28,000
Public Safety	401,321	394,200	396,390	385,100
Misc	34,881	46,300	43,905	46,300
Business Enterprise Transfer	500,000	500,000	500,000	624,450
<b>Total Revenues</b>	<b>16,679,234</b>	<b>17,383,415</b>	<b>17,579,022</b>	<b>19,047,557</b>
Total Available Resources	20,892,277	21,353,394	22,202,264	24,222,814
<b>Expenditures</b>				
City Manager's Office	1,807,026	2,016,511	2,078,375	2,291,824
Finance & Courts	1,089,642	1,101,656	1,076,073	1,153,645
Legal Service	117,555	100,000	110,000	100,000
Development Services	787,960	855,758	830,170	895,092
Fire	2,379,853	2,570,821	2,599,452	2,693,109
Police	4,645,163	5,170,394	5,143,629	5,398,444
Library	623,782	648,323	661,438	676,833
Public Works	1,048,382	1,247,500	1,185,568	1,111,345
Parks & Recreation/Facilities	2,742,187	3,205,875	3,192,302	3,304,760
<b>Total Expenditures</b>	<b>15,241,550</b>	<b>16,916,838</b>	<b>16,877,007</b>	<b>17,625,052</b>
<b>Transfers Out</b>	<b>1,027,485</b>	<b>150,000</b>	<b>150,000</b>	<b>2,246,728</b>
Pavement Maintenance Program				800,000
Capital Improvement Program				190,000
<b>FY2016 Beautification CIP</b>				<b>112,728</b>
Vehicle Replacement Fund				1,066,000
Contingency Personnel Market/Vacancy Factor/Benefits				78,000
FY2016 Proposed Budget Enhancements				384,043
Total Expenditures	16,269,035	17,066,838	17,027,007	20,255,823
Total Ending Fund Balance	4,623,242	4,286,556	5,175,257	3,966,991
Fund Balance Percentage	30.33%	25.34%	30.66%	22.51%
60 Day Fund Balance Requirement	2,540,258	2,819,473	2,812,835	2,937,509

Highlighted areas reflect increase in Property tax revenue and expenditure for \$112,728 for Beautification

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## GENERAL FUND COMBINED DETAILED REVENUE

DESCRIPTION	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Property Taxes	9,153,677	10,142,092	10,142,092	11,257,339
Delinquent Tax	14,907	32,000	(21,026)	32,000
Penalty & Interest	55,841	60,000	47,779	60,000
Taxes - Other	9,095	15,000	8,877	10,000
	<b>9,233,520</b>	<b>10,249,092</b>	<b>10,177,722</b>	<b>11,359,339</b>
Electrical	825,798	824,000	823,553	824,000
Gas	143,993	122,700	132,963	130,000
Telephone	126,769	110,100	116,496	115,000
Cable TV	315,122	295,000	326,793	328,000
<b>Total Franchise Tax</b>	<b>1,411,682</b>	<b>1,351,800</b>	<b>1,399,805</b>	<b>1,397,000</b>
<b>Sales Tax</b>	<b>2,310,083</b>	<b>2,205,000</b>	<b>2,406,292</b>	<b>2,454,118</b>
Food Dealer Permit	19,511	19,000	19,000	23,000
Pluymbing & Gas Permit	100,295	90,000	90,000	118,000
Electrical Permit	70,516	55,000	55,000	71,000
Building Permit	405,280	400,000	445,000	415,000
Air & Heat Permit	42,771	45,000	40,000	47,000
Moving/Demolition Permits	21,812	19,000	19,000	21,000
Sign Permit	5,818	6,500	7,000	12,500
Garage Sale Permit	3,149	3,150	3,150	-
Curb Cut Permit	8,353	6,500	5,500	9,250
Elevator Permit	423	-	549	-
Tree Removal	26,884	24,000	21,000	31,000
<b>Total Permits</b>	<b>704,812</b>	<b>668,150</b>	<b>705,199</b>	<b>747,750</b>
Appeal/Public Hearing	14,430	11,500	12,500	12,100
Contract Registration	75,148	76,923	76,923	79,000
Residential Insp Fee	11,524	12,000	7,000	12,500
Commercial Insp Fee	5,148	7,000	7,000	6,200
Other	17,250	-	-	-
Cab Registration Fee	50	-	-	-
Drainage Review	19,447	18,000	14,000	17,000
Plan Check Fees	239,556	180,000	190,000	205,000
Dumpster Signs	200	200	200	100
<b>Total Fees</b>	<b>382,753</b>	<b>305,623</b>	<b>307,623</b>	<b>331,900</b>
Liquor & Beer License	2,057	3,000	2,600	2,600
Itinerant Merch	220	300	300	300
<b>Total License</b>	<b>2,277</b>	<b>3,300</b>	<b>2,900</b>	<b>2,900</b>
<b>SE Regional Advisory Council Fire (SETRAC Grant)</b>	<b>3,455</b>	<b>3,500</b>	<b>2,826</b>	<b>2,800</b>
Rentals - Gym	6,294	4,500	5,000	5,000

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## GENERAL FUND COMBINED DETAILED REVENUE

DESCRIPTION	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Rentals - Civic Center	16,900	11,000	21,260	13,000
Rentals - Tennis Court	7,274	5,000	5,000	6,000
Rentals - Aquatic Center	2,377	2,500	1,755	2,000
Rentals - Park Facilities	875	1,200	1,068	1,200
<b>Total Rentals</b>	<b>33,720</b>	<b>24,200</b>	<b>34,083</b>	<b>27,200</b>
Admission-Evergreen Pool	28,820	20,000	20,000	20,000
Admission-Bellaire Pool	134,427	130,000	130,000	130,000
Swim Lesson	30,082	40,000	37,000	40,000
Pool Rental	32,179	30,000	30,000	30,000
Swim Team	33,617	25,000	25,000	30,000
Annual Swim Pass	81,371	80,000	80,000	80,000
Aquatics Vending	538	-	-	-
<b>Total Aquatics</b>	<b>341,034</b>	<b>325,000</b>	<b>322,000</b>	<b>330,000</b>
Programs - Leisure Classes	138,637	150,000	150,000	150,000
Programs - Teen	3,447	5,000	-	5,000
Programs - Special Events	15,035	10,000	14,675	11,500
Programs - L.I.F.E.	7,086	6,000	7,000	6,000
<b>Total Program Fees</b>	<b>164,205</b>	<b>171,000</b>	<b>171,675</b>	<b>172,500</b>
Athletics - Leagues	69,834	65,000	65,000	65,000
Athletics - Organization Fee	2,505	5,000	5,000	5,000
Athletics - Camps	262,260	250,000	270,000	280,000
Athletics - Tennis/Golf	3,523	8,000	3,500	8,000
<b>Total Athletics</b>	<b>338,122</b>	<b>328,000</b>	<b>343,500</b>	<b>358,000</b>
Recreation Center	1,390	500	500	500
Recreation Membership	14,375	15,000	15,000	15,000
Vending - Rec Center	1,921	500	1,000	1,000
<b>Parks Other Fees</b>	<b>17,686</b>	<b>16,000</b>	<b>16,500</b>	<b>16,500</b>
<b>Total Recreation Fees</b>	<b>894,767</b>	<b>864,200</b>	<b>887,758</b>	<b>904,200</b>
Permits - Alarm	34,970	19,500	27,096	19,500
Permits - False Alarm	2,000	5,000	2,168	5,000
Fees - Wrecker	31,700	32,800	32,800	32,800
Ambulance	293,053	300,000	290,000	290,000
Rescue Billing-MVA	15,687	14,400	23,000	15,000
Police Child Safety Program	20,006	18,500	18,500	20,000
Fire Training and Services	-	400	-	-
Self Defense Registration Fee	450	100	-	-
<b>Total Public Safety</b>	<b>397,866</b>	<b>390,700</b>	<b>393,564</b>	<b>382,300</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



## GENERAL FUND COMBINED DETAILED REVENUE

DESCRIPTION	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Copy Fees</b>	<b>5,024</b>	<b>4,500</b>	<b>2,000</b>	<b>4,500</b>
Municipal Court	754,693	740,000	700,000	740,000
Library	26,478	35,750	25,000	26,500
<b>Total Fines</b>	<b>781,171</b>	<b>775,750</b>	<b>725,000</b>	<b>766,500</b>
Interest - Investments	22,734	20,000	26,428	28,000
Gain (Loss) On Investments	(767)	-	-	-
Service Fee Credit Card	4,753	4,500	4,500	4,500
<b>Total Investment Revenue</b>	<b>26,720</b>	<b>24,500</b>	<b>30,928</b>	<b>32,500</b>
Miscellaneous	8,596	15,000	15,000	15,000
Insurance Reimbursements	2,181	10,000	10,000	10,000
Animal Impoundment Fee	1,650	1,800	1,900	1,800
Return Check Fee	240	500	500	500
<b>Total Misc Revenue</b>	<b>12,667</b>	<b>27,300</b>	<b>27,400</b>	<b>27,300</b>
General - Fixed Assets	12,437	10,000	10,005	10,000
Business Enterprise Transfer	500,000	500,000	500,000	624,450
<b>Total Other Financing Sources</b>	<b>512,437</b>	<b>510,000</b>	<b>510,005</b>	<b>634,450</b>
<b>Total General Fund</b>	<b>16,679,234</b>	<b>17,383,415</b>	<b>17,579,022</b>	<b>19,047,557</b>

Highlighted areas reflect increase in  
Property tax revenue and  
expenditure for \$112,728 for  
Beautification

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## GENERAL FUND COMBINED DETAILED EXPENDITURE

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	7,538,334	7,767,438	7,646,768	8,409,978
105	Incentive pay	2,292	79,676	92,630	93,616
110	PT Employees	476,574	518,255	564,528	608,344
120	Overtime	198,503	177,623	210,812	171,364
125	Call Out Pay	675	1,000	840	1,000
130	Longevity	74,863	63,957	64,077	59,600
140	Sick Leave Buy Back	42,075	-	42,886	50,585
150	Car Allowance	7,200	5,400	5,400	5,400
<b>Total Salaries</b>		<b>8,340,516</b>	<b>8,613,349</b>	<b>8,627,941</b>	<b>9,399,887</b>
<b>Benefits</b>					
210	Group Health Insurance	1,021,959	1,294,909	1,145,216	1,136,085
211	Health Savings Account	-	-	-	101,400
215	Group Dental Insurance	26,037	36,281	24,058	26,073
217	Group Life Insurance	33,598	35,939	32,794	33,815
220	Disability Insurance	18,214	37,503	18,857	19,208
230	Medicare/Social Security	131,104	133,509	138,204	162,152
240	Retirement Contributions	1,775,620	1,772,852	1,837,002	1,863,453
250	Unemployment Compensation	-	-	1,402	-
260	Workers Compensation	103,462	107,061	120,541	133,567
<b>Total Benefits</b>		<b>3,109,994</b>	<b>3,418,054</b>	<b>3,318,074</b>	<b>3,475,753</b>
<b>Total Personnel &amp; Benefits</b>		<b>11,450,510</b>	<b>12,031,403</b>	<b>11,946,015</b>	<b>12,875,640</b>
<b>Professional Services</b>					
310	Tax Assessing/Collection	122,281	141,200	140,304	144,087
311	Juror Costs	600	600	600	600
312	Election Services	6,467	37,200	37,200	23,700
313	Employee hiring	5,440	9,080	9,080	9,080
320	Instructor Pay	106,101	124,500	124,500	124,500
321	Legal and Audit	130,155	139,385	139,240	139,385
322	Medical Aid	161	1,485	1,485	1,485
323	Engineers, Architects, Arborists, Planners	204,027	225,100	260,000	295,039
324	Other Professional	124,808	42,894	47,365	61,290
325	Judges and Prosecutors	152,600	156,400	156,000	156,400
326	Elected Officials Compensation	-	-	-	4,500
340	CTS Professional Services	247,481	328,017	324,699	353,790
342	Trash Hauls	9,227	9,900	9,400	9,900
343	Other Technical Services	31,079	50,100	50,100	65,100
344	Contract Labor	115,412	25,000	71,516	43,000
<b>Total Professional Services</b>		<b>1,255,839</b>	<b>1,290,861</b>	<b>1,371,489</b>	<b>1,431,856</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## GENERAL FUND COMBINED DETAILED EXPENDITURE

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Maintenance</b>					
410	CTS Maintenance	5,066	5,000	5,000	5,000
411	Vehicle Maintenance	138,971	125,398	122,500	125,828
412	Communication Maintenance	43,987	36,630	31,300	36,595
413	Machinery & Equipment Maintenance	33,924	55,955	55,955	41,130
420	Building Maintenance	226,336	349,905	349,876	307,127
421	HVAC Maintenance	74,465	105,500	105,500	105,495
422	Ground Maintenance	37,475	75,500	75,500	94,000
424	Pool Maintenance	44,996	46,000	50,353	107,000
425	Park Maintenance	233,657	267,709	267,709	361,800
426	Fire Range Maintenance	2,740	8,500	8,500	4,000
430	Paving Maintenance	24,177	30,000	20,000	30,000
431	Storm Sewer Maintenance	394	5,000	5,000	5,000
438	Traffic Signal Maintenance	53,489	20,000	25,000	20,000
461	Rental of Equipment	11,439	15,430	14,144	13,388
<b>Total Maintenance</b>		<b>931,116</b>	<b>1,146,527</b>	<b>1,136,337</b>	<b>1,256,363</b>
<b>Contractual Services</b>					
510	Risk Management	131,061	149,525	150,000	156,350
520	Communications	205,490	247,320	258,120	283,320
522	Postage	9,798	12,000	11,342	15,850
530	Adver. & Official Notify.	5,138	12,050	11,500	13,850
540	Special Events	39,244	48,500	48,500	49,500
541	Senior Activities	9,947	10,500	10,500	10,500
542	Program Athletics	33,986	35,000	35,000	48,500
543	Programs - Library	2,170	2,300	2,300	2,150
544	Programs Recreation	5,063	6,500	6,500	6,500
550	Dues & Fees	20,992	24,398	22,883	26,581
551	Permits & Licenses	16,011	29,137	33,749	30,623
560	Travel, Mileage, Vehicle Allowance	11,104	18,300	16,150	18,100
570	Education and Training	121,589	150,944	147,026	177,086
571	LEOSE Training	-	-	-	-
<b>Total Contractual Services</b>		<b>611,593</b>	<b>746,474</b>	<b>753,570</b>	<b>838,910</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	33,387	36,950	37,330	38,160
601	CTS Supplies	46,983	41,700	36,700	41,700
602	Small Tools & Minor Equipment	16,215	50,218	52,018	49,641
603	Janitorial and Cleaning	5,088	10,200	10,200	10,200
604	First Aid Supplies	2,721	3,220	3,220	3,220
605	Vehicles Supplies	2,698	3,600	3,600	3,650
606	Community Education Supplies	-	2,000	2,000	4,500
610	Operating Supplies	87,158	116,242	116,642	114,297
612	Chemicals	35,346	44,625	44,625	43,425
613	Traffic and Street Signs	21,051	12,000	17,000	12,000
614	EMS - Medical Supplies	27,409	26,854	26,854	26,854

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## GENERAL FUND COMBINED DETAILED EXPENDITURE

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
620	Natural Gas	34,366	38,300	38,300	38,300
621	Electricity	347,133	335,400	344,300	335,300
623	Hardware & Software	-	117,500	114,298	89,000
625	Fuel	172,679	185,035	149,490	183,845
640	Adult/Reference Books	21,512	23,364	23,364	23,760
641	Children's/Youth Books	18,521	19,116	19,116	19,440
642	Periodicals	3,639	5,310	5,310	4,500
643	Audio-Visual	10,699	11,210	11,210	12,300
644	Subscriptions	2,869	3,915	3,540	3,985
650	Uniforms/Wearing Apparel	58,575	92,834	90,762	97,006
651	Prisoner Support	7,207	6,000	5,500	4,000
652	Dog Pound	3,450	3,000	2,500	3,000
660	Elected Officials Activities	2,750	1,200	1,200	1,200
661	Council Meeting Meals	1,779	2,000	2,000	2,000
<b>Total Materials &amp; Supplies</b>		<b>963,235</b>	<b>1,191,793</b>	<b>1,161,079</b>	<b>1,165,283</b>
<b>Financial Services/Other</b>					
710	Banking Charges	(125)	3,800	3,800	3,800
711	Credit Card Fees	29,382	42,200	40,456	42,200
<b>Total Financial Services</b>		<b>29,257</b>	<b>46,000</b>	<b>44,256</b>	<b>46,000</b>
<b>Capital Outlay</b>					
905	Machinery & Equipment	-	52,000	50,881	11,000
906	Vehicles	-	411,780	413,380	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>463,780</b>	<b>464,261</b>	<b>11,000</b>
General Fund Grand Total		15,241,550	16,916,838	16,877,007	17,625,052
740*	Operating Transfers Out	1,027,485	150,000	150,000	2,168,728
745*	Contingency	-	-	-	78,000
	Proposed FY2016 Enhancements				384,043
<b>Total General fund Expenditures</b>		<b>16,269,035</b>	<b>17,066,838</b>	<b>17,027,007</b>	<b>20,255,823</b>
<b>Detail for Line item 740</b>					
	Vehicle Replacement & Catchup	1,066,000			
	CIP	190,000			
	FY2016 Beautification CIP	112,728			
	Pavement Maintenance	800,000			
<b>Detail for Line item 745</b>					
	Health Care 5% contingency	60,000			
	Vacancy Factor	(158,000)			
	Market Adjustment	153,000			
	Worker's Comp Increase	23,000			
		<b>2,246,728</b>			

Highlighted areas reflect increase in Property tax revenue and expenditure for \$112,728 for Beautification

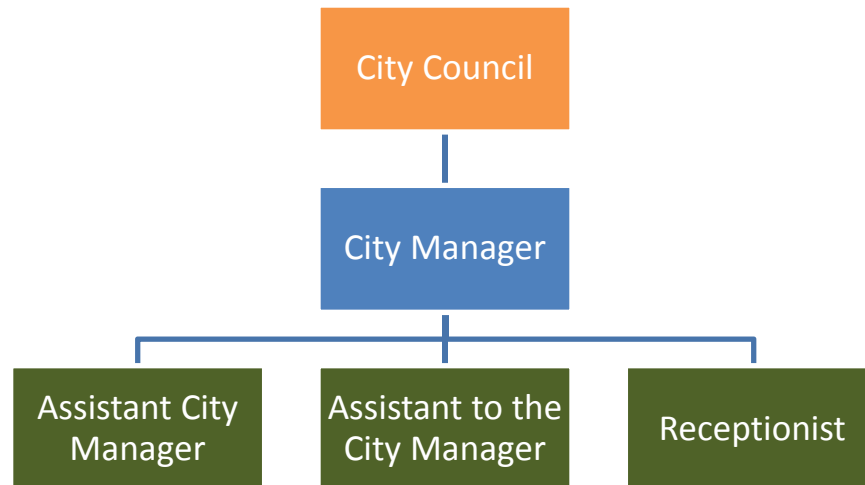
Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## City Manager's Office

## Reporting Relationships



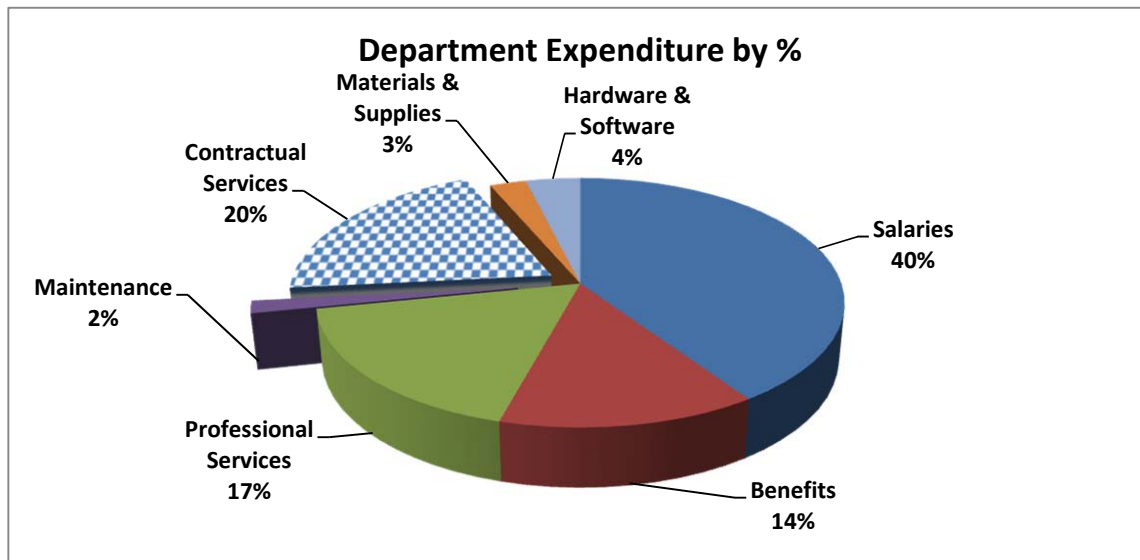
## Base Level Services

- Facilitate and execute policy decisions of City Council. Provide leadership and management support to the City organization.
- Maintain and provide accessibility to legal records of official City documents as well as supervision of city elections.
- Provide services to the City and its employees through human resource programs such as compensation, wellness & benefits, safety, employee relations and full and part-time staffing.
- Develop, execute and administer the City's annual budget. Develop special project work plans and schedules based upon the project/study goals and objectives. Public information coordination is also a function of this area.
- Provide all the information technology systems for the City of Bellaire. Overall planning, organizing and execution of all technology functions for the City, including directing all technology operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technology solutions is the responsibility of this function.
- Provide project management support, management, monitoring and reporting, customer resources/citizen contact and relations, strategic planning, and agenda coordination.
- Provide emergency incident command and planning operations function.

## CITY MANAGER COMBINED BUDGET

## Expenditure Summary

	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Salaries	814,640	745,297	791,019	927,984
Benefits	272,134	280,082	290,271	315,702
Professional Services	295,444	364,017	376,290	401,640
Maintenance	32,808	39,200	32,498	37,013
Contractual Services	334,714	412,735	422,244	461,525
Materials & Supplies	57,286	57,680	51,755	58,960
Hardware & Software	-	117,500	114,298	89,000
<b>Total Expenditures</b>	<b>1,807,026</b>	<b>2,016,511</b>	<b>2,078,375</b>	<b>2,291,824</b>



## CITY MANAGER COMBINED BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	788,307	736,100	779,818	914,402
120	Overtime	8,956	-	-	-
130	Longevity	4,256	3,797	3,144	3,740
140	Sick Leave Buy Back	5,921	-	2,657	4,442
150	Car Allowance	7,200	5,400	5,400	5,400
<b>Total Salaries</b>		<b>814,640</b>	<b>745,297</b>	<b>791,019</b>	<b>927,984</b>
<b>Benefits</b>					
210	Group Health Insurance	63,099	87,808	91,853	88,186
211	Health Savings Account	-	-	-	7,150
215	Group Dental Insurance	1,640	2,160	1,668	1,679
217	Group Life Insurance	2,827	2,825	2,896	3,575
220	Disability Insurance	1,555	3,615	1,598	1,802
230	Medicare/Social Security	11,510	10,697	10,916	12,768
240	Retirement Contributions	189,983	171,304	179,434	198,472
260	Workers Compensation	1,520	1,673	1,906	2,070
<b>Total Benefits</b>		<b>272,134</b>	<b>280,082</b>	<b>290,271</b>	<b>315,702</b>
<b>Professional Services</b>					
312	Election Services	6,467	37,200	37,200	23,700
313	Employee hiring and pay plan review	5,440	9,080	9,080	9,080
324	Other Professional	65,957	21,920	20,920	40,770
326	Elected Official Compensation	-	-	-	4,500
340	CTS Professional Services	217,580	295,817	297,090	323,590
344	Contract Labor	-	-	12,000	-
<b>Total Professional Services</b>		<b>295,444</b>	<b>364,017</b>	<b>376,290</b>	<b>401,640</b>
<b>Maintenance</b>					
410	CTS Maintenance	5,066	5,000	5,000	5,000
412	Communication Maintenance	24,898	30,000	25,000	30,000
461	Rental of Equipment	2,844	4,200	2,498	2,013
<b>Total Maintenance</b>		<b>32,808</b>	<b>39,200</b>	<b>32,498</b>	<b>37,013</b>
<b>Contractual Services</b>					
510	Risk Management	131,061	149,525	150,000	156,350
520	Communications	186,330	227,640	237,480	262,640
522	Postage	504	600	600	750
530	Adver. & Official Notify.	2,277	6,000	5,850	7,700
550	Dues & Fees	6,383	8,380	6,780	8,870
551	Permits & Licenses	-	-	4,390	-
560	Travel, Mileage, Vehicle Allowance	502	300	300	300
570	Education and Training	7,657	20,290	16,844	24,915
<b>Total Contractual Services</b>		<b>334,714</b>	<b>412,735</b>	<b>422,244</b>	<b>461,525</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## CITY MANAGER COMBINED BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Materials &amp; Supplies</b>					
600	Office Supplies	4,059	5,790	5,690	6,900
601	CTS Supplies	25,940	25,000	20,000	25,000
610	Operating Supplies	22,758	22,500	22,500	22,500
644	Subscriptions	-	590	215	760
650	Uniforms/Wearing Apparel	-	600	150	600
660	Elected Officials Activities	2,750	1,200	1,200	1,200
661	Council Meeting Meals	1,779	2,000	2,000	2,000
<b>Total Materials &amp; Supplies</b>		<b>57,286</b>	<b>57,680</b>	<b>51,755</b>	<b>58,960</b>
<b>Hardware &amp; Software</b>					
623	Hardware & Software	-	117,500	114,298	89,000
<b>Total Hardware &amp; Software</b>		<b>-</b>	<b>117,500</b>	<b>114,298</b>	<b>89,000</b>
<b>Department Total</b>		<b>1,807,026</b>	<b>2,016,511</b>	<b>2,078,375</b>	<b>2,291,824</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



## CITY MANAGER BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	471,560	383,297	398,496	495,187
120	Overtime	230	-	-	-
130	Longevity	2,872	2,192	1,584	1,808
140	Sick Leave Buy Back	5,921	-	2,657	3,570
150	Car Allowance	7,200	5,400	5,400	5,400
<b>Total Salaries</b>		<b>487,783</b>	<b>390,889</b>	<b>408,137</b>	<b>505,965</b>
<b>Benefits</b>					
210	Group Health Insurance	33,097	47,418	50,070	47,490
211	Health Savings Account	-	-	-	2,600
215	Group Dental Insurance	887	1,080	795	790
217	Group Life Insurance	1,344	1,457	1,292	1,950
220	Disability Insurance	773	1,897	750	942
230	Medicare/Social Security	6,956	5,614	5,614	6,914
240	Retirement Contributions	116,818	87,894	92,400	107,381
260	Workers Compensation	779	878	1,000	1,121
<b>Total Benefits</b>		<b>160,654</b>	<b>146,238</b>	<b>151,921</b>	<b>169,188</b>
<b>Professional Services</b>					
324	Other Professional	50,497	1,200	1,200	19,800
<b>Total Professional Services</b>		<b>50,497</b>	<b>1,200</b>	<b>1,200</b>	<b>19,800</b>
<b>Maintenance</b>					
461	Rental of Equipment	2,844	4,200	2,498	2,013
<b>Total Maintenance</b>		<b>2,844</b>	<b>4,200</b>	<b>2,498</b>	<b>2,013</b>
<b>Contractual Services</b>					
520	Communications	1,673	2,160	2,000	2,160
522	Postage	500	500	500	250
550	Dues & Fees	5,624	7,200	5,600	7,570
570	Education and Training	2,171	7,000	3,054	9,865
<b>Total Contractual Services</b>		<b>9,968</b>	<b>16,860</b>	<b>11,154</b>	<b>19,845</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	1,039	1,000	1,000	1,000
610	Operating Supplies	8,436	7,000	7,000	7,000
650	Uniforms/Wearing Apparel	-	450	-	450
660	Elected Officials Activities	2,750	1,200	1,200	1,200
661	Council Meeting Meals	1,779	2,000	2,000	2,000
<b>Total Materials &amp; Supplies</b>		<b>14,004</b>	<b>11,650</b>	<b>11,200</b>	<b>11,650</b>
<b>Department Total</b>		<b>725,750</b>	<b>571,037</b>	<b>586,110</b>	<b>728,461</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## Human Resources

## Reporting Relationships

Assistant City  
Manager

Director of  
Human  
Resources

## Base Level Services

- Talent Management – Acquisition, Onboarding, Performance, Employee Relations and Retention, and Internal and External Transitions
- Salary and Benefits Administration
- Risk Management – Workers Compensation & Safety
- Health and Wellness Programming and Activities
- Assist Departments with Training and Development opportunities and activities
- Leave Administration – STD, LTD, FMLA, Shared Leave, W/C, Admin. Leave
- Policies and Procedures Administration and Records Management
- Employee Recognition – Events, Awards, and Programs and Activities

## HUMAN RESOURCE BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	84,348	87,011	108,230	132,568
130	Longevity	76	124	124	352
140	Sick Leave Buy Back	-	-	-	-
<b>Total Salaries</b>		<b>84,424</b>	<b>87,135</b>	<b>108,354</b>	<b>132,920</b>
<b>Benefits</b>					
210	Group Health Insurance	6,256	7,834	11,432	12,545
211	Health Savings Account	-	-	-	1,300
215	Group Dental Insurance	218	270	280	296
217	Group Life Insurance	403	408	452	475
220	Disability Insurance	212	415	239	252
230	Medicare/Social Security	1,197	1,228	1,513	1,923
240	Retirement Contributions	18,980	20,157	23,634	28,805
260	Workers Compensation	186	192	219	300
<b>Total Benefits</b>		<b>27,452</b>	<b>30,504</b>	<b>37,769</b>	<b>45,896</b>
<b>Professional Services</b>					
313	Employee Hiring	5,440	9,080	9,080	9,080
324	Other Professional	6,559	8,470	7,470	8,470
340	CTS Professional Services Contracts	11,140	9,617	10,890	9,890
344	Other Contract Labor	-	-	12,000	-
<b>Total Professional Services</b>		<b>23,139</b>	<b>27,167</b>	<b>39,440</b>	<b>27,440</b>
<b>Contractual Services</b>					
520	Communications	440	480	480	480
522	Postage	4	-	-	-
530	Adver & Official Notif	550	3,000	2,850	3,000
550	Dues & Fees	409	545	545	550
570	Education and Training	3,268	3,500	3,500	3,850
<b>Total Contractual Services</b>		<b>4,671</b>	<b>7,525</b>	<b>7,375</b>	<b>7,880</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	84	400	400	400
610	Operating Supplies	14,322	15,500	15,500	15,500
644	Subscriptions	-	375	-	375
650	Uniforms/Wearing Apparel	-	150	150	150
<b>Total Materials &amp; Supplies</b>		<b>14,406</b>	<b>16,425</b>	<b>16,050</b>	<b>16,425</b>
<b>Department Total</b>		<b>154,092</b>	<b>168,756</b>	<b>208,988</b>	<b>230,561</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

City Clerk

### Reporting Relationships

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    CC[City Council] --> CK[City Clerk]
  
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 City Council

City Clerk

### Base Level Services

- Preparation and processing of agendas and minutes for meetings of the City Council
- Preparation, for City Attorney approval, routine ordinances and resolutions considered by City Council
- Serves as custodian of the official records of the City Council, maintaining records as required by State law, and responding to Requests for Public Information as necessary
- Responsible for administering all City elections
- Coordination of the recruitment, application, and appointment process for Boards and Commissions
- Serves as the City's fund and risk management coordinator for the City's general insurance policies (general liability, property liability, automobile liability, errors and omissions liability, and law enforcement liability)
- Provides assistance and support to other City Departments and consultants in the bid process through the preparation of notices to bidders, requests for proposals, and requests for qualifications, as well as the publication of those notices in a newspaper of general circulation in accordance with state law and the City Charter
- Responsible for processing applications for alcoholic beverage licenses or permits and solicitor permits

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## CITY CLERK BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	108,005	115,000	117,653	123,838
120	Overtime	8,726	-	-	-
130	Longevity	808	856	856	904
140	Sick Leave Buy Back	-	-	-	872
<b>Total Salaries</b>		<b>117,539</b>	<b>115,856</b>	<b>118,509</b>	<b>125,614</b>
<b>Benefits</b>					
210	Group Health Insurance	6,861	7,834	7,458	6,905
211	<b>Health Savings Account</b>	-	-	-	650
215	Group Dental Insurance	218	270	198	198
217	Group Life Insurance	491	480	476	475
220	Disability Insurance	259	564	252	252
230	Medicare/Social Security	1,689	1,668	1,705	1,819
240	Retirement Contributions	26,381	27,368	27,200	26,909
260	Workers Compensation	233	261	297	280
<b>Total Benefits</b>		<b>36,132</b>	<b>38,445</b>	<b>37,586</b>	<b>37,488</b>
<b>Professional Services</b>					
312	Election Services	6,467	37,200	37,200	23,700
324	Other Professional	8,901	12,250	12,250	12,500
326	Elected Officials Compensation	-	-	-	4,500
<b>Total Professional Services</b>		<b>15,368</b>	<b>49,450</b>	<b>49,450</b>	<b>40,700</b>
<b>Contractual Services</b>					
510	Risk Management	131,061	149,525	150,000	156,350
522	Postage	-	100	100	500
530	Adver & Official Notif	1,727	3,000	3,000	4,700
550	Dues & Fees	350	635	635	750
551	Permits and Licenses	-	-	4,390	-
560	Travel, Mileage, Vehicle Allowance	502	300	300	300
570	Education and Training	2,218	6,790	6,790	6,900
<b>Total Contractual Services</b>		<b>135,858</b>	<b>160,350</b>	<b>165,215</b>	<b>169,500</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	2,936	4,390	4,290	5,500
610	Operating Supplies	-	-	-	-
644	Subscriptions	-	215	215	385
650	Uniforms/Wearing Apparel	-	-	-	-
<b>Total Materials &amp; Supplies</b>		<b>2,936</b>	<b>4,605</b>	<b>4,505</b>	<b>5,885</b>
<b>Department Total</b>		<b>307,833</b>	<b>368,706</b>	<b>375,265</b>	<b>379,187</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## Information Technology

### Why Statement

Information Technology provides a secure infrastructure, excellent management oversight, and support in the delivery of information technology products and services to all City end users in an efficient and qualified manner.

### Reporting Relationships

Assistant City  
Manager

Information  
Technology

### Base Level Services

- Provide all network, software, hardware and telecommunication support to the City's end users and other designated parties
- Develop an annual Strategic Plan, which combines the IT Service Plan and supports individual project plans
- Monitors industry standards, legislative rulings and vendor recommendations to maintain a secure, current and viable technological platform for all users training and Education
- Maintain a continuous education and training schedule to remain abreast of the ever changing and evolving field

## IT BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	124,394	150,792	155,439	162,809
130	Longevity	500	625	580	676
140	Sick Leave Buy Back	-	-	-	-
<b>Total Salaries</b>		<b>124,894</b>	<b>151,417</b>	<b>156,019</b>	<b>163,485</b>
<b>Benefits</b>					
210	Group Health Insurance	16,885	24,722	22,893	21,246
211	Health Savings Account	-	-	-	2,600
215	Group Dental Insurance	317	540	395	395
217	Group Life Insurance	589	480	676	675
220	Disability Insurance	311	739	357	356
230	Medicare/Social Security	1,668	2,187	2,084	2,112
240	Retirement Contributions	27,804	35,885	36,200	35,377
260	Workers Compensation	322	342	390	369
<b>Total Benefits</b>		<b>47,896</b>	<b>64,895</b>	<b>62,995</b>	<b>63,130</b>
<b>Professional Services</b>					
340	CTS Professional Service Contracts	206,440	286,200	286,200	313,700
<b>Total Professional Services</b>		<b>206,440</b>	<b>286,200</b>	<b>286,200</b>	<b>313,700</b>
<b>Maintenance</b>					
410	CTS Maintenance	5,066	5,000	5,000	5,000
412	Communication Maintenance	24,898	30,000	25,000	30,000
<b>Total Maintenance</b>		<b>29,964</b>	<b>35,000</b>	<b>30,000</b>	<b>35,000</b>
<b>Contractual Services</b>					
520	Communications	184,217	225,000	235,000	260,000
570	Education and Training	-	3,000	3,500	4,300
<b>Total Contractual Services</b>		<b>184,217</b>	<b>228,000</b>	<b>238,500</b>	<b>264,300</b>
<b>Materials &amp; Supplies</b>					
601	CTS Supplies	25,940	25,000	20,000	25,000
<b>Total Materials &amp; Supplies</b>		<b>25,940</b>	<b>25,000</b>	<b>20,000</b>	<b>25,000</b>
<b>Hardware &amp; Software</b>					
623	Hardware & Software	-	117,500	114,298	89,000
<b>Total Hardware &amp; Software</b>		<b>-</b>	<b>117,500</b>	<b>114,298</b>	<b>89,000</b>
<b>Department Total</b>		<b>619,351</b>	<b>908,012</b>	<b>908,012</b>	<b>953,615</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## LEGAL DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
321	Legal Services	86,040	100,000	100,000	100,000
324	Other Professional	31,515	-	10,000	-
<b>Total Professional Services</b>		<b>117,555</b>	<b>100,000</b>	<b>110,000</b>	<b>100,000</b>
<b>Department Total</b>		<b>117,555</b>	<b>100,000</b>	<b>110,000</b>	<b>100,000</b>

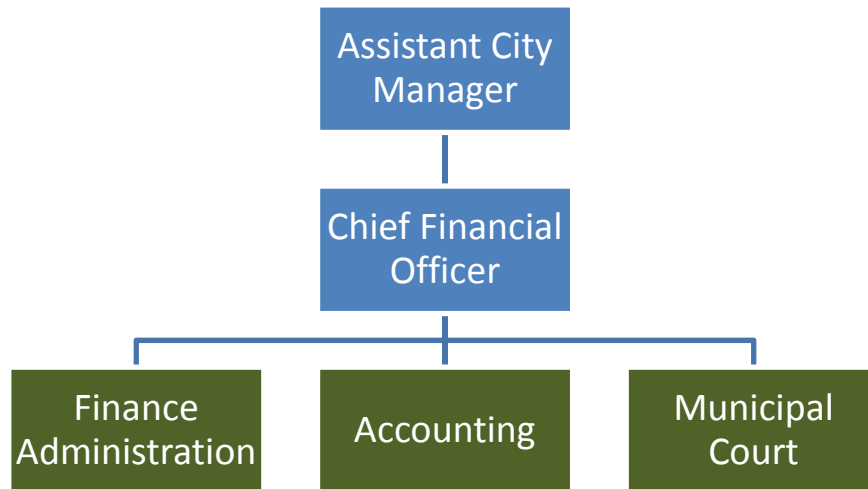




FY 2016

## Finance

## Reporting Relationships



## Base Level Services

**Finance Administration**

- Maintain a high level of public confidence and sense of fairness through efficient and courteous public service.
- Record and maintain records and reporting of all financial transaction in compliance with council policy, laws, and regulations.
- Completion of the annual audit and preparation of the Comprehensive Annual Report in a timely manner.
- Maintain current service levels while further automating and improving processes.
- Safeguard city funds through implementing internal controls and financial policies.
- Assist in the issuance of City bonds.
- Monitor cash flow and purchase investments as cash becomes available.
- Prepare monthly financial reports on a timely basis.
- Prepare timely long range forecasts and assist with budget development.

**Accounting**

- Ensure all financial transactions are in compliance with policies and laws to ensure accurate reporting of the City's financial position.
- Monitor all purchase transactions for compliance with budget through review and approval of requisitions.
- Accurately, timely and in compliance with laws and city policies disburse payments to city employees for payroll and vendors for purchase of goods and services.
- Maintain records of financial transactions as required by law and policies.
- Reconcile general ledger accounts to ensure transactions are posted correctly.

**Municipal Court**

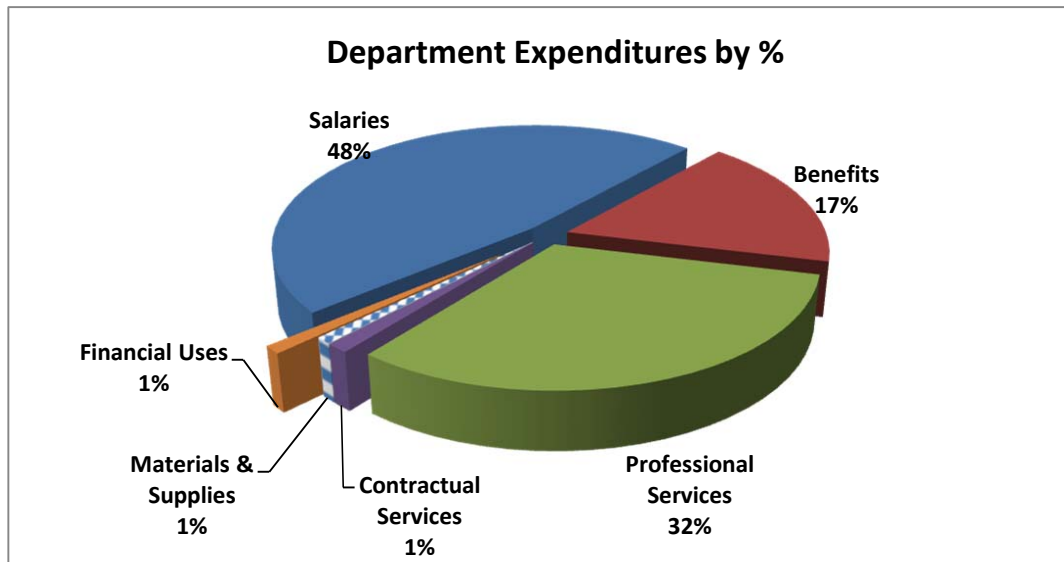
- Maintain a record of all citations issued in Incode's Municipal Court Program.

- Collect and deposit all court fines and fees paid by defendants.
- Maintain dockets for trials and arrangements
- Issuing warrants, uploading into Setcic and OMNI
- Prepare and submit weekly conviction reports to the state of Texas
- Prepare and submit monthly citation summary report to Texas Comptroller Office
- Prepare and submit monthly collection report to delinquent attorney.
- Provide assistance to judge during trials or arrangements

## FINANCE DEPARTMENT

## Expenditure Summary

	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Salaries	508,050	506,629	485,210	549,434
Benefits	178,169	188,927	180,351	199,224
Professional Services	377,607	368,655	375,639	368,542
Contractual Services	9,724	15,145	14,337	14,145
Materials & Supplies	10,052	10,300	10,280	10,300
Financial Uses	6,040	12,000	10,256	12,000
<b>Total Expenditures</b>	<b>1,089,642</b>	<b>1,101,656</b>	<b>1,076,073</b>	<b>1,153,645</b>



## FINANCE DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	487,785	491,495	467,170	520,184
120	Overtime	12,033	11,500	11,500	21,764
130	Longevity	5,666	3,634	4,388	4,536
140	Sick Leave Buy Back	2,566	-	2,152	2,950
	<b>Total Salaries</b>	<b>508,050</b>	<b>506,629</b>	<b>485,210</b>	<b>549,434</b>
<b>Benefits</b>					
210	Group Health Insurance	50,921	62,018	57,193	61,410
211	Health Savings Account	-	-	-	6,500
215	Group Dental Insurance	1,710	2,431	1,301	1,482
217	Group Life Insurance	2,131	2,246	1,792	1,974
220	Disability Insurance	1,161	2,408	1,036	1,131
230	Medicare/Social Security	6,416	7,127	6,965	7,788
240	Retirement Contributions	114,697	111,582	110,794	117,759
260	Workers Compensation	1,133	1,115	1,270	1,180
	<b>Total Benefits</b>	<b>178,169</b>	<b>188,927</b>	<b>180,351</b>	<b>199,224</b>
<b>Professional Services</b>					
310	Tax Assessing/Collecting	122,281	141,200	140,304	144,087
311	Juror Costs	600	600	600	600
321	Legal and Audit	44,115	39,385	39,240	39,385
324	Other Professional	30	270	270	270
325	Judges and Prosecutors	152,600	156,400	156,000	156,400
340	CTS Professional Services	23,460	30,800	26,209	27,800
344	Contract Labor	34,521	-	13,016	-
	<b>Total Professional Services</b>	<b>377,607</b>	<b>368,655</b>	<b>375,639</b>	<b>368,542</b>
<b>Contractual Services</b>					
520	Communications	480	480	480	480
522	Postage	3,453	5,000	4,192	4,000
530	Adver. & Official Notify.	1,188	1,700	1,700	1,700
550	Dues & Fees	861	1,665	1,665	1,665
570	Education and Training	3,742	6,300	6,300	6,300
	<b>Total Contractual Services</b>	<b>9,724</b>	<b>15,145</b>	<b>14,337</b>	<b>14,145</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	8,444	8,500	8,480	8,500
644	Subscriptions	1,608	1,800	1,800	1,800
	<b>Total Materials &amp; Supplies</b>	<b>10,052</b>	<b>10,300</b>	<b>10,280</b>	<b>10,300</b>
<b>Other Financial Uses</b>					
710	Banking Charges	(125)	3,800	3,800	3,800
711	Credit Card Fees	6,165	8,200	6,456	8,200
	<b>Total Other Financial Uses</b>	<b>6,040</b>	<b>12,000</b>	<b>10,256</b>	<b>12,000</b>
	<b>Department Total</b>	<b>1,089,642</b>	<b>1,101,656</b>	<b>1,076,073</b>	<b>1,153,645</b>

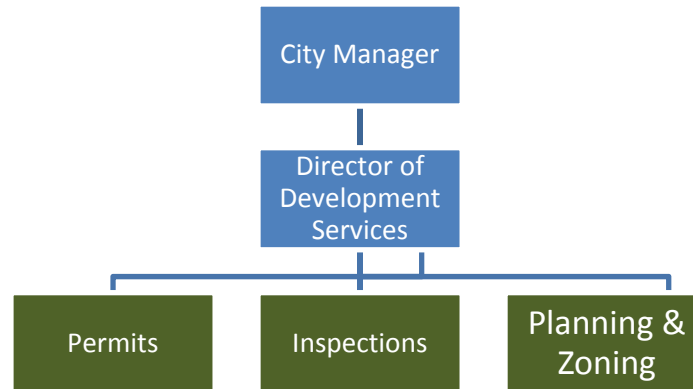
Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## Development Services

## Reporting Relationships



## Base Level Services

**Permits**

- Process applications and issue registrations and permits for contractors, new construction, and remodeling
- Check plan submittals for completeness
- Record Inspection requests and results
- Submit utility releases to utility companies
- Prepare letters for housing inspections, building inspections, Certificates of Occupancy and other correspondence as requested
- Prepare daily, monthly, quarterly, and annual reports
- Monitors and enforces code compliance within commercial and residential areas
- Enforces sign ordinance and tree ordinance
- Review drainage plans for all new building projects
- Inspect all food establishments for compliance with state health code regulations

**Inspections**

- Reviews all construction plans for compliance with adopted building codes and city ordinances
- Inspects all building projects for compliance with adopted building codes and city ordinances
- Investigates citizen complaints concerning building code and ordinance violations at construction sites

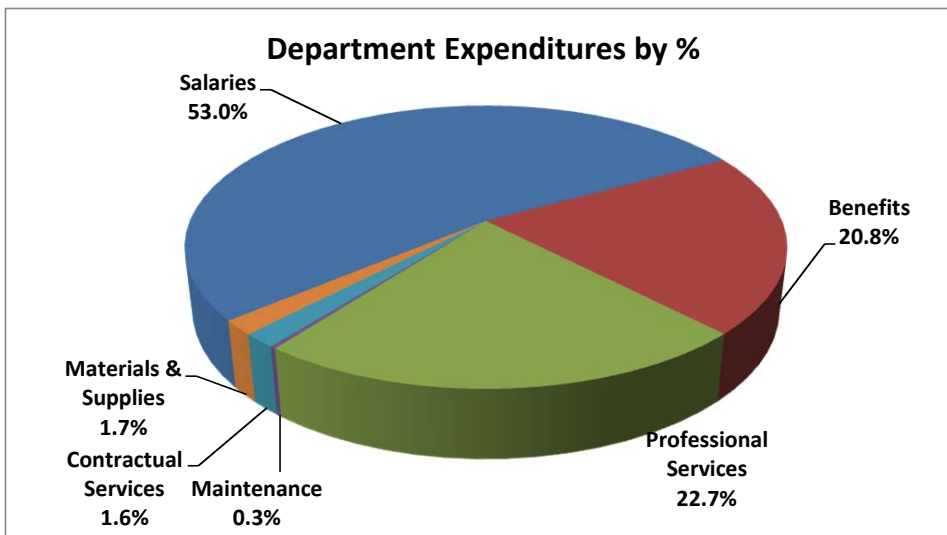
**Planning & Zoning**

- Implements subdivision and zoning ordinances
- Process, review, and prepare agenda items and legal notifications for public hearings before the City's statutory boards and commissions
- Provides staff support to the Planning & Zoning Commission, Board of Adjustment, and Building and Standards Commission
- Responds to community concerns and/or complaints relating to code compliance and economic development
- Manages department and supports other departments as required

## DEVELOPMENT SERVICES DEPARTMENT

## Expenditure Summary

	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Salaries	453,472	489,045	446,225	474,772
Benefits	171,791	198,992	182,924	186,021
Professional Services	138,464	137,100	172,000	202,839
Maintenance	986	2,500	2,500	2,500
Contractual Services	11,426	13,136	13,136	14,175
Materials & Supplies	11,821	14,985	13,385	14,785
<b>Total Expenditures</b>	<b>787,960</b>	<b>855,758</b>	<b>830,170</b>	<b>895,092</b>



## DEVELOPMENT SERVICES DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	448,371	487,014	441,400	465,421
120	Overtime	1,422	-	-	-
105	Incentive	125	-	-	-
110	PT Employees	-	-	655	3,000
125	Call Out/On Call Pay	105	-	-	-
130	Longevity	2,034	2,031	2,204	2,584
140	Sick Leave Buy Back	1,415	-	1,966	3,767
<b>Total Salaries</b>		<b>453,472</b>	<b>489,045</b>	<b>446,225</b>	<b>474,772</b>
<b>Benefits</b>					
210	Group Health Insurance	56,155	78,057	70,200	67,135
211	<b>Health Savings Account</b>	-	-	-	5,200
215	Group Dental Insurance	1,759	2,431	1,900	1,580
217	Group Life Insurance	1,993	2,239	2,000	1,813
220	Disability Insurance	1,158	2,276	2,200	1,032
230	Medicare/Social Security	6,417	6,734	6,351	6,538
240	Retirement Contributions	102,330	105,435	98,200	101,130
260	Workers Compensation	1,979	1,820	2,073	1,593
<b>Total Benefits</b>		<b>171,791</b>	<b>198,992</b>	<b>182,924</b>	<b>186,021</b>
<b>Professional Services</b>					
323	Planners & Engineers	131,652	135,100	170,000	200,039
324	Other Professional	1,807	2,000	2,000	2,800
344	Contract Labor	5,005	-	-	-
<b>Total Professional Services</b>		<b>138,464</b>	<b>137,100</b>	<b>172,000</b>	<b>202,839</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	986	2,500	2,500	2,500
<b>Total Maintenance</b>		<b>986</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Contractual Services</b>					
520	Communications	2,080	1,920	1,920	1,920
522	Postage	2,434	2,200	2,200	2,250
530	Adver. & Official Notify.	1,673	2,700	2,700	2,700
550	Dues & Fees	1,850	1,765	1,765	1,650
551	Permits & Licenses	285	426	426	430
570	Education and Training	3,104	4,125	4,125	5,225
<b>Total Contractual Services</b>		<b>11,426</b>	<b>13,136</b>	<b>13,136</b>	<b>14,175</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	4,249	3,860	3,860	3,860
602	<b>Small Tools &amp; Minor Equip</b>	-	100	100	-
610	Operating Supplies	3,997	6,025	6,025	6,025
625	Fuel	3,283	4,000	2,400	4,000
644	Subscriptions	95	100	100	-
650	Wearing Apparel	197	900	900	900
<b>Total Materials &amp; Supplies</b>		<b>11,821</b>	<b>14,985</b>	<b>13,385</b>	<b>14,785</b>
<b>Department Total</b>		<b>787,960</b>	<b>855,758</b>	<b>830,170</b>	<b>895,092</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



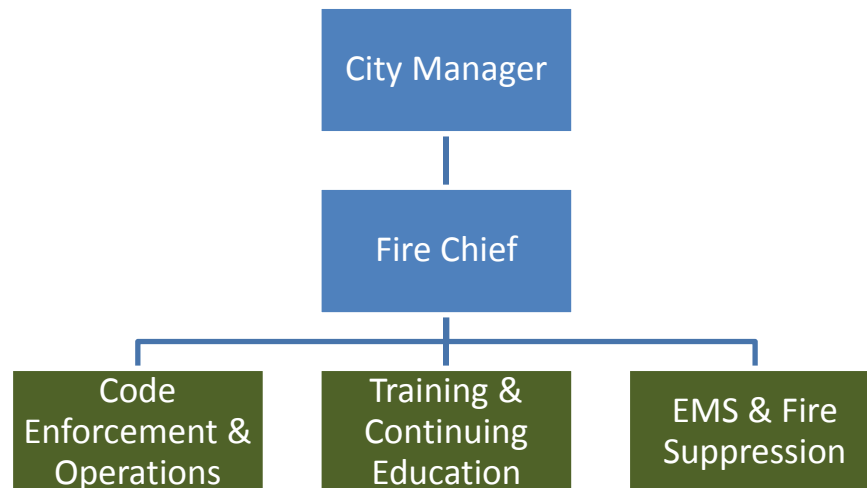
FY 2016

Fire

### Why Statement

Bellaire Fire Department – Professionally compassionate during your greatest need. When someone considers moving to Bellaire, it is the safety of family that has the greatest influence in that decision making process. Bellaire Fire Department fulfills a portion of that decision, providing lifesaving and extinguishment expertise within minutes. Bellaire Fire Department is your partner in your safety and well-being.

### Reporting Relationships



### Base Level Services

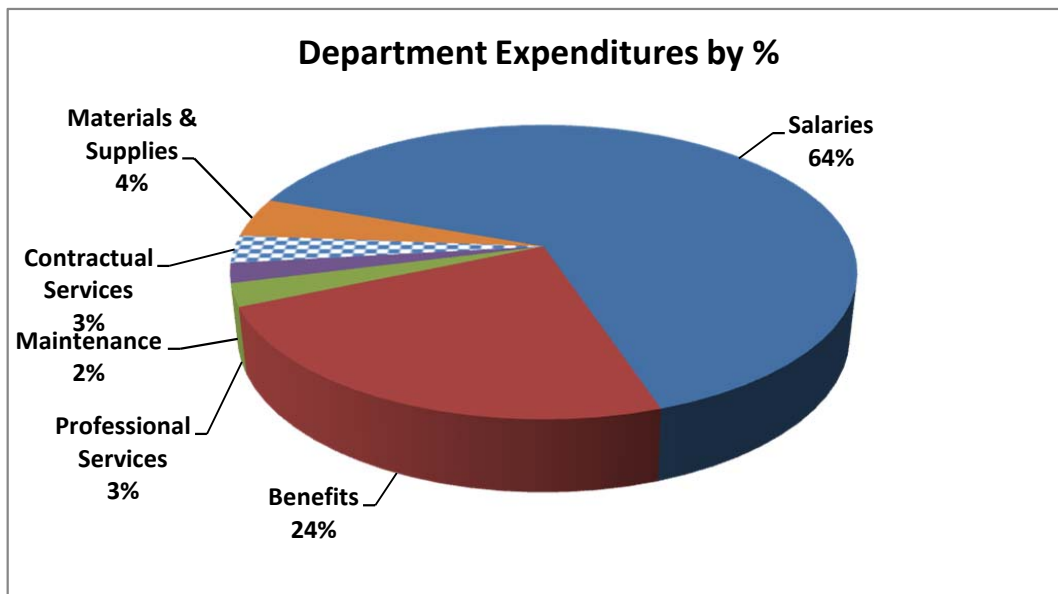
- Management of Administration, Special Services, Fire & EMS Response, Training and Volunteers
- Fire response
- EMS response with Advanced Life Support Ambulance
- Fire Code inspection of Commercial Occupancies within Bellaire
- Building and Fire Sprinkler Plan review of all new buildings
- Public Education on Hazards of Fire
- Training of volunteers to meet State Fireman & Fire Marshal Association guidelines



## FIRE DEPARTMENT

## Expenditure Summary

	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Salaries	1,535,715	1,574,084	1,622,142	1,731,817
Benefits	601,326	647,541	634,657	637,340
Professional Services	36,449	51,585	51,585	67,585
Maintenance	57,448	57,743	58,455	57,788
Contractual Services	66,273	75,583	75,583	81,967
Materials & Supplies	82,642	115,655	108,400	116,612
Capital Outlay	-	48,630	48,630	-
<b>Total Expenditures</b>	<b>2,379,853</b>	<b>2,570,821</b>	<b>2,599,452</b>	<b>2,693,109</b>



## FIRE DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	1,426,658	1,434,779	1,441,382	1,527,526
105	Incentive Pay	-	26,500	26,500	28,500
110	PT Employees	37,175	45,000	60,244	85,800
120	Overtime	50,870	56,200	70,000	62,600
130	Longevity	10,353	11,605	11,380	11,244
140	Sick Leave Buy Back	10,659	-	12,636	16,147
<b>Total Salaries</b>		<b>1,535,715</b>	<b>1,574,084</b>	<b>1,622,142</b>	<b>1,731,817</b>
<b>Benefits</b>					
210	Group Health Insurance	208,968	244,093	215,500	205,747
211	Health Savings Account	-	-	-	20,150
215	Group Dental Insurance	4,819	6,300	4,300	4,543
217	Group Life Insurance	6,569	6,972	6,200	5,988
220	Disability Insurance	3,469	7,030	3,180	3,341
230	Medicare/Social Security	22,384	19,428	25,400	25,827
240	Retirement Contributions	334,444	341,701	355,000	345,212
260	Workers Compensation	20,673	22,017	25,077	26,532
<b>Total Benefits</b>		<b>601,326</b>	<b>647,541</b>	<b>634,657</b>	<b>637,340</b>
<b>Professional Services</b>					
322	Medical Aid	161	1,485	1,485	1,485
340	CTS Professional Contracts	5,209	-	-	1,000
343	Other Technical Services	31,079	50,100	50,100	65,100
<b>Total Professional Services</b>		<b>36,449</b>	<b>51,585</b>	<b>51,585</b>	<b>67,585</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	32,748	33,958	35,000	33,328
412	Communication Maintenance	9,073	6,330	6,000	6,330
413	Equipment Maintenance	15,627	17,455	17,455	18,130
<b>Total Maintenance</b>		<b>57,448</b>	<b>57,743</b>	<b>58,455</b>	<b>57,788</b>
<b>Contractual Services</b>					
520	Communications	3,840	3,840	3,840	3,840
522	Postage	178	600	600	2,600
550	Dues & Fees	4,266	5,471	5,471	6,121
551	Permits & Licenses	195	245	245	1,085
570	Education and Training	57,794	65,427	65,427	68,321
<b>Total Contractual Services</b>		<b>66,273</b>	<b>75,583</b>	<b>75,583</b>	<b>81,967</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## FIRE DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Materials &amp; Supplies</b>					
600	Office Supplies	1,642	2,100	2,100	2,300
602	Small Tools & Minor Equip	2,511	9,980	9,980	7,075
603	Janitorial & Cleaning Supplies	-	-	-	1,500
605	Vehicle Supplies	792	950	950	950
610	Operating Supplies	18,360	24,722	24,722	26,402
612	Chemicals	2,100	2,075	2,075	2,075
614	EMS - Medical Supplies	27,409	26,854	26,854	26,854
625	Fuel	16,378	22,755	15,500	22,755
644	Subscriptions	1,166	1,425	1,425	1,425
650	Wearing Apparel	12,284	24,794	24,794	25,276
<b>Total Materials &amp; Supplies</b>		<b>82,642</b>	<b>115,655</b>	<b>108,400</b>	<b>116,612</b>
<b>Capital Outlay</b>					
906	Vehicles	-	48,630	48,630	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>48,630</b>	<b>48,630</b>	<b>-</b>
<b>Department Total</b>		<b>2,379,853</b>	<b>2,570,821</b>	<b>2,599,452</b>	<b>2,693,109</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



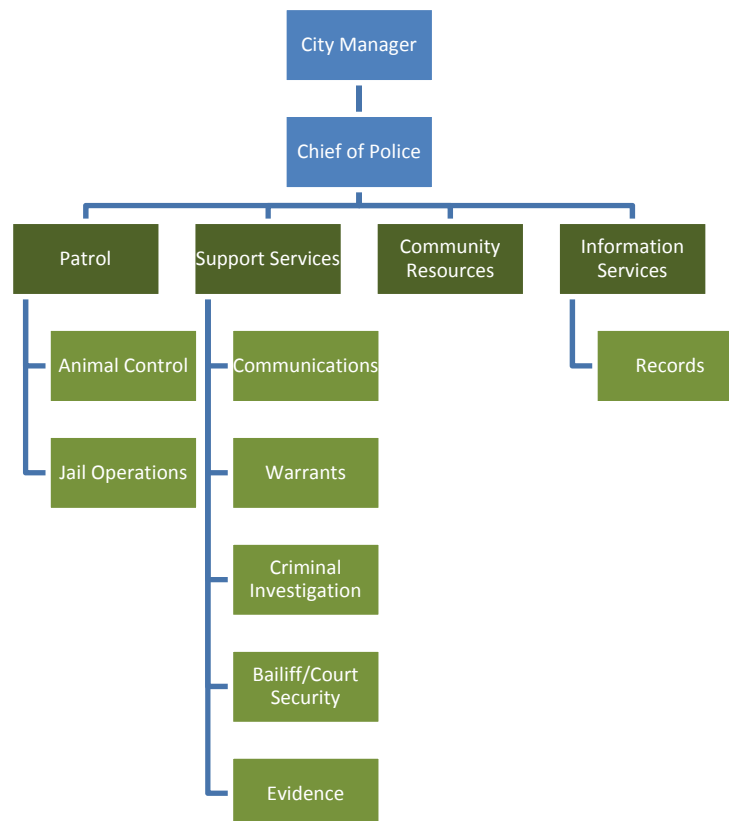
FY 2016

## Police

## Why Statement

The Bellaire Police Department exists to enhance the quality of life of citizens by safe guarding the rights and freedoms of all persons, providing a safe and secure community, investigates criminal incidents, and facilitates the flow of traffic.

## Reporting Relationships



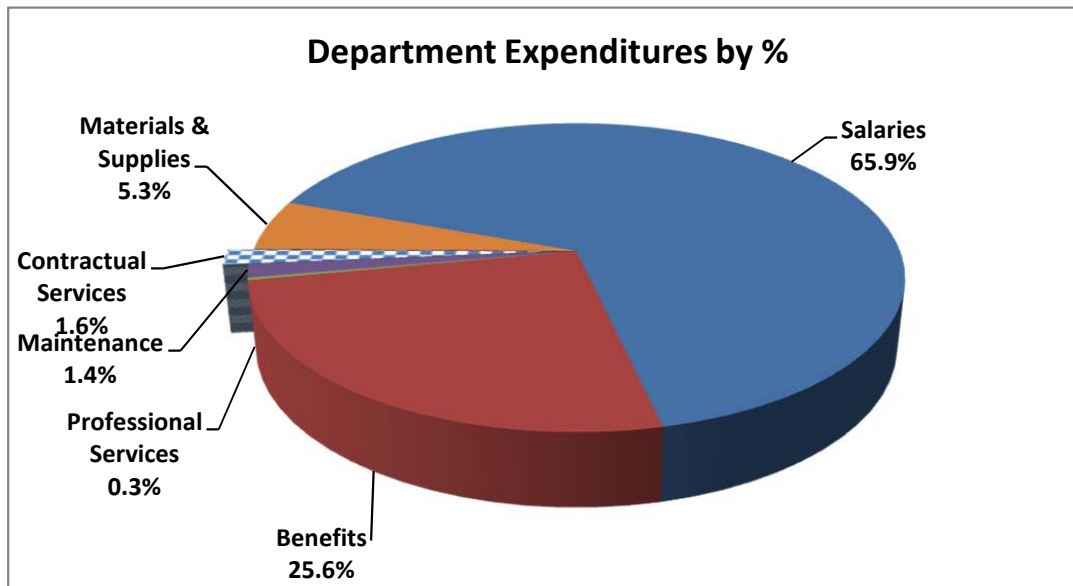
## Base Level Services

- Manages the operations of Patrol, Support Services, and Information Services to provide for the community's safety and security
- Operations function to suppress and deter crime, manage traffic, investigate criminal activity, as well as serve as a community resource through education and partnerships
- Maintain emergency communications for Police, Fire, and Emergency Medical Services
- Provide and manage Court Security, including the warrant function
- Manage the records function and evidence function within statute

## POLICE DEPARTMENT

## Expenditure Summary

	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Salaries	3,038,514	3,215,302	3,214,245	3,555,909
Benefits	1,211,465	1,314,636	1,325,178	1,380,048
Professional Services	23,939	17,500	12,000	13,700
Maintenance	82,725	95,230	91,230	75,390
Contractual Services	62,332	72,593	70,243	85,781
Materials & Supplies	226,188	286,983	260,983	287,616
Capital Outlay	-	168,150	169,750	-
<b>Total Expenditures</b>	<b>4,645,163</b>	<b>5,170,394</b>	<b>5,143,629</b>	<b>5,398,444</b>



## POLICE DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	2,853,190	2,985,711	2,958,133	3,328,530
105	Incentive Pay	2,167	52,176	66,130	64,116
110	PT Employees	35,077	52,000	47,097	52,000
120	Overtime	106,967	96,915	105,000	75,000
130	Longevity	30,937	28,500	26,074	22,600
140	Sick Leave Buy Back	10,176	-	11,811	13,663
<b>Total Salaries</b>		<b>3,038,514</b>	<b>3,215,302</b>	<b>3,214,245</b>	<b>3,555,909</b>
<b>Benefits</b>					
210	Group Health Insurance	417,997	517,721	471,728	463,368
211	<b>Health Savings Account</b>	-	-	-	36,400
215	Group Dental Insurance	10,431	14,586	9,697	10,864
217	Group Life Insurance	13,322	13,896	12,958	13,610
220	Disability Insurance	7,072	14,225	7,140	7,898
230	Medicare/Social Security	35,100	36,174	39,186	50,292
240	Retirement Contributions	677,605	669,604	729,307	739,548
260	Workers Compensation	49,938	48,430	55,162	58,068
<b>Total Benefits</b>		<b>1,211,465</b>	<b>1,314,636</b>	<b>1,325,178</b>	<b>1,380,048</b>
<b>Professional Services</b>					
324	Other Professional	21,921	14,500	10,500	13,700
344	Contract Labor	2,018	3,000	1,500	-
<b>Total Professional Services</b>		<b>23,939</b>	<b>17,500</b>	<b>12,000</b>	<b>13,700</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	62,861	60,000	56,000	60,000
412	Communication Maintenance	10,016	300	300	265
413	Equipment Maintenance	1,967	19,400	19,400	4,000
426	Firing Range Maintenance	2,740	8,500	8,500	4,000
461	Rental of Equipment	5,141	7,030	7,030	7,125
<b>Total Maintenance</b>		<b>82,725</b>	<b>95,230</b>	<b>91,230</b>	<b>75,390</b>
<b>Contractual Services</b>					
520	Communications	5,760	6,240	6,240	6,240
522	Postage	1,330	1,500	1,000	1,000
550	Dues & Fees	2,845	2,295	1,795	2,790
551	Permits & Licenses	5,159	6,951	6,951	6,951
560	Travel, Mileage, Vehicle Allow	9,223	16,000	14,650	15,800
570	Education and Training	38,015	39,607	39,607	53,000
<b>Total Contractual Services</b>		<b>62,332</b>	<b>72,593</b>	<b>70,243</b>	<b>85,781</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## POLICE DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Materials &amp; Supplies</b>					
600	Office Supplies	9,000	10,000	10,000	10,000
601	CTS Supplies	19,499	15,500	15,500	15,500
602	Small Tools & Minor Equip	3,037	27,288	27,288	31,516
604	First Aid Supplies	390	500	500	500
605	Vehicle Supplies	1,590	2,000	2,000	2,000
606	Community Education Supplies	-	2,000	2,000	4,500
610	Operating Supplies	20,023	33,695	33,695	29,770
612	Chemicals	19	200	200	200
625	Fuel	123,381	130,000	105,000	130,000
650	Wearing Apparel	38,592	56,800	56,800	56,630
651	Prisoners Support	7,207	6,000	5,500	4,000
652	Dog Pound	3,450	3,000	2,500	3,000
<b>Total Materials &amp; Supplies</b>		<b>226,188</b>	<b>286,983</b>	<b>260,983</b>	<b>287,616</b>
<b>Capital Outlay</b>					
906	Vehicles	-	168,150	169,750	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>168,150</b>	<b>169,750</b>	<b>-</b>
<b>Department Total</b>		<b>4,645,163</b>	<b>5,170,394</b>	<b>5,143,629</b>	<b>5,398,444</b>

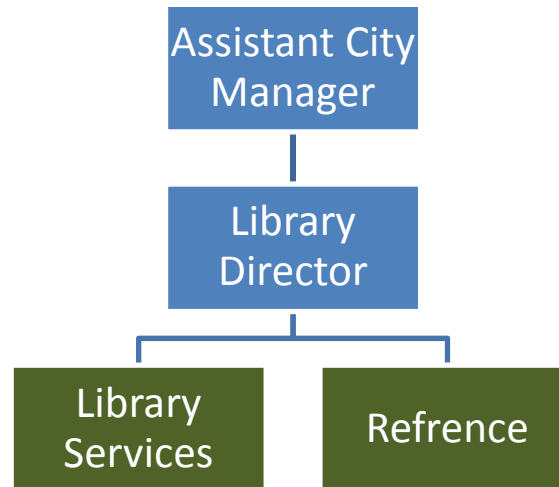
Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## Library

## Reporting Relationships



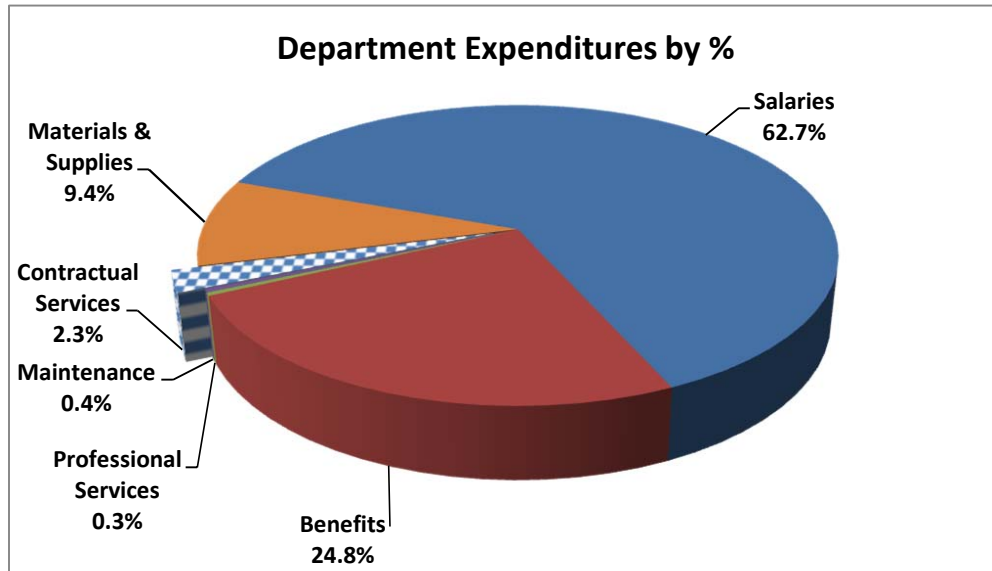
## Base Level Services

- Manages the resources of the library.
- Assembles, preserves, organizes and circulates collections, books and related educational, historical and recreational materials.
- Provides public access to technology with computers and basic office machinery.
- Serves the community as a center of reliable information, providing assistance to those gathering materials and facts within the library and referring individuals and organizations to other resources when necessary.



## LIBRARY DEPARTMENT

Expenditure Summary	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Salaries	389,512	391,190	408,064	424,463
Benefits	157,062	172,134	169,403	167,768
Professional Services	2,190	2,704	2,175	2,250
Maintenance	2,865	2,500	2,666	2,700
Contractual Services	13,521	16,475	15,832	15,832
Materials & Supplies	58,632	63,320	63,298	63,820
<b>Total Expenditures</b>	<b>623,782</b>	<b>648,323</b>	<b>661,438</b>	<b>676,833</b>



## LIBRARY DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	371,088	376,630	389,784	406,790
110	PT Employees	10,515	11,260	10,000	11,525
130	Longevity	5,524	3,300	5,812	6,148
140	Sick Leave Buy Back	2,385	-	2,468	-
<b>Total Salaries</b>		<b>389,512</b>	<b>391,190</b>	<b>408,064</b>	<b>424,463</b>
<b>Benefits</b>					
210	Group Health Insurance	62,011	71,566	67,400	62,416
211	Health Savings Account	-	-	-	6,500
215	Group Dental Insurance	1,524	1,891	1,384	1,383
217	Group Life Insurance	1,613	1,762	1,558	1,582
220	Disability Insurance	936	1,846	910	923
230	Medicare/Social Security	5,052	4,605	4,900	5,646
240	Retirement Contributions	85,137	89,629	92,300	88,391
260	Workers Compensation	789	835	951	927
<b>Total Benefits</b>		<b>157,062</b>	<b>172,134</b>	<b>169,403</b>	<b>167,768</b>
<b>Professional Services</b>					
324	Other Professional	2,190	2,704	2,175	2,250
<b>Total Professional Services</b>		<b>2,190</b>	<b>2,704</b>	<b>2,175</b>	<b>2,250</b>
<b>Maintenance</b>					
413	Equipment Maintenance	604	200	200	100
461	Rental of Equipment	2,261	2,300	2,466	2,600
<b>Total Maintenance</b>		<b>2,865</b>	<b>2,500</b>	<b>2,666</b>	<b>2,700</b>
<b>Contractual Services</b>					
522	Postage	198	200	300	250
543	Programs - Library	2,170	2,300	2,300	2,150
550	Dues & Fees	924	1,010	995	1,025
551	Permits & Licenses	8,860	9,615	9,837	10,257
570	Education and Training	1,369	3,350	2,400	2,150
<b>Total Contractual Services</b>		<b>13,521</b>	<b>16,475</b>	<b>15,832</b>	<b>15,832</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	1,259	1,200	1,200	1,100
602	Small Tools & Minor Equip	14	50	50	50
604	First Aid/Medical	-	20	20	20
610	Operating Supplies	2,753	2,900	2,900	2,500
640	Adult/Reference Books	21,512	23,364	23,364	23,760
641	Children's/Youth Books	18,521	19,116	19,116	19,440
642	Periodicals	3,639	5,310	5,310	4,500
643	Audio-Visual	10,699	11,210	11,210	12,300
650	Wearing Apparel	235	150	128	150
<b>Total Materials &amp; Supplies</b>		<b>58,632</b>	<b>63,320</b>	<b>63,298</b>	<b>63,820</b>
<b>Department Total</b>		<b>623,782</b>	<b>648,323</b>	<b>661,438</b>	<b>676,833</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



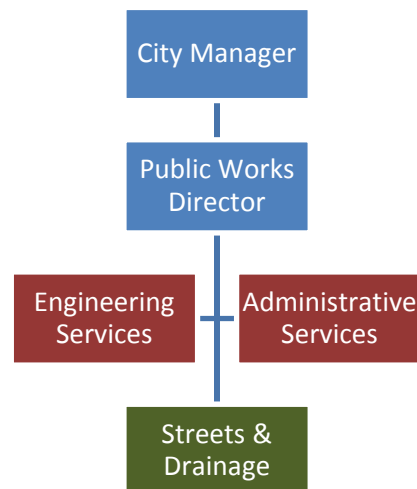
FY 2016

## Public Works

## Why Statement

The Streets & Drainage Division is responsible for maintenance and operation of streets, drainage and traffic control systems in a manner that will provide safe and efficient movement of traffic and flow of storm water through the City's storm drainage collection system.

## Reporting Relationships



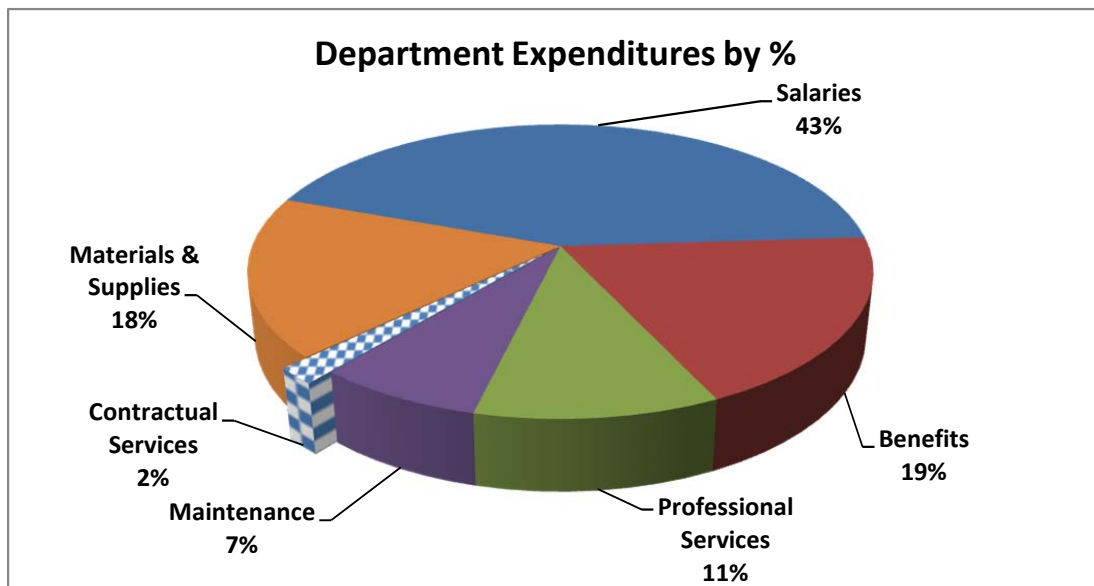
## Base Level Services

- The maintenance and repair crews perform minor patching and repair to the City streets and storm drainage system.
- The streets are periodically cleaned of accumulated dirt, debris and leaves using the City-owned street sweeper.
- Storm sewer inlets are cleaned of accumulated debris.
- Maintain the City's traffic control devices, e.g., STOP Signs, Speed Limit signs, etc.
- Perform simple repairs and do scheduled preventive maintenance of City sedans, pickup trucks, garbage trucks, tractors and police cruisers.
- Private contractors maintain and repair the City's 18 traffic signals.

## PUBLIC WORKS DEPARTMENT

## Expenditure Summary

	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Salaries	396,307	434,707	392,412	482,851
Benefits	156,950	204,983	154,746	210,794
Professional Services	124,037	90,000	115,000	120,000
Maintenance	153,572	82,250	77,250	82,000
Contractual Services	4,938	16,010	16,010	20,100
Materials & Supplies	212,578	195,550	206,150	195,600
Capital Outlay	-	224,000	224,000	-
<b>Total Expenditures</b>	<b>1,048,382</b>	<b>1,247,500</b>	<b>1,185,568</b>	<b>1,111,345</b>



## PUBLIC WORKS DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	372,230	424,063	371,791	470,684
105	Incentive Pay	-	1,000	-	1,000
120	Overtime	13,886	5,500	16,164	5,500
125	Call Out Pay	570	1,000	840	1,000
130	Longevity	7,083	3,144	2,736	2,896
140	Sick Leave Buy Back	2,538	-	881	1,771
<b>Total Salaries</b>		<b>396,307</b>	<b>434,707</b>	<b>392,412</b>	<b>482,851</b>
<b>Benefits</b>					
210	Group Health Insurance	52,064	87,963	47,505	69,579
211	<b>Health Savings Account</b>	-	-	-	7,150
215	Group Dental Insurance	1,356	2,431	1,180	1,778
217	Group Life Insurance	1,509	2,042	1,766	1,980
220	Disability Insurance	943	2,078	932	1,273
230	Medicare/Social Security	4,132	6,149	5,741	6,592
240	Retirement Contributions	88,846	96,273	88,456	103,469
260	Workers Compensation	8,100	8,047	9,166	18,973
<b>Total Benefits</b>		<b>156,950</b>	<b>204,983</b>	<b>154,746</b>	<b>210,794</b>
<b>Professional Services</b>					
323	Engineering Services	72,375	90,000	90,000	95,000
324	Other Professional	188	-	-	-
344	Contract Labor	51,474	-	25,000	25,000
<b>Total Professional Services</b>		<b>124,037</b>	<b>90,000</b>	<b>115,000</b>	<b>120,000</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	37,315	25,000	25,000	25,000
413	Equipment Maintenance	72	1,500	1,500	1,500
422	Ground Maintenance	37,475	-	-	-
430	Paving Maintenance	24,177	30,000	20,000	30,000
431	Storm Sewer Maintenance	394	5,000	5,000	5,000
438	Traffic Signal Maintenance	53,489	20,000	25,000	20,000
461	Rental of Equipment	650	750	750	500
<b>Total Maintenance</b>		<b>153,572</b>	<b>82,250</b>	<b>77,250</b>	<b>82,000</b>
<b>Contractual Services</b>					
520	Communications	880	960	960	1,000
522	Postage	283	200	750	3,200
530	Advertising/Official Notices	-	-	-	1,000
550	Dues & Fees	132	150	500	200
551	Permits & Licenses	394	10,200	10,200	10,200
560	Travel, Mileage, Vehicle Allow	1,379	2,000	1,200	2,000
570	Education and Training	1,870	2,500	2,400	2,500
<b>Total Contractual Services</b>		<b>4,938</b>	<b>16,010</b>	<b>16,010</b>	<b>20,100</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## PUBLIC WORKS DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Materials &amp; Supplies</b>					
600	Office Supplies	1,782	2,000	2,500	2,000
602	Small Tools & Minor Equip	4,269	4,800	4,800	4,800
604	First Aid Supplies	150	300	300	300
605	Vehicle Supplies	316	350	350	400
610	Operating Supplies	1,534	1,400	1,800	1,400
612	Chemicals	-	300	300	300
613	Traffic Signs & Material	21,051	12,000	17,000	12,000
621	Electricity	158,236	148,600	155,300	148,500
625	Fuel	22,635	21,500	21,500	21,500
650	Uniforms/Wearing Apparel	2,605	4,300	2,300	4,400
<b>Total Materials &amp; Supplies</b>		<b>212,578</b>	<b>195,550</b>	<b>206,150</b>	<b>195,600</b>
<b>Capital Outlay</b>					
905	Machinery & Equipment	-	29,000	29,000	-
906	Vehicles	-	195,000	195,000	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>224,000</b>	<b>224,000</b>	<b>-</b>
<b>Department Total</b>		<b>1,048,382</b>	<b>1,247,500</b>	<b>1,185,568</b>	<b>1,111,345</b>

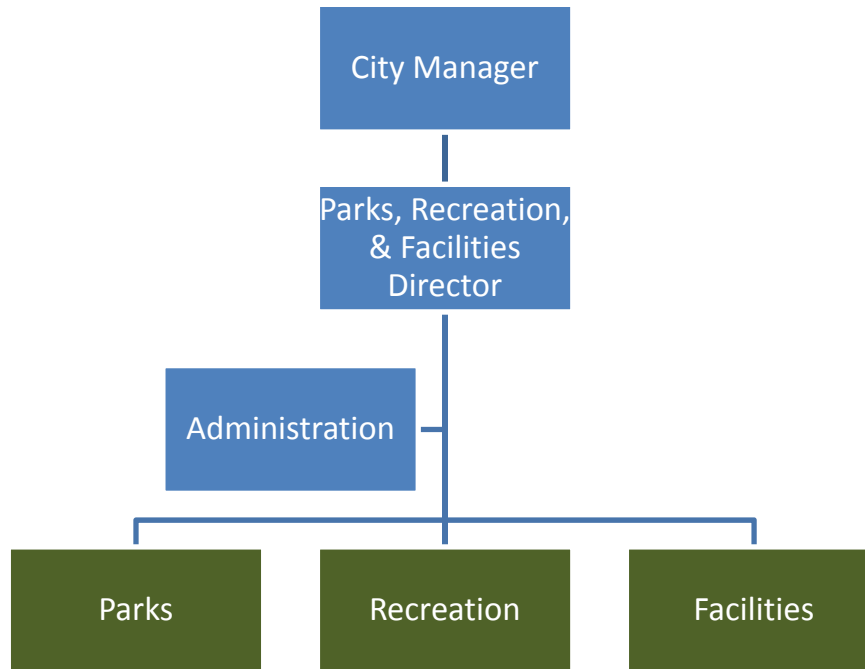
Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## Parks, Recreation, &amp; Facilities

## Reporting Relationships

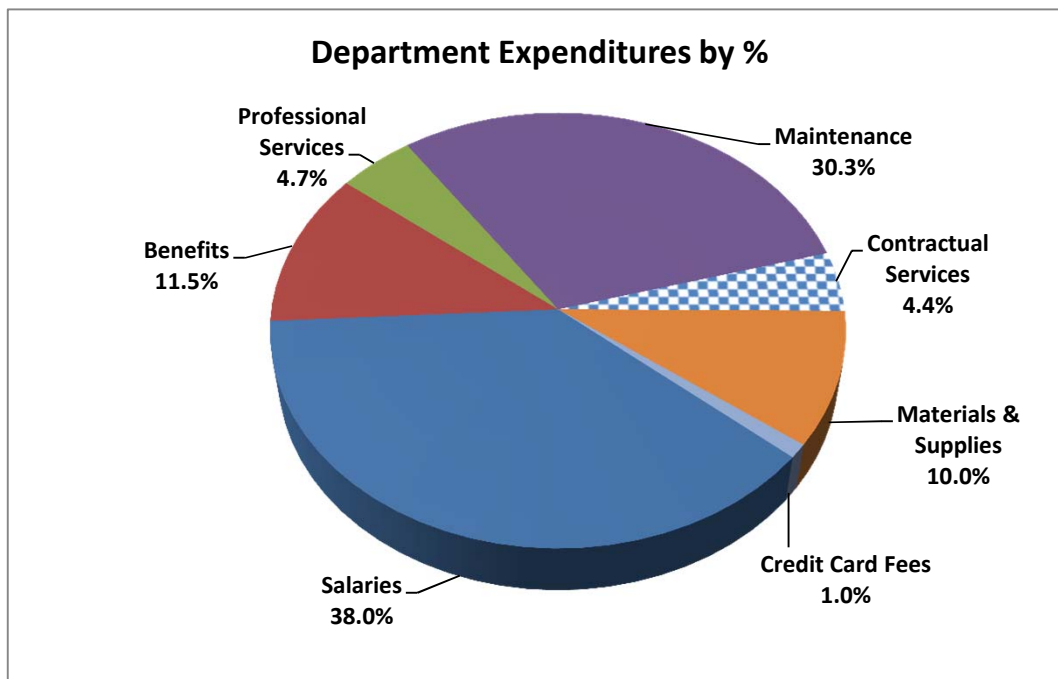


## Base Level Services

- Manages the divisions of Operations, Programs, and Administrative Services.
- Operations of existing parks, recreation, aquatics and athletic services related to each division
- Assist in planning, design and construction of all Capital Improvement related park projects.
- Provides oversight of community recreational, athletic and leisure programming.

## PARKS, RECREATION AND FACILITIES COMBINED EXPENDITURE DEPARTMENT

Expenditure Summary	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Salaries	1,204,306	1,257,095	1,268,624	1,252,657
Benefits	361,097	410,759	380,544	378,856
Professional Services	140,154	159,300	156,800	155,300
Maintenance	600,712	867,104	871,738	998,972
Contractual Services	108,665	124,797	126,185	145,385
Materials & Supplies	304,036	329,820	332,530	328,590
Credit Card Fees	23,217	34,000	34,000	34,000
Capital Outlay	-	23,000	21,881	11,000
<b>Total Expenditures</b>	<b>2,742,187</b>	<b>3,205,875</b>	<b>3,192,302</b>	<b>3,304,760</b>



Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



## PARKS, RECREATION AND FACILITIES COMBINED EXPENDITURE DEPARTMENT

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	790,705	831,646	797,290	776,441
110	PT Employees	393,807	409,995	446,532	456,019
120	Overtime	4,369	7,508	8,148	6,500
130	Longevity	9,010	7,946	8,339	5,852
140	Sick Leave Buy Back	6,415	-	8,315	7,845
<b>Total Salaries</b>		<b>1,204,306</b>	<b>1,257,095</b>	<b>1,268,624</b>	<b>1,252,657</b>
<b>Benefits</b>					
210	Group Health Insurance	110,744	145,683	123,837	118,244
211	Health Savings Account	-	-	-	12,350
215	Group Dental Insurance	2,798	4,051	2,628	2,764
217	Group Life Insurance	3,634	3,957	3,624	3,293
220	Disability Insurance	1,920	4,025	1,861	1,808
230	Medicare/Social Security	40,093	42,595	38,745	46,701
240	Retirement Contributions	182,578	187,324	183,511	169,472
250	Unemployment Compensation	-	-	1,402	-
260	Workers Compensation	19,330	23,124	24,936	24,224
<b>Total Benefits</b>		<b>361,097</b>	<b>410,759</b>	<b>380,544</b>	<b>378,856</b>
<b>Professional Services</b>					
320	Instructor Pay	106,101	124,500	124,500	124,500
324	Other Professional	1,200	1,500	1,500	1,500
340	CTS Professional Services	1,232	1,400	1,400	1,400
342	Trash Hauls	9,227	9,900	9,400	9,900
344	Contract Labor	22,394	22,000	20,000	18,000
<b>Total Professional Services</b>		<b>140,154</b>	<b>159,300</b>	<b>156,800</b>	<b>155,300</b>
<b>Maintenance</b>					
411	CTS Maintenance	5,061	3,940	4,000	5,000
413	Communication Maintenance	15,654	17,400	17,400	17,400
420	Building Maintenance	226,336	349,905	349,876	307,127
421	HVAC Maintenance	74,465	105,500	105,500	105,495
422	Grounds Maintenance	-	75,500	75,500	94,000
424	Pool Maintenance	44,996	46,000	50,353	107,000
425	Parks Maintenance	233,657	267,709	267,709	361,800
461	Rental of Equipment	543	1,150	1,400	1,150
<b>Total Maintenance</b>		<b>600,712</b>	<b>867,104</b>	<b>871,738</b>	<b>998,972</b>
<b>Contractual Services</b>					
520	Communications	6,120	6,240	7,200	7,200
522	Postage	1,418	1,700	1,700	1,800
530	Adver. & Official Notify.	-	1,650	1,250	750
540	Programs - Special Events	39,244	48,500	48,500	49,500
541	Programs - Senior Activities	9,947	10,500	10,500	10,500
542	Programs - Athletics	33,986	35,000	35,000	48,500
544	Programs - Recreation/Pool	5,063	6,500	6,500	6,500
550	Dues & Fees	3,731	3,662	3,912	4,260

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

**PARKS, RECREATION AND FACILITIES COMBINED EXPENDITURE DEPARTMENT**

<b>Acct Code</b>	<b>Description</b>	<b>FY2014 Actuals</b>	<b>FY2015 Adopted</b>	<b>FY2015 Projections</b>	<b>FY2016 Proposed</b>
551	Permits & Licenses	1,118	1,700	1,700	1,700
570	Education and Training	8,038	9,345	9,923	14,675
<b>Total Contractual Services</b>		<b>108,665</b>	<b>124,797</b>	<b>126,185</b>	<b>145,385</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	2,952	3,500	3,500	3,500
601	CTS Supplies	1,544	1,200	1,200	1,200
602	Small Tools & Minor Equipment	6,384	8,000	9,800	6,200
603	Janitorial Supplies	5,088	10,200	10,200	8,700
604	First Aid Supplies	2,181	2,400	2,400	2,400
605	Vehicle Supplies	-	300	300	300
610	Operating Supplies	17,733	25,000	25,000	25,700
612	Chemicals	33,227	42,050	42,050	40,850
620	Natural Gas	34,366	38,300	38,300	38,300
621	Electricity - Pools & Facilities	188,897	186,800	189,000	186,800
625	Fuel	7,002	6,780	5,090	5,590
650	Uniforms & Wearing Apparel	4,662	5,290	5,690	9,050
<b>Total Materials &amp; Supplies</b>		<b>304,036</b>	<b>329,820</b>	<b>332,530</b>	<b>328,590</b>
<b>Credit Card Fees</b>					
711	Credit Card Fees	23,217	34,000	34,000	34,000
<b>Total Credit Card Fees</b>		<b>23,217</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>
<b>Capital Outlay</b>					
905	Machinery & Equipment	-	23,000	21,881	11,000
<b>Total Capital Outlay</b>		<b>-</b>	<b>23,000</b>	<b>21,881</b>	<b>11,000</b>
<b>Department Total</b>		<b>2,742,187</b>	<b>3,205,875</b>	<b>3,192,302</b>	<b>3,304,760</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## ADMINISTRATION BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	115,347	183,568	313,711	234,621
110	PT Employees	10,186	10,000	1,504	-
120	Overtime	-	-	-	1,000
130	Longevity	1,200	2,238	3,817	1,272
140	Sick Leave Buy Back	-	-	3,976	2,969
	<b>Total Salaries</b>	<b>126,733</b>	<b>195,806</b>	<b>323,008</b>	<b>239,862</b>
<b>Benefits</b>					
210	Group Health Insurance	6,861	17,930	29,292	28,736
211	Health Savings Account	-	-	-	2,600
215	Group Dental Insurance	218	608	771	592
217	Group Life Insurance	494	883	1,206	975
220	Disability Insurance	259	899	623	514
230	Medicare/Social Security	2,434	2,262	4,302	3,349
240	Retirement Contributions	25,262	41,675	73,097	51,198
260	Workers Compensation	2,265	2,480	2,825	2,386
	<b>Total Benefits</b>	<b>37,793</b>	<b>66,737</b>	<b>112,116</b>	<b>90,350</b>
<b>Contractual Services</b>					
520	Communications	480	480	1,440	1,920
522	Postage	1,068	1,200	1,200	1,200
530	Adver. & Official Notify.	-	750	750	750
550	Dues & Fees	331	250	250	1,260
570	Education and Training	1,464	1,000	2,658	5,100
	<b>Total Contractual Services</b>	<b>3,343</b>	<b>3,680</b>	<b>6,298</b>	<b>10,230</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	2,569	3,500	3,500	3,500
610	Operating Supplies	222	400	400	500
	<b>Total Materials &amp; Supplies</b>	<b>2,791</b>	<b>3,900</b>	<b>3,900</b>	<b>4,000</b>
	<b>Department Total</b>	<b>170,660</b>	<b>270,123</b>	<b>445,322</b>	<b>344,442</b>

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## FACILITIES BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	161,919	133,896	119,527	125,072
110	PT Employees	5,504	-	11,215	-
120	Overtime	1,319	1,000	2,140	2,000
130	Longevity	1,532	1,200	1,754	1,676
140	Sick Leave Buy Back	1,200	-	1,295	698
<b>Total Salaries</b>		<b>171,474</b>	<b>136,096</b>	<b>135,931</b>	<b>129,446</b>
<b>Benefits</b>					
210	Group Health Insurance	23,989	27,352	29,267	23,774
211	<b>Health Savings Account</b>	-	-	-	2,600
215	Group Dental Insurance	653	810	544	593
217	Group Life Insurance	766	790	672	521
220	Disability Insurance	414	804	338	346
230	Medicare/Social Security	2,382	1,980	1,924	1,827
240	Retirement Contributions	37,449	31,001	28,211	27,177
260	Workers Compensation	1,973	2,045	2,329	3,133
<b>Total Benefits</b>		<b>67,626</b>	<b>64,782</b>	<b>63,285</b>	<b>59,971</b>
<b>Professional Services</b>					
342	Trash Hauls	6,349	6,400	6,400	6,400
<b>Total Professional Services</b>		<b>6,349</b>	<b>6,400</b>	<b>6,400</b>	<b>6,400</b>
<b>Maintenance</b>					
411	CTS Maintenance	3,172	1,000	1,000	1,000
420	Building Maintenance	217,849	314,605	314,605	305,127
421	HVAC Maintenance	74,465	105,500	105,500	105,495
422	Grounds Maintenance	-	1,000	-	-
461	Rental of Equipment	196	400	400	400
<b>Total Maintenance</b>		<b>295,682</b>	<b>422,505</b>	<b>421,505</b>	<b>412,022</b>
<b>Contractual Services</b>					
520	Communications	1,440	1,440	1,440	1,440
550	Dues & Fees	140	300	300	90
570	Education and Training	1,150	1,850	903	2,300
<b>Total Contractual Services</b>		<b>2,730</b>	<b>3,590</b>	<b>2,643</b>	<b>3,830</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	383	-	-	-
602	Small Tools & Minor Equipment	2,127	3,000	2,800	1,500
603	Janitorial Supplies	3,051	6,000	6,000	4,500
610	Operating Supplies	5,323	4,800	4,800	4,800
612	Chemicals	611	1,650	1,650	650
620	Natural Gas	13,548	13,300	13,300	13,300
621	Electricity - Pools & Facilities	152,932	154,000	154,000	154,000
625	Fuel	637	590	590	590
650	Uniforms & Wearing Apparel	329	590	790	1,000
<b>Total Materials &amp; Supplies</b>		<b>178,941</b>	<b>183,930</b>	<b>183,930</b>	<b>180,340</b>
<b>Department Total</b>		<b>722,802</b>	<b>817,303</b>	<b>813,694</b>	<b>792,009</b>

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## MAINTENANCE BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	154,048	167,604	149,441	183,654
120	Overtime	1,360	1,500	1,000	2,500
130	Longevity	3,294	1,000	1,632	1,880
140	Sick Leave Buy Back	1,926	-	2,535	2,652
<b>Total Salaries</b>		<b>160,628</b>	<b>170,104</b>	<b>154,608</b>	<b>190,686</b>
<b>Benefits</b>					
210	Group Health Insurance	24,095	36,578	28,835	35,055
211	Health Savings Account	-	-	-	3,900
215	Group Dental Insurance	620	1,013	555	790
217	Group Life Insurance	727	614	503	827
220	Disability Insurance	380	624	264	435
230	Medicare/Social Security	1,406	2,245	2,010	2,620
240	Retirement Contributions	36,909	35,148	35,178	40,449
260	Workers Compensation	3,207	5,510	6,276	3,897
<b>Total Benefits</b>		<b>67,344</b>	<b>81,732</b>	<b>73,621</b>	<b>87,973</b>
<b>Professional Services</b>					
342	Trash Hauls	2,878	3,500	3,000	3,500
344	Contract Labor	22,394	22,000	20,000	18,000
<b>Total Professional Services</b>		<b>25,272</b>	<b>25,500</b>	<b>23,000</b>	<b>21,500</b>
<b>Maintenance</b>					
411	CTS Maintenance	1,889	2,940	3,000	3,000
413	Communication Maintenance	477	1,500	1,500	1,500
420	Building Maintenance	-	-	(29)	-
422	Grounds Maintenance	-	74,500	75,500	94,000
425	Parks Maintenance	233,657	267,709	267,709	361,800
461	Rental of Equipment	347	750	1,000	750
<b>Total Maintenance</b>		<b>236,370</b>	<b>347,399</b>	<b>348,680</b>	<b>461,050</b>
<b>Contractual Services</b>					
520	Communications	1,320	1,440	1,920	1,920
530	Adver. & Official Notify.	-	900	500	-
550	Dues & Fees	150	250	500	250
551	Permits & Licenses	-	50	50	50
570	Education and Training	451	600	505	3,000
<b>Total Contractual Services</b>		<b>1,921</b>	<b>3,240</b>	<b>3,475</b>	<b>5,220</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	-	-	-	-
602	Small Tools & Minor Equipment	998	-	2,000	1,500
603	Janitorial Supplies	1,048	1,000	1,000	1,000
604	First Aid Supplies	40	100	100	100

## MAINTENANCE BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
605	Vehicle Supplies	-	300	300	300
610	Operating Supplies	645	300	300	1,000
612	Chemicals	357	400	400	200
625	Fuel	6,365	6,190	4,500	5,000
650	Uniforms & Wearing Apparel	366	500	700	1,050
<b>Total Materials &amp; Supplies</b>		<b>9,819</b>	<b>8,790</b>	<b>9,300</b>	<b>10,150</b>
<b>Department Total</b>		<b>501,354</b>	<b>636,765</b>	<b>612,684</b>	<b>776,579</b>

## RECREATION BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	214,640	205,741	103,943	103,351
110	PT Employees	49,683	59,995	75,813	86,960
120	Overtime	969	2,908	2,908	-
130	Longevity	1,496	1,880	464	268
140	Sick Leave Buy Back	144	-	-	-
<b>Total Salaries</b>		<b>266,932</b>	<b>270,524</b>	<b>183,128</b>	<b>190,579</b>
<b>Benefits</b>					
210	Group Health Insurance	35,265	40,431	16,324	13,809
211	Health Savings Account	-	-	-	1,300
215	Group Dental Insurance	871	1,080	379	395
217	Group Life Insurance	962	991	610	402
220	Disability Insurance	507	1,008	302	212
230	Medicare/Social Security	6,769	6,408	7,521	8,817
240	Retirement Contributions	49,182	46,708	21,542	22,457
250	Unemployment Compensation	-	-	1,402	-
260	Workers Compensation	590	1,231	-	4,223
<b>Total Benefits</b>		<b>94,146</b>	<b>97,857</b>	<b>48,080</b>	<b>51,615</b>
<b>Professional Services</b>					
320	Instructor Pay	81,354	100,000	100,000	100,000
340	CTS Professional Services	1,232	1,400	1,400	1,400
<b>Total Professional Services</b>		<b>82,586</b>	<b>101,400</b>	<b>101,400</b>	<b>101,400</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	-	-	-	1,000
413	Communication Maintenance	2,810	2,400	2,400	2,400
<b>Total Maintenance</b>		<b>2,810</b>	<b>2,400</b>	<b>2,400</b>	<b>3,400</b>
<b>Contractual Services</b>					
520	Communications	1,920	1,920	1,440	960
522	Postage	350	500	500	600
540	Programs - Special Events	39,244	48,500	48,500	49,500
541	Programs - Senior Activities	9,947	10,500	10,500	10,500
544	Programs - Recreation/Pool	2,474	3,500	3,500	3,500
550	Dues & Fees	1,468	1,012	1,012	715
551	Permits & Licenses	975	1,500	1,500	1,500
570	Education and Training	2,423	2,270	2,270	1,765
<b>Total Contractual Services</b>		<b>58,801</b>	<b>69,702</b>	<b>69,222</b>	<b>69,040</b>
<b>Materials &amp; Supplies</b>					
601	CTS Supplies	1,544	1,200	1,200	1,200
610	Operating Supplies	3,676	11,900	11,900	11,800
650	Uniforms & Wearing Apparel	1,013	1,200	1,200	2,000
<b>Total Materials &amp; Supplies</b>		<b>6,233</b>	<b>14,300</b>	<b>14,300</b>	<b>15,000</b>

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## RECREATION BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Credit Card Fees</b>					
711	Credit Card Fees	23,217	34,000	34,000	34,000
	<b>Total Credit Card Fees</b>	<b>23,217</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>
<b>Capital Purchases</b>					
905	Machinery & Equipment	-	-	-	11,000
	<b>Total Capital Purchases</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,000</b>
	<b>Department Total</b>	<b>534,725</b>	<b>590,183</b>	<b>452,530</b>	<b>476,034</b>



## AQUATICS BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	66,086	66,123	69,741	72,891
110	PT Employees	242,189	250,000	268,000	268,288
120	Overtime	254	1,000	1,000	1,000
130	Longevity	624	668	672	720
140	Sick Leave Buy Back	1,475	-	509	1,526
<b>Total Salaries</b>		<b>310,628</b>	<b>317,791</b>	<b>339,922</b>	<b>344,425</b>
<b>Benefits</b>					
210	Group Health Insurance	10,267	11,696	11,122	9,965
211	Health Savings Account	-	-	-	1,300
215	Group Dental Insurance	218	270	198	197
217	Group Life Insurance	314	319	304	304
220	Disability Insurance	166	324	162	161
230	Medicare/Social Security	19,435	21,200	21,200	21,555
240	Retirement Contributions	15,395	15,012	16,130	15,838
260	Workers Compensation	7,919	8,258	9,406	7,240
<b>Total Benefits</b>		<b>53,714</b>	<b>57,079</b>	<b>58,522</b>	<b>56,560</b>
<b>Professional Services</b>					
320	Instructor Pay	14,581	8,500	8,500	12,500
324	Other Professional	1,200	1,500	1,500	1,500
<b>Total Professional Services</b>		<b>15,781</b>	<b>10,000</b>	<b>10,000</b>	<b>14,000</b>
<b>Maintenance</b>					
413	Communication Maintenance	9,755	10,500	10,500	10,500
420	Building Maintenance	8,487	35,300	35,300	2,000
424	Pool Maintenance	44,996	46,000	50,353	107,000
<b>Total Maintenance</b>		<b>63,238</b>	<b>91,800</b>	<b>96,153</b>	<b>119,500</b>
<b>Contractual Services</b>					
520	Communications	480	480	480	480
544	Programs - Recreation/Pool	2,589	3,000	3,000	3,000
550	Dues & Fees	52	250	250	345
570	Education and Training	1,478	2,500	2,500	1,500
<b>Total Contractual Services</b>		<b>4,599</b>	<b>6,230</b>	<b>6,230</b>	<b>5,325</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## AQUATICS BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Materials &amp; Supplies</b>					
602	Small Tools & Minor Equipment	3,259	5,000	5,000	3,200
603	Janitorial Supplies	989	3,200	3,200	3,200
604	First Aid Supplies	1,908	2,000	2,000	2,000
610	Operating Supplies	7,867	7,600	7,600	7,600
612	Chemicals	32,259	40,000	40,000	40,000
620	Natural Gas	20,818	25,000	25,000	25,000
621	Electricity - Pools & Aqu	35,965	32,800	35,000	32,800
650	Uniforms & Wearing Apparel	2,954	3,000	3,000	5,000
<b>Total Materials &amp; Supplies</b>		<b>106,019</b>	<b>118,600</b>	<b>120,800</b>	<b>118,800</b>
<b>Department Total</b>		<b>553,979</b>	<b>601,500</b>	<b>631,627</b>	<b>658,610</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## ATHLETICS BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	78,665	74,714	40,927	56,852
110	PT Employees	86,245	90,000	90,000	100,771
120	Overtime	467	1,100	1,100	-
130	Longevity	864	960	-	36
140	Sick Leave Buy Back	1,670	-	-	-
	<b>Total Salaries</b>	<b>167,911</b>	<b>166,774</b>	<b>132,027</b>	<b>157,659</b>
<b>Benefits</b>					
210	Group Health Insurance	10,267	11,696	8,997	6,905
211	Health Savings Account	-	-	-	650
215	Group Dental Insurance	218	270	181	197
217	Group Life Insurance	371	360	329	264
220	Disability Insurance	194	366	172	140
230	Medicare/Social Security	7,667	8,500	1,788	8,533
240	Retirement Contributions	18,381	17,780	9,353	12,353
260	Workers Compensation	3,376	3,600	4,100	3,345
	<b>Total Benefits</b>	<b>40,474</b>	<b>42,572</b>	<b>24,920</b>	<b>32,387</b>
<b>Professional Services</b>					
320	Instructor Pay	10,166	16,000	16,000	12,000
	<b>Total Professional Services</b>	<b>10,166</b>	<b>16,000</b>	<b>16,000</b>	<b>12,000</b>
<b>Maintenance</b>					
413	Communication Maintenance	2,612	3,000	3,000	3,000
	<b>Total Maintenance</b>	<b>2,612</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Contractual Services</b>					
520	Communications	480	480	480	480
542	Programs - Athletics	33,986	35,000	35,000	48,500
550	Dues & Fees	1,590	1,600	1,600	1,600
551	Permits & Licenses	143	150	150	150
570	Education and Training	1,072	1,125	1,087	1,010
	<b>Total Contractual Services</b>	<b>37,271</b>	<b>38,355</b>	<b>38,317</b>	<b>51,740</b>
<b>Materials &amp; Supplies</b>					
604	First Aid Supplies	233	300	300	300
	<b>Total Materials &amp; Supplies</b>	<b>233</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Capital Outlay</b>					
905	Machinery & Equipment	-	23,000	21,881	-
	<b>Total Capital Outlay</b>	<b>-</b>	<b>23,000</b>	<b>21,881</b>	<b>-</b>
	<b>Department Total</b>	<b>258,667</b>	<b>290,001</b>	<b>236,445</b>	<b>257,086</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## Enterprise Fund

## Description

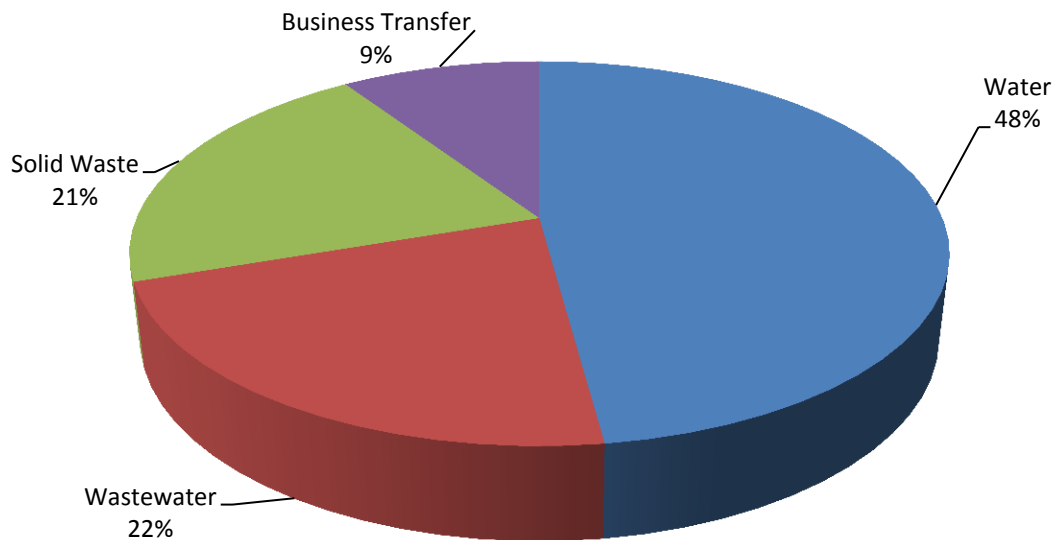
The Enterprise Fund accounts for the operations of the City's water, wastewater and solid waste services. Water sales for the enterprise fund make up 48% of total revenues. Wastewater and Solid Waste services make up 29% and 22% respectively. The Enterprise Fund is different from the General Fund, in that each resident pays direct user charges and billing is based on individual consumption and/or service. As a result, each resident pays only for utility services which they individually consume. Because of this characteristic, the utility operations provided by the City are similar to those found in the private sector.

Large-scale capital improvements that benefit the Enterprise Fund, such as SCADA, wastewater treatment and lift station improvements are included in the Capital Improvement Program. In recognition of the cost incurred by the Debt Service Fund in the past on behalf of the Enterprise Fund, an annual contribution of \$950,000 toward the retirement of this debt is transferred from the Enterprise Fund to the Debt Service Fund.

The City's Enterprise Fund includes full garbage and curbside. The City maintains all wastewater and water facilities. The City receives 50% of its water from the City of Houston and the other 50% from ground water.

The Enterprise Fund transfers \$624,000 in overhead costs to the General Fund. This amount has increased \$124,000 since it was first implemented in 2002. The Revenue Team reevaluated this costs based on a Personnel Shared Method.

## Enterprise Expenditures by Department





FY 2016

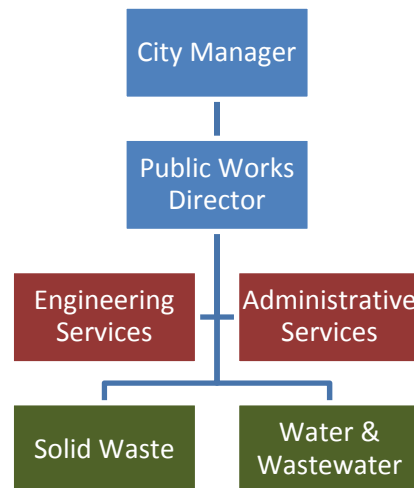
## Public Works

## Why Statement

Solid Waste Division:

The Solid Waste Division of the Public Works Department is responsible for providing cost-efficient and environmentally conscious collection, transportation, and disposition of solid waste, recyclable items, along with limbs and brush generated in the city.

## Reporting Relationships



## Base Level Services

- Plans, organizes and provides overall direction and management and is responsible for management of design and construction
- Provides administrative and data processing support

Solid Waste

- Regular collection of household garbage, yard waste, brush, and recycling materials

Water & Wastewater

- Provide overall maintenance and repair to the sanitary sewer collection
- Operate and provide maintenance to the Wastewater Treatment Plant and Lift Stations in compliance with EPA and TCEQ standards, rules and regulations. To ensure daily operations meet plant permit and National Pollution Discharge Elimination System (NPDES) parameters
- Provide overall maintenance and repair of the water distribution system
- Ensure a continuous supply of potable water



FY 2016

Finance

### Reporting Relationships

Assistant City  
Manager

Chief Financial  
Officer

Utility Billing

### Base Level Services

- Prepare paper or E-bills to be mailed monthly
- Collect, record, and deposit payments daily.
- Maintain account information and rates in Utility Program.
- Work with customers to establish, cut off, or transfer service.
- Prepare and submit work orders to Public Works to have service turned on or off or to correct meter problems daily.

## ENTERPRISE FUND SUMMARY

	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
Beginning Fund Balance	5,870,772	3,260,270	3,154,676	2,089,955
<b>Revenues</b>				
Water Sales	3,369,881	3,635,000	3,288,651	3,683,900
Waste Water Sales	2,306,693	2,290,000	2,197,409	2,270,000
Solid Waste - Garbage & Brush Pickup	1,429,482	1,434,500	1,431,782	1,675,500
Miscellaneous	125,791	105,000	115,190	108,700
<b>Total Revenues</b>	<b>7,231,847</b>	<b>7,464,500</b>	<b>7,033,032</b>	<b>7,738,100</b>
<b>Operating Expenses</b>				
Water Production	458,321	518,370	452,448	499,985
Water Distribution	447,978	643,545	591,815	584,449
Utility Billing	228,949	283,318	264,713	267,470
Surface Water	1,846,985	1,979,691	1,799,970	1,833,300
<b>Total Water</b>	<b>2,982,233</b>	<b>3,424,924</b>	<b>3,108,946</b>	<b>3,185,204</b>
Wastewater Collection	368,665	475,793	340,727	579,321
Wastewater Treatment	1,064,433	958,964	945,692	877,399
<b>Total Wastewater</b>	<b>1,433,098</b>	<b>1,434,757</b>	<b>1,286,419</b>	<b>1,456,720</b>
Solid Waste - Garbage & Brush Pickup	1,318,921	1,560,099	1,510,248	1,386,122
<b>Total Solid Waste</b>	<b>1,318,921</b>	<b>1,560,099</b>	<b>1,510,248</b>	<b>1,386,122</b>
Business Enterprise Transfer to General Fund	500,000	500,000	500,000	624,000
<b>Total Operating Expenses</b>	<b>6,234,252</b>	<b>6,919,780</b>	<b>6,405,613</b>	<b>6,652,046</b>
<b>Revenues Over (Under) Expenditures</b>	<b>997,595</b>	<b>544,720</b>	<b>627,419</b>	<b>1,086,054</b>
<b>Non-Operating Revenues</b>				
Transfer In		125,000	125,000	
Interest Income	6,864	7,000	7,860	8,500
<b>Total Non-Operating Revenues</b>	<b>6,864</b>	<b>132,000</b>	<b>132,860</b>	<b>8,500</b>
<b>Transfers Out/Other</b>				
Transfer to Debt Service Fund	(950,000)	(950,000)	(950,000)	(950,000)
Contingency	(23,555)	(15,000)	(15,000)	(17,100)
Transfer to Capital Improvement Program	(1,997,000)	(945,000)	(860,000)	(530,000)
Transfer to Vehicle, Equipment Replacement Fund	(750,000)			(357,000)
<b>Total Transfers Out</b>	<b>(3,720,555)</b>	<b>(1,910,000)</b>	<b>(1,825,000)</b>	<b>(1,854,100)</b>
<b>FY2016 Proposed Budget Enhancements</b>				<b>209,000</b>
<b>Total Expenses</b>	<b>9,954,807</b>	<b>8,829,780</b>	<b>8,230,613</b>	<b>8,715,146</b>
<b>Total Ending Fund Balance</b>	<b>3,154,676</b>	<b>2,026,990</b>	<b>2,089,955</b>	<b>1,121,410</b>
<b>Fund Balance Percentage</b>	<b>32%</b>	<b>23%</b>	<b>25%</b>	<b>13%</b>
<b>60 Day Fund Balance Requirement</b>	<b>1,039,042</b>	<b>1,153,297</b>	<b>1,067,602</b>	<b>1,108,674</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## ENTERPRISE FUND EXPENDITURE COMBINED LINE ITEMS

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	790,646	1,037,924	868,184	1,166,496
105	Incentive pay	-	6,500	1,000	7,200
110	PT Employees	-	-	-	-
120	Overtime	82,102	37,000	77,152	39,600
125	Call Out Pay	5,284	8,200	7,000	9,100
130	Longevity	10,206	9,694	9,597	7,532
140	Sick Leave Buy Back	2,353	-	2,284	3,213
<b>Total Salaries</b>		<b>890,591</b>	<b>1,099,318</b>	<b>965,217</b>	<b>1,233,141</b>
<b>Benefits</b>					
210	Group Health Insurance	163,252	228,389	174,213	235,262
211	Health Savings Account	-	-	-	22,100
215	Group Dental Insurance	4,356	7,429	4,944	6,323
217	Group Life Insurance	3,857	5,335	3,954	5,322
220	Disability Insurance	2,044	5,409	2,478	3,583
230	Medicare/Social Security	12,378	16,012	14,012	18,213
240	Retirement Contributions	204,795	245,904	222,428	256,046
250	Unemployment Compensation	-	-	-	-
260	Workers Compensation	24,664	23,576	26,429	31,926
270	Other Employment Benefits	-	-	-	-
<b>Total Benefits</b>		<b>415,346</b>	<b>532,054</b>	<b>448,458</b>	<b>578,775</b>
<b>Total Personnel &amp; Benefits</b>		<b>1,305,937</b>	<b>1,631,372</b>	<b>1,413,675</b>	<b>1,811,916</b>
<b>Professional Services</b>					
323	Engineers, Architects, Arborists, Planners	27,440	79,850	79,850	80,400
324	Other Professional	488	800	1,000	1,000
340	Contracts	5,840	6,000	6,000	6,000
341	Meter Reading	55,573	100,000	75,571	76,800
342	Trash Hauls	286,707	307,850	305,200	329,200
343	Other Technical Services	65,979	65,000	62,500	61,500
344	Contract Labor	320,124	139,500	291,000	110,700
<b>Total Professional Services</b>		<b>762,151</b>	<b>699,000</b>	<b>821,121</b>	<b>665,600</b>
<b>Maintenance</b>					
410	CTS Maintenance	-	2,500	1,700	2,500
411	Vehicle Maintenance	211,151	187,200	224,200	211,200
412	Communication Maintenance	-	-	-	-
413	Machinery & Equipment Maintenance	2,760	9,250	7,250	9,500
414	Other Maintenance	44,482	5,250	2,750	5,500
415	Generator Maintenance	-	-	-	40,000
420	Building Maintenance	59,564	120,500	105,500	74,000
421	HVAC Maintenance	-	3,500	3,500	3,600
422	Ground Maintenance	9,945	21,000	21,000	21,000
433	Sanitary Sewer	32,799	33,000	33,000	33,000
434	Water Main Maintenance	137,908	156,300	156,300	145,000
435	Water Well Maintenance	118,836	86,800	86,800	85,000
436	Lift Station Maintenance	42,369	36,650	46,000	37,000
437	Treatment Plant Maintenance	242,493	69,000	75,000	69,700
461	Rental of Equipment	4,001	12,500	11,500	12,800
<b>Total Maintenance</b>		<b>906,308</b>	<b>743,450</b>	<b>774,500</b>	<b>749,800</b>
<b>Contractual Services</b>					
510	Risk Management	68,414	78,031	58,758	75,950
520	Communications	20,344	27,120	28,640	27,280
521	Mobile Communications	-	-	-	-

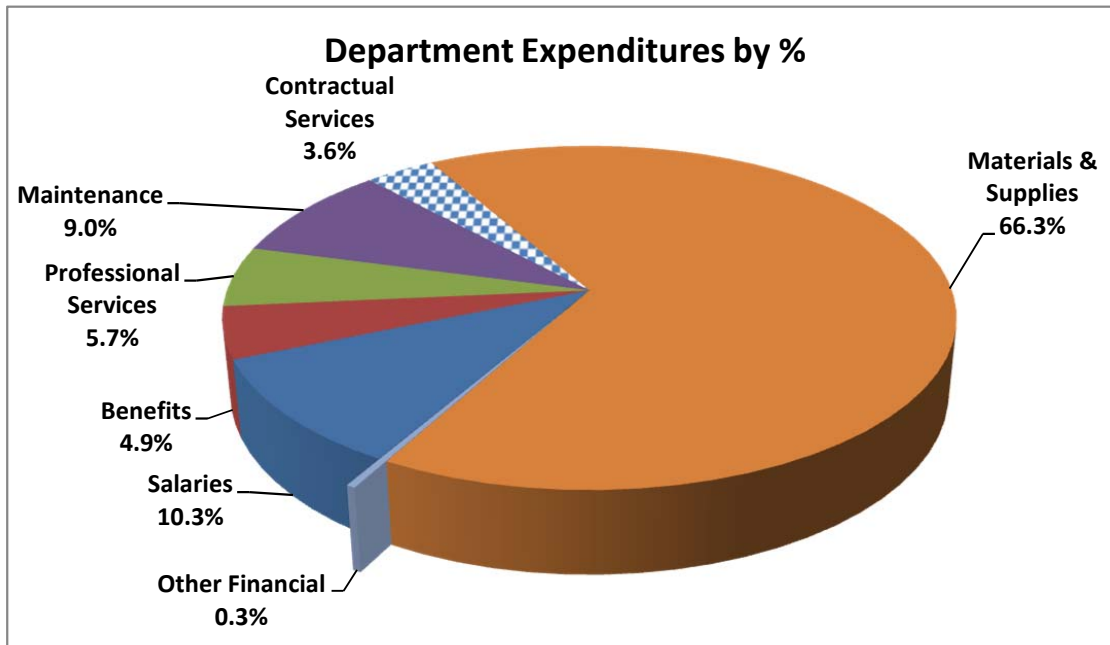


## ENTERPRISE FUND EXPENDITURE COMBINED LINE ITEMS

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
522	Postage	39,228	40,000	39,000	40,000
530	Adver. & Official Notify.	2,915	3,100	3,100	3,700
550	Dues & Fees	111	292	222	400
551	Permits & Licenses	55,889	61,804	60,532	62,500
560	Travel, Mileage, Vehicle Allowance	4,895	3,700	3,450	3,700
570	Education and Training	7,191	11,800	9,500	11,800
<b>Total Contractual Services</b>		<b>198,987</b>	<b>225,847</b>	<b>203,202</b>	<b>225,330</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	4,074	7,700	7,900	8,000
601	CTS Supplies	3,342	4,650	500	4,800
602	Small Tools & Minor Equipment	25,381	38,820	35,795	39,200
603	Janitorial and Cleaning	167	950	750	1,000
604	First Aid Supplies	1,480	1,850	1,850	1,900
605	Vehicles Supplies	5,011	6,250	5,950	8,800
610	Operating Supplies	12,355	11,800	12,500	9,400
611	Garbage Bags	81,426	85,000	10,000	85,000
612	Chemicals	54,678	56,500	56,500	57,200
618	Recycling Bins/Supplies	11,795	22,500	20,000	15,000
620	Natural Gas	308	350	350	400
621	Electricity	390,318	444,000	380,000	387,000
625	Fuel	112,724	118,000	92,000	112,800
650	Uniforms/Wearing Apparel	11,833	13,050	12,250	13,100
660	Surface Water Purchases	1,733,487	1,796,916	1,618,000	1,650,000
661	Ground Water Credits	102,548	170,775	170,770	170,800
<b>Total Materials &amp; Supplies</b>		<b>2,550,927</b>	<b>2,779,111</b>	<b>2,425,115</b>	<b>2,564,400</b>
<b>Financial Services/Other</b>					
710	Banking Charges	-	1,000	1,000	1,000
711	Credit Card Fees	9,942	10,000	10,000	10,000
<b>Total Financial Services</b>		<b>9,942</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
<b>Capital Outlay</b>					
905	Machinery & Equipment	-	125,000	125,000	-
906	Vehicles	-	205,000	132,000	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>330,000</b>	<b>257,000</b>	<b>-</b>
<b>Enterprise Sub Total</b>		<b>5,734,252</b>	<b>6,419,780</b>	<b>5,905,613</b>	<b>6,028,046</b>
740	Transfers Out*	4,697,000	2,895,000	2,310,000	2,461,000
745	Contingency	23,555	15,000	15,000	17,100
FY2016 Proposed Budget Enhancements					209,000
Audit Entries		(279,623)	-	-	-
<b>Enterprise Fund Totals</b>		<b>10,175,184</b>	<b>9,329,780</b>	<b>8,230,613</b>	<b>8,715,146</b>
<b>* Transfers Out Includes</b>					
Business Transfer to General Fund		624,000			
Debt Transfer		950,000			
Vehicle Replacement Annual		357,000			
Capital Improvement Program		530,000			
Contingency		17,100			
Enhancements		209,000			
		<u>2,687,100</u>			

**WATER BUDGET SUMMARY**  
**(UTILITY BILLING, WATER PRODUCTION & DISTRIBUTION AND SURFACE WATER)**

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Expenditure Summary</b>					
	Salaries	184,533	324,502	294,132	328,695
	Benefits	84,809	146,711	130,045	154,859
	Professional Services	149,633	205,950	201,521	180,900
	Maintenance	330,497	307,400	298,900	285,200
	Contractual Services	103,986	112,450	110,408	113,650
	Materials & Supplies	2,118,833	2,316,911	2,062,940	2,110,900
	Other Financial	9,942	11,000	11,000	11,000
	<b>Total Expenditures</b>	<b>2,982,233</b>	<b>3,424,924</b>	<b>3,108,946</b>	<b>3,185,204</b>



## UTILITY BILLING BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	78,849	81,733	81,781	84,688
120	Overtime	843	2,500	681	1,500
130	Longevity	648	744	744	840
140	Sick Leave Buy Back	-	-	-	-
<b>Total Salaries</b>		<b>80,340</b>	<b>84,977</b>	<b>83,206</b>	<b>87,028</b>
<b>Benefits</b>					
210	Group Health Insurance	13,722	8,484	20,118	13,810
211	Health Savings Account	-	-	-	1,300
215	Group Dental Insurance	436	540	396	395
217	Group Life Insurance	379	396	370	383
220	Disability Insurance	201	400	194	201
230	Medicare/Social Security	1,128	1,185	1,169	1,259
240	Retirement Contributions	18,043	19,451	18,779	18,402
260	Workers Compensation	56	185	210	192
<b>Total Benefits</b>		<b>33,965</b>	<b>30,641</b>	<b>41,236</b>	<b>35,942</b>
<b>Total Personnel &amp; Benefits</b>		<b>114,305</b>	<b>115,618</b>	<b>124,442</b>	<b>122,970</b>
<b>Professional Services</b>					
340	Contracts	5,840	6,000	6,000	6,000
341	Meter Reading	55,573	100,000	75,571	76,800
<b>Total Professional Services</b>		<b>61,413</b>	<b>106,000</b>	<b>81,571</b>	<b>82,800</b>
<b>Maintenance</b>					
410	CTS Maintenance	-	1,700	1,700	1,700
<b>Total Maintenance</b>		<b>-</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>
<b>Contractual Services</b>					
522	Postage	39,228	40,000	39,000	40,000
530	Adver. & Official Notify.	293	-	-	-
570	Education and Training	1,771	2,000	2,000	2,000
<b>Total Contractual Services</b>		<b>41,292</b>	<b>42,000</b>	<b>41,000</b>	<b>42,000</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	1,997	5,000	5,000	5,000
601	CTS Supplies	-	2,000	-	2,000
<b>Total Materials &amp; Supplies</b>		<b>1,997</b>	<b>7,000</b>	<b>5,000</b>	<b>7,000</b>
<b>Financial Services/Other</b>					
710	Banking Charges	-	1,000	1,000	1,000
711	Credit Card Fees	9,942	10,000	10,000	10,000
<b>Total Financial Services</b>		<b>9,942</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
<b>Department Total</b>		<b>228,949</b>	<b>283,318</b>	<b>264,713</b>	<b>267,470</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## WATER PRODUCTION BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	(309)	-	-	35,234
105	Incentive	-	-	-	300
120	Overtime	-	-	-	1,000
125	Call Out/On Call Pay	-	-	-	500
<b>Total Salaries</b>		<b>(309)</b>	<b>-</b>	<b>-</b>	<b>37,034</b>
<b>Benefits</b>					
210	Group Health Insurance	-	-	-	6,845
211	Health Savings Account	-	-	-	650
215	Group Dental Insurance	-	-	-	198
217	Group Life Insurance	-	-	-	150
220	Disability Insurance	-	-	-	150
230	Medicare/Social Security	-	-	-	511
240	Retirement Contributions	-	-	-	7,656
260	Workers Compensation	-	-	-	891
<b>Total Benefits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>17,051</b>
<b>Professional Services</b>					
323	Engineers, Architects, Arborists, Planners	3,000	15,000	15,000	20,100
343	Other Technical Services	20,013	20,000	20,000	22,000
344	Contract Labor	15,096	20,000	25,000	7,300
<b>Total Professional Services</b>		<b>38,109</b>	<b>55,000</b>	<b>60,000</b>	<b>49,400</b>
<b>Maintenance</b>					
415	Generator Maintenance	-	-	-	15,000
420	Building Maintenance	10,000	27,000	22,000	2,000
434	Water Main Maintenance	-	-	-	-
435	Water Well Maintenance	118,836	86,800	86,800	85,000
461	Rental of Equipment	-	2,000	1,000	3,200
<b>Total Maintenance</b>		<b>128,836</b>	<b>115,800</b>	<b>109,800</b>	<b>105,200</b>
<b>Contractual Services</b>					
510	Risk Management	2,384	2,950	2,950	3,000
520	Communications	19,024	20,200	23,800	20,300
530	Adver. & Official Notify.	1,529	2,000	2,000	2,500
551	Permits & Licenses	16,467	17,000	16,528	17,000
570	Education and Training	-	500	-	500
<b>Total Contractual Services</b>		<b>39,404</b>	<b>42,650</b>	<b>45,278</b>	<b>43,300</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	-	300	300	600
601	CTS Supplies	-	-	-	700
602	Small Tools & Minor Equipment	8,128	8,720	5,720	9,600
605	Vehicles Supplies	-	300	-	300
610	Operating Supplies	33	100	100	100
612	Chemicals	8,689	6,250	6,250	6,400
621	Electricity	235,181	289,000	225,000	230,000
650	Uniforms/Wearing Apparel	250	250	-	300
<b>Total Materials &amp; Supplies</b>		<b>252,281</b>	<b>304,920</b>	<b>237,370</b>	<b>248,000</b>
<b>Department Total</b>		<b>458,321</b>	<b>518,370</b>	<b>452,448</b>	<b>499,985</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## WATER DISTRIBUTION

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	89,848	227,005	178,371	190,493
105	Incentive Pay	-	3,200	1,000	3,400
120	Overtime	11,853	4,500	25,971	4,800
125	Call Out Pay	1,125	3,000	3,000	3,000
130	Longevity	1,676	1,820	2,584	2,824
140	Sick Leave Buy Back	-	-	-	116
<b>Total Salaries</b>		<b>104,502</b>	<b>239,525</b>	<b>210,926</b>	<b>204,633</b>
<b>Benefits</b>					
210	Group Health Insurance	20,748	52,197	32,593	37,584
211	Health Savings Account	-	-	-	3,900
215	Group Dental Insurance	584	1,621	788	988
217	Group Life Insurance	404	1,094	422	896
220	Disability Insurance	214	1,112	231	543
230	Medicare/Social Security	1,479	3,292	2,578	3,533
240	Retirement Contributions	23,813	51,536	46,254	49,446
260	Workers Compensation	3,602	5,218	5,943	4,976
<b>Total Benefits</b>		<b>50,844</b>	<b>116,070</b>	<b>88,809</b>	<b>101,866</b>
<b>Professional Services</b>					
323	Engineers, Architects, Arborists, Planners	17,140	20,450	20,450	20,100
343	Other Technical Services	4,270	6,000	3,500	6,600
344	Contract Labor	28,701	18,500	36,000	22,000
<b>Total Professional Services</b>		<b>50,111</b>	<b>44,950</b>	<b>59,950</b>	<b>48,700</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	15,855	22,100	22,100	22,100
412	Communication Maintenance	-	-	-	-
413	Machinery & Equipment Maintenance	527	3,000	3,000	3,000
414	Other Maintenance	44,232	5,000	2,500	5,000
434	Water Main & Paving Maintenance	137,908	156,300	156,300	145,000
461	Rental of Equipment	3,139	3,500	3,500	3,200
<b>Total Maintenance</b>		<b>201,661</b>	<b>189,900</b>	<b>187,400</b>	<b>178,300</b>
<b>Contractual Services</b>					
510	Risk Management	10,267	12,050	9,000	12,050
520	Communications	-	480	480	500
530	Adver. & Official Notify.	395	200	200	200
550	Dues & Fees	-	70	-	100
560	Travel, Mileage, Vehicle Allowance	833	500	1,750	500
570	Education and Training	845	2,500	1,500	2,500
<b>Total Contractual Services</b>		<b>12,340</b>	<b>15,800</b>	<b>12,930</b>	<b>15,850</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## WATER DISTRIBUTION

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Materials &amp; Supplies</b>					
600	Office Supplies	940	700	700	600
601	CTS Supplies	-	150	-	700
602	Small Tools & Minor Equipment	4,263	9,400	9,400	9,400
603	Janitorial & Cleaning Supplies	-	450	450	500
604	First Aid Supplies	207	300	300	300
605	Vehicles Supplies	230	250	250	300
610	Operating Supplies	943	950	1,100	1,000
612	Chemicals	-	350	350	500
625	Fuel	19,912	22,500	17,000	19,500
650	Uniforms'Wearing Apparel	2,025	2,250	2,250	2,300
<b>Total Materials &amp; Supplies</b>		<b>28,520</b>	<b>37,300</b>	<b>31,800</b>	<b>35,100</b>
<b>Department Total</b>		<b>447,978</b>	<b>643,545</b>	<b>591,815</b>	<b>584,449</b>

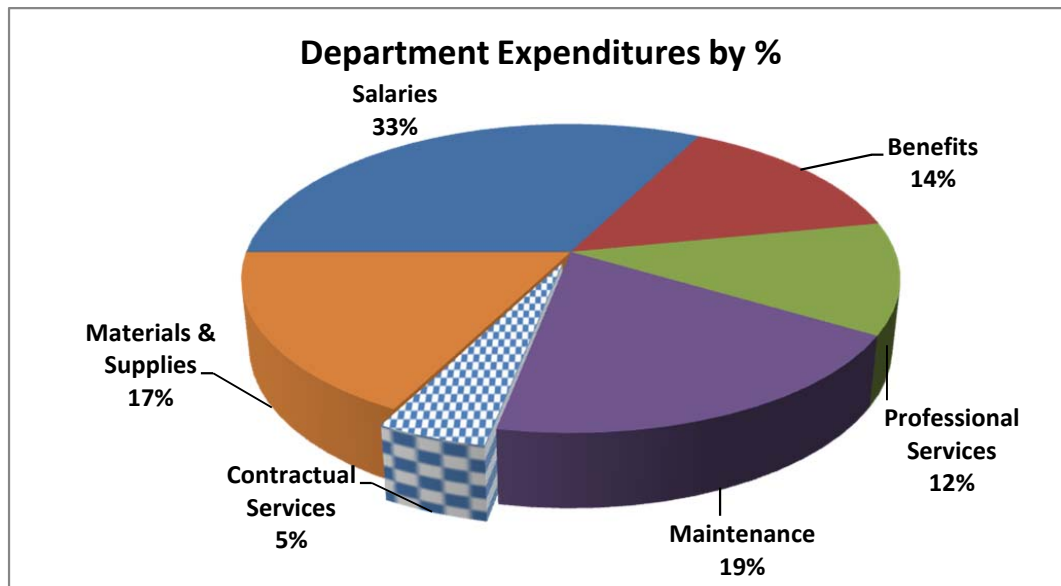
Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## SURFACE WATER

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Contractual Services</b>					
551	Permits & Licenses	10,950	12,000	11,200	12,500
	<b>Total Contractual Services</b>	<b>10,950</b>	<b>12,000</b>	<b>11,200</b>	<b>12,500</b>
<b>Materials &amp; Supplies</b>					
660	Water Purchases	1,733,487	1,796,916	1,618,000	1,650,000
661	Ground Water Credits	102,548	170,775	170,770	170,800
	<b>Total Materials &amp; Supplies</b>	<b>1,836,035</b>	<b>1,967,691</b>	<b>1,788,770</b>	<b>1,820,800</b>
	<b>Department Total</b>	<b>1,846,985</b>	<b>1,979,691</b>	<b>1,799,970</b>	<b>1,833,300</b>

**WASTEWATER BUDGET**  
**(WASTEWATER COLLECTION & WASTEWATER TREATMENT)**

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Expenditure Summary</b>					
	Salaries	408,770	453,067	330,033	474,000
	Benefits	174,966	206,120	146,225	208,720
	Professional Services	165,185	177,100	213,600	169,700
	Maintenance	390,081	280,550	290,100	284,600
	Contractual Services	54,896	66,170	56,886	66,500
	Materials & Supplies	239,200	251,750	249,575	253,200
	<b>Total Expenditures</b>	<b>1,433,098</b>	<b>1,434,757</b>	<b>1,286,419</b>	<b>1,456,720</b>





## WASTEWATER COLLECTION BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	127,021	218,546	105,600	227,557
105	Incentive Pay	-	300	-	300
120	Overtime	31,216	15,000	8,000	16,000
125	Call Out Pay	3,005	3,800	1,200	4,000
130	Longevity	1,336	1,450	724	480
140	Sick Leave Buy Back	-	-	-	528
<b>Total Salaries</b>		<b>162,578</b>	<b>239,096</b>	<b>115,524</b>	<b>248,865</b>
<b>Benefits</b>					
210	Group Health Insurance	21,255	46,385	28,450	51,393
211	<b>Health Savings Account</b>	-	-	-	5,200
215	Group Dental Insurance	723	1,621	922	1,383
217	Group Life Insurance	626	1,178	752	1,006
220	Disability Insurance	334	1,193	348	813
230	Medicare/Social Security	2,282	3,531	2,142	3,555
240	Retirement Contributions	36,806	49,591	28,000	49,446
260	Workers Compensation	4,346	4,435	5,051	4,160
<b>Total Benefits</b>		<b>66,372</b>	<b>107,934</b>	<b>65,665</b>	<b>116,956</b>
<b>Professional Services</b>					
323	Engineers, Architects, Arborists, Planners	3,550	-	-	20,100
343	Other Technical Services	18,600	15,000	15,000	6,600
344	Contract Labor	33,261	15,000	46,000	29,100
<b>Total Professional Services</b>		<b>55,411</b>	<b>30,000</b>	<b>61,000</b>	<b>55,800</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	10,466	13,000	20,000	13,000
413	Machinery & Equipment Maintenance	1,628	4,000	2,000	4,000
415	Generator Maintenance	-	-	-	-
433	Sanitary Sewer Maintenance	32,799	33,000	33,000	33,000
436	Lift Station Maintenance	-	-	-	37,000
461	Rental of Equipment	862	4,000	4,000	3,200
<b>Total Maintenance</b>		<b>45,755</b>	<b>54,000</b>	<b>59,000</b>	<b>90,200</b>
<b>Contractual Services</b>					
510	Risk Management	12,950	13,200	10,000	13,200
520	Communications	480	480	480	500
551	Permits & Licenses	666	333	333	400
560	Travel, Mileage, Vehicle Allowance	3,199	2,500	1,000	2,500
570	Education and Training	1,000	2,800	2,000	2,800
<b>Total Contractual Services</b>		<b>18,295</b>	<b>19,313</b>	<b>13,813</b>	<b>19,400</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## WASTEWATER COLLECTION BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Materials &amp; Supplies</b>					
600	Office Supplies	592	600	600	600
601	<b>CTS Supplies</b>	-	-	-	700
602	Small Tools & Minor Equipment	5,327	10,150	10,125	9,600
604	First Aid Supplies	360	550	550	600
605	Vehicles Supplies	150	500	500	500
610	Operating Supplies	518	500	800	500
612	Chemicals	-	400	400	600
621	Electricity	-	-	-	22,000
625	Fuel	10,789	9,500	9,500	9,700
650	Uniforms'Wearing Apparel	2,518	3,250	3,250	3,300
<b>Total Materials &amp; Supplies</b>		<b>20,254</b>	<b>25,450</b>	<b>25,725</b>	<b>48,100</b>
<b>Department Total</b>		<b>368,665</b>	<b>475,793</b>	<b>340,727</b>	<b>579,321</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## WASTEWATER TREATMENT BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	215,391	199,471	192,432	207,923
105	Incentive Pay	-	2,000	-	2,100
120	Overtime	25,922	10,000	17,500	11,000
125	Call Out Pay	824	1,000	1,800	1,100
130	Longevity	2,490	1,500	1,212	1,372
140	Sick Leave Buy Back	1,565	-	1,565	1,640
<b>Total Salaries</b>		<b>246,192</b>	<b>213,971</b>	<b>214,509</b>	<b>225,135</b>
<b>Benefits</b>					
210	Group Health Insurance	44,510	39,629	23,052	35,989
211	Health Savings Account	-	-	-	2,600
215	Group Dental Insurance	941	1,216	838	790
217	Group Life Insurance	986	1,042	1,010	939
220	Disability Insurance	517	1,057	505	496
230	Medicare/Social Security	3,374	3,130	3,223	3,125
240	Retirement Contributions	55,760	49,007	48,395	45,179
260	Workers Compensation	2,506	3,105	3,537	2,646
<b>Total Benefits</b>		<b>108,594</b>	<b>98,186</b>	<b>80,560</b>	<b>91,764</b>
<b>Professional Services</b>					
323	Engineers, Architects, Arborists, Planners	3,750	44,400	44,400	20,100
342	Trash Hauls	57,553	60,200	60,200	60,200
343	Other Technical Services	23,096	24,000	24,000	26,300
344	Contract Labor	25,375	18,500	24,000	7,300
<b>Total Professional Services</b>		<b>109,774</b>	<b>147,100</b>	<b>152,600</b>	<b>113,900</b>
<b>Maintenance</b>					
410	CTS Maintenance	-	800	-	800
411	Vehicle Maintenance	604	2,100	2,100	2,100
413	Machinery & Equipment Maintenance	355	2,000	2,000	2,000
415	Generator Maintenance	-	-	-	25,000
420	Building Maintenance	48,560	88,500	78,500	67,000
421	HVAC Maintenance	-	3,500	3,500	3,600
422	Ground Maintenance	9,945	21,000	21,000	21,000
436	Lift Station Maintenance	42,369	36,650	46,000	-
437	Treatment Plant Maintenance	242,493	69,000	75,000	69,700
461	Rental of Equipment	-	3,000	3,000	3,200
<b>Total Maintenance</b>		<b>344,326</b>	<b>226,550</b>	<b>231,100</b>	<b>194,400</b>
<b>Contractual Services</b>					
510	Risk Management	4,582	5,184	4,000	5,200
520	Communications	440	5,480	2,880	5,500
530	Adver. & Official Notif.	498	650	650	700

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

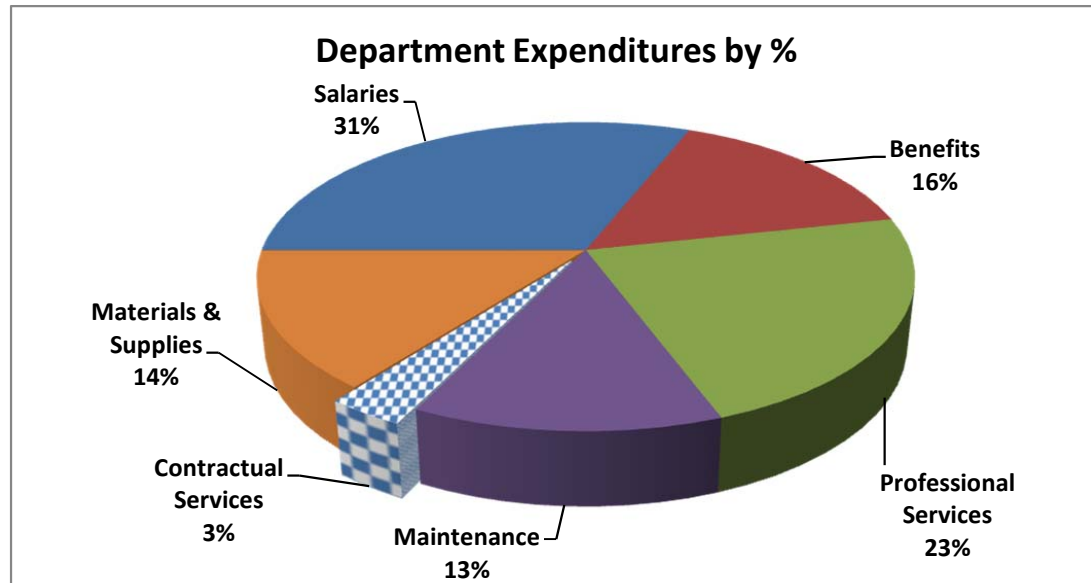
## WASTEWATER TREATMENT BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
550	Dues & Fees	111	222	222	300
551	Permits & Licenses	27,745	32,321	32,321	32,400
560	Travel, Mileage, Vehicle Allowance	765	500	500	500
570	Education and Training	2,460	2,500	2,500	2,500
<b>Total Contractual Services</b>		<b>36,601</b>	<b>46,857</b>	<b>43,073</b>	<b>47,100</b>
<b>Materials &amp; Supplies</b>					
600	Office Supplies	185	500	700	600
601	CTS Supplies	3,342	2,500	500	700
602	Small Tools & Minor Equipment	6,992	9,550	9,550	9,600
603	Janitorial/Cleaning	167	200	300	200
605	Vehicles Supplies	-	200	200	200
610	Operating Supplies	250	250	500	300
612	Chemicals	45,989	49,500	49,500	49,700
620	Natural Gas	308	350	350	400
621	Electricity	155,137	155,000	155,000	135,000
625	Fuel	3,854	5,500	5,500	5,600
650	Uniforms/Wearing Apparel	2,722	2,750	1,750	2,800
<b>Total Materials &amp; Supplies</b>		<b>218,946</b>	<b>226,300</b>	<b>223,850</b>	<b>205,100</b>
<b>Department Total</b>		<b>1,064,433</b>	<b>958,964</b>	<b>945,692</b>	<b>877,399</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## SOLID WASTE SUMMARY BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Expenditure Summary</b>					
	Salaries	297,288	321,749	341,052	430,446
	Benefits	155,571	179,223	172,188	215,196
	Professional Services	447,333	315,950	406,000	315,000
	Maintenance	185,730	155,500	185,500	180,000
	Contractual Services	40,105	47,227	35,908	45,180
	Materials & Supplies	192,894	210,450	112,600	200,300
	Capital Outlay	-	330,000	257,000	-
	<b>Total Expenditures</b>	<b>1,318,921</b>	<b>1,560,099</b>	<b>1,510,248</b>	<b>1,386,122</b>



## SOLID WASTE BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Salaries</b>					
100	Regular Employees	279,846	311,169	310,000	420,601
105	Incentive Pay	-	1,000	-	1,100
120	Overtime	12,268	5,000	25,000	5,300
125	Call Out Pay	330	400	1,000	500
130	Longevity	4,056	4,180	4,333	2,016
140	Sick Leave Buy Back	788	-	719	929
<b>Total Salaries</b>		<b>297,288</b>	<b>321,749</b>	<b>341,052</b>	<b>430,446</b>
<b>Benefits</b>					
210	Group Health Insurance	63,017	81,694	70,000	89,641
211	Health Savings Account	-	-	-	8,450
215	Group Dental Insurance	1,672	2,431	2,000	2,569
217	Group Life Insurance	1,462	1,625	1,400	1,948
220	Disability Insurance	778	1,647	1,200	1,380
230	Medicare/Social Security	4,115	4,874	4,900	6,230
240	Retirement Contributions	70,373	76,319	81,000	85,917
260	Workers Compensation	14,154	10,633	11,688	19,061
<b>Total Benefits</b>		<b>155,571</b>	<b>179,223</b>	<b>172,188</b>	<b>215,196</b>
<b>Professional Services</b>					
324	Other Professional	488	800	1,000	1,000
342	Trash Hauls	229,154	247,650	245,000	269,000
344	Contract Labor	217,691	67,500	160,000	45,000
<b>Total Professional Services</b>		<b>447,333</b>	<b>315,950</b>	<b>406,000</b>	<b>315,000</b>
<b>Maintenance</b>					
411	Vehicle Maintenance	184,226	150,000	180,000	174,000
413	Machinery & Equipment Maintenance	250	250	250	500
414	Other Maintenance	250	250	250	500
420	Building Maintenance	1,004	5,000	5,000	5,000
<b>Total Maintenance</b>		<b>185,730</b>	<b>155,500</b>	<b>185,500</b>	<b>180,000</b>
<b>Contractual Services</b>					
510	Risk Management	38,231	44,647	32,808	42,500
520	Communications	400	480	1,000	480
530	Adver. & Official Notif.	200	250	250	300
551	Permits & Licenses	61	150	150	200
560	Travel, Mileage, Vehicle Allowance	98	200	200	200
570	Education and Training	1,115	1,500	1,500	1,500
<b>Total Contractual Services</b>		<b>40,105</b>	<b>47,227</b>	<b>35,908</b>	<b>45,180</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## SOLID WASTE BUDGET

Acct Code	Description	FY2014 Actuals	FY2015 Adopted	FY2015 Projections	FY2016 Proposed
<b>Materials &amp; Supplies</b>					
600	Office Supplies	360	600	600	600
602	Small Tools & Minor Equipment	671	1,000	1,000	1,000
603	Janitorial/Cleaning	-	300	-	300
604	First Aid Supplies	913	1,000	1,000	1,000
605	Vehicles Supplies	4,631	5,000	5,000	7,500
610	Operating Supplies	10,611	10,000	10,000	7,500
611	Garbage Bags	81,426	85,000	10,000	85,000
618	Recycling Bins/Supplies	11,795	22,500	20,000	15,000
625	Fuel	78,169	80,500	60,000	78,000
650	Uniforms'Wearing Apparel	4,318	4,550	5,000	4,400
<b>Total Materials &amp; Supplies</b>		<b>192,894</b>	<b>210,450</b>	<b>112,600</b>	<b>200,300</b>
<b>Capital Outlay</b>					
905	Machinery & Equipment	-	125,000	125,000	-
906	Vehicles	-	205,000	132,000	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>330,000</b>	<b>257,000</b>	<b>-</b>
<b>Department Total</b>		<b>1,318,921</b>	<b>1,560,099</b>	<b>1,510,248</b>	<b>1,386,122</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## Vehicle Replacement Fund

G.1.c.b

## Description

In FY2015 a Vehicle and Equipment and Replacement Team was put in place. The purpose of that team was to develop a Vehicle/Equipment Management & Maintenance Plan to address the various aspects of owning, operating, repairing, replacing, and disposing of vehicles and equipment. A complete review of current inventories was performed. The team which included a representative from each department discussed replacement plans, possible utilization of alternative fuel-powered vehicles, as well as current approaches to maintenance. The team accomplished their goal to develop standard approaches within a defined plan/program for activities associated with vehicle/equipment (fleet) management and maintenance to include considerations of financial, regulatory, and operational needs.

The program establishes a basis for staff budgetary recommendations, addresses backlog, maintenance costs, standards and develops a stable five year forecast.

The policy helps to guide a funding approach and provides structured internal decision making. The replacement schedule/forecast develops a budget based on estimated life. The policy develops a purpose, roles and responsibilities, fleet inventory, standards for lifecycles, funding of fleet assets, unplanned/unscheduled vehicle & equipment purchases, purchasing/acquisition/surplus of fleet assets, annual fleet budget request procedures and “after life” uses.

The team developed an inventory by department, category, life cycle and replacement costs.

The FY2016 budget reflects proposed expenditures of \$695,000 in the general fund and \$230,000 the enterprise funded vehicles. We are behind in our purchases for FY2016 so a portion of the normal “catch up” amount is being used to fund these vehicles.

In this fund we are funding current year purchases as well as a “catchup” amount for future year purchases. This five year plan is designed to establish full funding in the vehicle replacement fund.

Year	FY2016	FY2017	FY2018	FY2019	FY2020
General Annual Fund Contribution	\$551,000	\$551,000	\$551,000	\$551,000	\$551,000
General Fund Annual Catchup	\$515,000	\$460,000	\$425,000	\$300,000	\$220,000
<b>Totals</b>	<b>\$1,066,000</b>	<b>\$1,011,000</b>	<b>\$976,000</b>	<b>\$851,000</b>	<b>\$771,000</b>
Enterprise Annual Fund Contribution	\$357,000	\$357,000	\$357,000	\$357,000	\$357,000
Enterprise Fund Annual Catchup	\$174,000	\$174,000	\$165,000	\$155,000	\$161,000
<b>Totals</b>	<b>\$531,000</b>	<b>\$531,000</b>	<b>\$522,000</b>	<b>\$512,000</b>	<b>\$518,000</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



VEHICLE REPLACEMENT FUND			
	FY2015 Adopted	FY2015 Projected	FY2016 Proposed
Beginning Fund Balance	0	0	0
<b>REVENUES</b>			
General Fund Annual Contribution			695,000
General Fund Catchup			371,000
Enterprise Annual Contribution			520,000
Enterprise Fund Catchup			11,000
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>1,597,000</b>
<b>EXPENDITURES</b>			
Development Services			25,000
Parks, Recreation & Facilities			50,000
Police			300,000
Fire			55,000
Streets & Drainage			265,000
Solide Waste			290,000
Water & Wastewater			230,000
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>1,215,000</b>
<b>Total - Current Available Resources over/(under) Current Expenditures</b>			<b>382,000</b>
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>382,000</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## FY2016 Proposed Vehicle Replacement Schedule

Dept.	Division	Unit #	Year	Repl. Cost	Exp. Life	Annual	2016 Rem. Life	Initial FY2016 Contrib.
<b>Dev Svcs</b>	Building Inspections	507CD	2001	\$25,000	8	\$3,156	-7	25,000
<b>Fire</b>	Fire Marshall	496F	2001	\$55,000	15	\$3,703	0	55,000
<b>Police</b>	Patrol	601P	2012	\$55,000	3	\$18,517	-1	55,000
<b>Police</b>	Patrol	602P	2012	\$55,000	3	\$18,517	-1	55,000
<b>Police</b>	Patrol	603P	2012	\$55,000	3	\$18,517	-1	55,000
<b>Police</b>	Command/Assigned	540P	2005	\$45,000	7	\$6,493	-4	45,000
<b>Police</b>	Command/Assigned	541P	2005	\$45,000	7	\$6,493	-4	45,000
<b>Police</b>	Command/Assigned	565P	2007	\$45,000	7	\$6,493	-2	45,000
<b>PR&amp;F</b>	Facilities-Project Mgmt	419PR	1993	\$25,000	10	\$2,525	-13	25,000
<b>PR&amp;F</b>	Parks-Aquatics	514PR	2002	\$25,000	10	\$2,525	-4	25,000
<b>PW</b>	Streets & Drainage	552	2006	\$80,000	10	\$8,080	0	80,000
<b>PW</b>	Streets & Drainage	400	1992	\$160,000	10	\$16,160	-14	160,000
<b>PW</b>	Streets & Drainage	543	2005	\$25,000	8	\$3,156	-3	25,000
<b>General Fund Subtotal</b>								<b>695,000</b>
<b>PW</b>	Solid Waste	547	2006	\$265,000	9	\$29,739	-1	265,000
<b>PW</b>	Solid Waste	483	2000	\$25,000	8	\$3,156	-8	25,000
<b>Enterprise Fund-SW Subtotal</b>								<b>290,000</b>
<b>PW</b>	Wastewater Coll.	503	2001	\$180,000	7	25,971	-8	180,000
<b>PW</b>	Wastewater Coll.	535	2004	\$25,000	8	3,156	-4	25,000
<b>PW</b>	Water Prod.	524	2003	\$25,000	8	3,156	-5	25,000
<b>Enterprise Fund-W&amp;WW Subtotal</b>								<b>230,000</b>
<b>TOTAL</b>								<b>1,215,000</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## Capital Improvement Program

### Description

The Five Year Capital Improvement Plan includes all Capital Project Funds – these funds are used to account for the expenditures of resources accumulated from the sale of bonds and related interest earnings for capital improvement projects. The capital projects funds include the capital improvement fund, which accounts for those projects funded by the operating funds (general and enterprise funds); the capital bond fund, which includes those projects funded by bond proceeds and the metro fund.

#### CIP Development Process

Development of the CIP is a process that includes various inputs. As a general statement there are several staff members that worked closely with the consultants mentioned. The following are elements of the DRAFT CIP:

- Water Line Study performed by AARK Engineers
- Pavement Maintenance Assessment performed by AARK Engineers
- SCADA Assessment – Professional Utility Services, AARK and Klotz
- Parks Master Plan – Developed by the Bellaire Parks Board and Clark Condon Associates
- Comprehensive Plan – Developed by P&Z and Kendig Keast
- City's CIP Team – Brant Gary, Diane White, Karl Miller, John McDonald, Paul Hofmann, Linda Symank and James Andrews
- Municipal Facilities Assessment & Design – PGAL

City Ordinance Chapter 24-402 says the City Manager shall propose the DRAFT Capital Improvement Plan (CIP) to the Planning and Zoning Commission for review and comment on the consistency of the program with the adopted comprehensive plan. The Draft CIP was submitted to the Planning and Zoning Commission on April 14, 2015 and the commission submitted their comments on June 19, 2015 through the City Manager's weekly memo. In addition, the memo has been submitted with the official filing of the FY2016 budget on July 16<sup>th</sup>.

## The CIP Team development the following purpose of a City Capital Improvement Program

**Focus Attention of Community Goals & Needs** - Capital projects can be brought into line with the city's objectives, allowing projects to be prioritized based on need. Furthermore, the CIP can be used as an effective tool for achieving the goals set forth in the city's Comprehensive Plan.

**Allow for an Informed Public** - The CIP keeps the public informed about the future capital investment plans of the city and allows them to play a more active role in the process.

**Encourages More Efficient Program Administration** - By enhancing the level of communication among the various departments implementing capital improvement projects, the city is able to better coordinate efforts, avoiding duplication of efforts and potential conflicts. Work can be more effectively scheduled and available personnel and equipment can be better utilized when it is known in advance what, when, and where projects will be undertaken.

**Identify the Most Economically Sound Means of Funding Projects** - Through proper planning, the need for bond issues or other revenue production measures can be foreseen and action can be taken before the need becomes so critical that emergency financing measures are required. By fiscally constraining all five-years of the CIP, the city is able to identify projects without a viable funding source and work to put in place sources of funding.

**Enhance the City's Credit Rating** - Dramatic changes in the tax structure and bonded indebtedness can be avoided with proper planning that allows the city to minimize the impact of capital improvement projects. By keeping planned projects within the financial capabilities of the city, we are able to preserve our credit rating and make the city more attractive to business and industry.

**Help to Plan for Future Debt Issues** - The city last held a general obligation bond election in November 2013. At that time the voters approved a \$16.5 million bond package. The City's next bond election is planned for November 2017 or FY2018.

**Define the Impact of Master Plans & Studies** - Based on history, the master plans conducted by the city help to identify the path forward and define the direction for each particular discipline, whether it is thoroughfare planning, facility planning or water & wastewater planning. Through proper coordination the necessary planning will lead to successful endeavors as the city grows and the improvements identified become a necessity.

**The DRAFT Capital Improvement Plan (CIP)** is a comprehensive program that projects the capital needs of a community. It is a cyclical process that estimates the needs for a set number of years. The CIP beyond the year adopted (FY2016) does not appropriate any funds for the projects listed; it is just a guideline for planning and each year is reviewed and modified where needed. In some cases projects can be completely removed and/or revised from the plan"

**DRAFT CAPITAL IMPROVEMENT PLAN SUMMARY**  
**FY2015-FY2020**  
City of Bellaire, Texas

By Category	2016	2017	2018	2019	2020	Future	TOTAL	% of Total
Streets & Drainage	\$15,679,675	\$2,000,000	\$8,000,000	\$8,000,000	\$8,000,000	\$6,000,000	<b>\$47,679,675</b>	49%
Water & Wastewater	\$530,000	\$700,000	\$3,225,000	\$3,035,000	\$3,690,000	\$2,425,000	<b>\$13,605,000</b>	14%
Parks/Open Space & Facilities	\$95,000	\$13,020,000	\$2,471,050	\$5,220,000	\$5,491,000	\$9,100,000	<b>\$35,397,050</b>	37%
<b>TOTALS</b>	<b>\$16,304,675</b>	<b>\$15,720,000</b>	<b>\$13,696,050</b>	<b>\$16,255,000</b>	<b>\$17,181,000</b>	<b>\$17,525,000</b>	<b>\$96,681,725</b>	100%

By Funding Source	2016	2017	2018	2019	2020	Future	TOTAL	% of Total
Total General Fund CIP	\$2,834,675	\$2,360,000	\$3,171,050	\$2,270,000	\$2,821,000	\$0	\$13,456,725	14%
Total Enterprise Fund CIP	\$530,000	\$700,000	\$150,000	\$285,000	\$940,000	\$0	\$2,605,000	3%
Existing Bond Authority	\$7,940,000	\$12,560,000					\$20,500,000	
New Bond Authority	\$0	\$0	\$9,375,000	\$13,250,000	\$8,750,000	\$8,425,000	\$39,800,000	41%
Other	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$5,000,000	5%
Unfunded	\$0	\$100,000	\$1,000,000	\$450,000	\$4,670,000	\$9,100,000	\$15,320,000	
<b>TOTALS</b>	<b>\$16,304,675</b>	<b>\$15,720,000</b>	<b>\$13,696,050</b>	<b>\$16,255,000</b>	<b>\$17,181,000</b>	<b>\$17,525,000</b>	<b>\$96,681,725</b>	100%

City of Bellaire FY2016 Proposed Capital Projects		
Location	Project Description	FY2016
<b>General Fund CIP</b>		
	<b>Beginning Balance (Includes GF Cash/RBB/ROW/METRO)</b>	1,978,406
	<b>Transfer in From General Fund</b>	190,000
	<b>Transfer in From General Fund for Pavement Maintenance Program</b>	800,000
	<b>METRO Revenue for Pavement Maintenance Program</b>	1,200,000
	<b>Total Resources</b>	<b>4,168,406</b>
Public Works Service Center	<b>Public Works Facilities Assessment</b> -Update facility assessment of the Public Works and Waste Water buildings. The assessment will assess mechanical equipment, roof condition, interior and exterior walls, program space, accessibility, current and future needs and storage. The assessment will also address a potential water barrier system for the two facilities. The last assessment took place in 2007 and due to the age and condition of both buildings, a new assessment is requested.	25,000
City Wide	<b>1604 - ROW Analysis, Integration &amp; Planning</b> - The intent of this Study is to determine how the existing City of Bellaire Right of Way (ROW) is currently being used, and whether that accomplishes its "highest and best use", as well as how an alternative transportation plan could overlay within these ROWs. Specific attention should be paid with regard to the residential character of the City of Bellaire with both existing condition observations and any proposed plans or recommendations. Due to the unique physical siting of the City of Bellaire being completely surrounded by other Cities, coordination with other groups will be important and recommendations should support synergies between agencies were practical.	50,000
City Wide	<b>1605 -Storm Water Drainage Plan</b> -Engineering study will use existing SWMM models developed of the City of Bellaire's main N/S drainage arterials in consort with state of the art 2-D models along with data obtained in the field immediately after the May 25-26th storm to evaluate and identify ponding and overland flow problem areas. Capital Improvement Projects to improve drainage and flooding occurrence based on different rainfall amounts and durations will be determined on a conceptual level with associated costs. A matrix of the potential flooding events with respect to intensity of rain and the improvements required to provide the desired level of service will be developed. This matrix should aid the City in pursuing potential funding partners from outside agencies to include FEMA, Texas Water Development Board, the Harris County Flood Control District and TxDOT. In addition, the City's Flood Hazard Mitigation Plan will be updated with this effort.	45,000
City Wide	<b>Playgrounds, Shade Structures</b> - Provide annual funding to address replacement and/or purchase of new playground and shade structures.	70,000
City Wide	<b>1601 - Pavement Maintenance Program</b> - The City of Bellaire's Pavement Maintenance Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. The City's goal is to bring the streets maintained by the City up to an acceptable level of service and keep them there through an aggressive and comprehensive maintenance program.	2,030,618
City Wide	<b>Street Reconstruction</b> - Last Phase of Rebuild Bellaire - Cash portion for the funding of the last phase of Rebuild Bellaire - Requesting Bond Issuance in July of 2015. Bond portion is \$7,940,000. This will be the last authorized issuance for street reconstruction projects. RBB Cash. Total available for this project if Bonds are issued will be \$8,554,057.	614,057
	<b>Total General Fund CIP</b>	<b>2,834,675</b>
	<b>Total Ending Balance</b>	<b>1,333,731</b>

City of Bellaire FY2016 Proposed Capital Projects		
Location	Project Description	FY2016
<b>Enterprise Fund CIP</b>		
<b>Beginning Balance</b>		<b>0</b>
<b>Transfer in From Enterprise Fund</b>		<b>530,000</b>
<b>Total Resources</b>		<b>530,000</b>
City Wide	<b>1606-City Wide SCADA</b> - With the completion of Phase I, the City will have completed a Needs Assessment, some minor upgrades and repairs, and a SCADA System Master Plan. This Master Plan will outline the next phases of the SCADA System Upgrades Project. Phase II is scheduled to begin in FY16 and end in FY17. This phase will address SCADA connections to the 3 City water plants, the 3 remote lift stations, and the City wastewater treatment plant. Phase III is tentatively scheduled for FY20 and will see further upgrades to the City's SCADA System such as connectivity to other City infrastructure, and performing equipment upgrades. No further phases of this project are planned for at this time.	150,000
City Wide	<b>1607 - Wastewater Collection Line Replacement</b> - Includes approximately 4,500 linear feet of wastewater line replacement spread over a five year period. This effort is currently proposed to occur over the next five years in four equally distributed projects. The planned approach will be to design a project in one year and construct it the next. The annual projects will be developed using a prioritization derived from the most recent condition assessment as well as operational issues along the way. No further phases are being assumed at this time.	20,000
Renwick	<b>1608 - Rehabilitation of the Renwick Ground Storage Tank</b> - This project involves the blasting and recoating of the 1,000,000 gallon water storage tank on Renwick. A recent inspection indicated that this tank is in need of this rehabilitation work in order to preserve the functionality of the tank. Design and preliminary work will take place in the first year followed by implementation the next.	55,000
City Wide	<b>1609 - The Wendell Lift Station and Bellaire Lift Stations</b> - have been evaluated and inspected for possible rehabilitation efforts. Phase I occurred in FY15 involves pump and controller upgrades at the Bellaire and Wendell Lift Station. Phase II in FY16 involves the rehabilitation of the Wendell Lift Station's wet well basin. Phase III in FY20 involves the rehabilitation of the Bellaire Lift Station's wet well.	55,000
Public Works Service Center	<b>1610 - Wastewater System Upgrades</b> - This project includes a variety of repairs and upgrades needed for the City's Wastewater System. The following items are included in the project budget: Replace MCC in Belt Press Room at WWTP, Replace Return Activated Sludge Pump at WWTP, Replace Aeration Blower at WWTP, Bellaire & Rice Lift Station Mobile Generator Improvements, Infiltration & Inflow Wastewater System Assessment, Sludge Handling Assessment & Improvements, Professional Services/Project Contingency.	250,000
<b>Total Enterprise Fund CIP</b>		<b>530,000</b>
<b>Total Ending Balance</b>		<b>0</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

City of Bellaire FY2016 Proposed Capital Projects		
Location	Project Description	FY2016
	<b>Other</b>	5,000,000
	<b>Total Resources</b>	5,000,000
	<b>Other Funding</b>	
UVT	UVT Infrastructure - Replacement and improvement streets & drainage. Continue transformation of RDD.	5,000,000
	<b>Total UVT Infrastructure</b>	5,000,000
	<b>Total Ending Balance</b>	
	<b>Existing Bond Authority (2013 Bonds and Remaining Rebuild Bellaire)</b>	
	<b>Beginning Balance (Council authorize in July 2015, funds in bank before September 30)</b>	20,500,000
	<b>Total Resources</b>	20,500,000
Bellaire Town Square	<b>1503-Bellaire Town Square Municipal Buildings</b> -Construction of new police station, new City Hall/Courts and new Civic Center.	0
City Wide	<b>Street Reconstruction</b> - Last Phase of Rebuild Bellaire - Requesting Bond Issuance in July of 2015. Bond portion is \$7,940,000. This will be the last authorized issuance for street reconstruction projects. RBB Cash. This project is also supplemented by the last remaining funds of the RBB cash commitment by \$614,057 for a total project of \$8,554,057.	7,940,000
	<b>Total Existing Bond Authority</b>	7,940,000
	<b>Total Ending Balance</b>	12,560,000
	<b>Total CIP Resources</b>	30,198,406
	<b>Total CIP Projects</b>	16,304,675
	<b>Total Ending Balances</b>	13,893,731

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	Future	Totals
<b>General Fund CIP</b>								
	<b>Beginning Balance (Includes GF Cash/RBB/ROW/METRO)</b>	1,978,406	1,333,731	1,193,731	382,681	532,681		
	<b>Transfer in From General Fund</b>	190,000	220,000	360,000	420,000	370,000		
	<b>Transfer in From General Fund for Pavement Maintenance Program</b>	800,000	800,000	800,000	800,000	800,000		
	<b>METRO Revenue for Pavement Maintenance Program</b>	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000		
	<b>Total Resources</b>	<b>4,168,406</b>	<b>3,553,731</b>	<b>3,553,731</b>	<b>2,802,681</b>	<b>2,902,681</b>		
Public Works Service Center	<b>Public Works Facilities Assessment</b> - Update facility assessment of the Public Works and Waste Water buildings. The assessment will include mechanical equipment, roof condition, interior and exterior walls, program space, accessibility, current and future needs and storage. The assessment will also address a potential water barrier system for the two facilities. The last assessment took place in 2007 and due to the age and condition of both buildings, a new assessment is requested.	25,000						25,000
Bellaire Family Aquatic Center	<b>Bellaire Family Aquatic Center Pool Area Improvements</b> -to include pool decking upgrades and shade structures.		150,000					150,000
City Wide	<b>1604 - ROW Analysis, Integration &amp; Planning</b> - The intent of this Study is to determine how the existing City of Bellaire Right of Way (ROW) is currently being used, and whether that accomplishes its "highest and best use", as well as how an alternative transportation plan could overlay within these ROWs. Specific attention should be paid with regard to the residential character of the City of Bellaire with both existing condition observations and any proposed plans or recommendations. Due to the unique physical siting of the City of Bellaire being completely surrounded by other Cities, coordination with other groups will be important and recommendations should support synergies between agencies were practical.	50,000						50,000
Bellaire Town Square	<b>Impound Lot Relocation and Build Out</b> - Relocate current police department impound lot to public works service center. <i>(contingent on Municipal Facilities Plan and future of public works service center availability moved from 2016 to 2018)</i>			100,000				100,000
City Wide	<b>1605 -Storm Water Drainage Plan</b> -Engineering study will use existing models developed of the City of Bellaire's main N/S drainage arterials in consort with state of the art 2-D models along with data obtained in the field immediately after the May 25-26th storm to evaluate and identify ponding and overland flow problem areas. Capital Improvement Projects to improve drainage and flooding occurrence based on different rainfall amounts and durations will be determined on a conceptual level with associated costs. A matrix of the potential flooding events with respect to intensity of rain and the improvements required to provide the desired level of service will be developed. This matrix should aid the City in pursuing potential funding partners from outside agencies to include FEMA, Texas Water Development Board, the Harris County Flood Control District and TxDOT. In addition, the City's Flood Hazard Mitigation Plan will be updated with this effort.	45,000						45,000

City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	Future	Totals
Bellaire Town Square	<b>Park Upgrades after Municipal Facilities Project</b> - Once facilities are completed landscaping and trails will be addressed within the Bellaire Town Square footprint that was impacted by the construction of the new facilities. <i>(contingent on Municipal Facilities Plan move from FY17 to FY18)</i>			100,000				100,000
Bellaire Town Square	<b>Signature Corner Design and Construction</b> - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine. Construction would fall under new bond authority funding. RBB Cash. <i>(contingent on Municipal Facilities Plan)</i>			751,050				751,050
Paseo Park	<b>Paseo Park West Expansion</b> with future relocation of transit center. ROW Restricted funding. Resolution 11-10 - Policy for Acquisition and Development of Parkland has the following restriction of use - Resoultion reads as follows: ("Development" shall be generally defined to include the purchase, delivery, installation, and other necessary expenditures associated with new park, features/equipment/benches, fields, structures and/or facilities, and infrastructure (such as, but not limited to, pathways, driveways, cabling and wiring, drinking water fountains, water features, lighting, and landscaping). Expenditures associated with the maintenance or replacement of existing park features, equipment, structures, facilities, and/or infrastructure cannot be paid for with or reimbursed from said restricted funds.)					351,000		351,000
City Wide	<b>Playgrounds, Shade Structures</b> - Provide annual funding to address replacement and/or purchase of new playground and shade structures.	70,000	70,000	70,000	70,000	70,000		350,000
Holly Street Trail	<b>Holly Street</b> - Implement Phase 2 Improvements					250,000		250,000
Joe Gaither Park	<b>Park Improvements</b> - Various improvements to the park including seating, and play equipment.			50,000				50,000
Lafayette Park/Officer Lucy Dog Park	<b>Permanent Restroom Design and Construction</b> - Restrooms would serve the Dog Park, Lafayette Park and Soccer patrons.				100,000			100,000
Loftin Park	<b>Irrigation System</b>		90,000					90,000
Signage	<b>Park Signage Master Plan</b> - <i>(Project contingent on Municipal Facilities Project.)</i>		50,000					50,000
Signage	<b>Park Signage Master Plan Implementation</b> - Future year numbers are estimates/placeholders and will be refined once the Master Plan is completed.			100,000	100,000	100,000		300,000
Ware Park	<b>Ware Park</b> - Picnic Pavilion Design and Construction					50,000		50,000
City Wide	<b>1601 - Pavement Maintenance Program</b> - The City of Bellaire's Pavement Maintenance Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. The City's goal is to bring the streets maintained by the City up to an acceptable level of service and keep them there through an aggressive and comprehensive maintenance program.	2,030,618	2,000,000	2,000,000	2,000,000	2,000,000		10,030,618

City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	Future	Totals
City Wide	<b>Street Reconstruction</b> - Last Phase of Rebuild Bellaire - Cash portion for the funding of the last phase of Rebuild Bellaire - Requesting Bond Issuance in July of 2015. Bond portion is \$7,940,000. This will be the last authorized issuance for street reconstruction projects. RBB Cash. Total available for this project if Bonds are issued will be \$8,554,057.	614,057						614,057
	<b>Total General Fund CIP</b>	<b>2,834,675</b>	<b>2,360,000</b>	<b>3,171,050</b>	<b>2,270,000</b>	<b>2,821,000</b>	-	<b>13,456,725</b>
	<b>Total Ending Balance</b>	<b>1,333,731</b>	<b>1,193,731</b>	<b>382,681</b>	<b>532,681</b>	<b>81,681</b>	-	
<b>Enterprise Fund CIP</b>								
	<b>Beginning Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>Transfer in From Enterprise Fund</b>	<b>530,000</b>	<b>700,000</b>	<b>150,000</b>	<b>285,000</b>	<b>940,000</b>		
	<b>Total Resources</b>	<b>530,000</b>	<b>700,000</b>	<b>150,000</b>	<b>285,000</b>	<b>940,000</b>		
City Wide	<b>1606-City Wide SCADA</b> - With the completion of Phase I, the City will have completed a Needs Assessment, some minor upgrades and repairs, and a SCADA System Master Plan. This Master Plan will outline the next phases of the SCADA System Upgrades Project. Phase II is scheduled to begin in FY16 and end in FY17. This phase will address SCADA connections to the 3 City water plants, the 3 remote lift stations, and the City wastewater treatment plant. Phase III is tentatively scheduled for FY20 and will see further upgrades to the City's SCADA System such as connectivity to other City infrastructure, and performing equipment upgrades. No further phases of this project are planned for at this time.	150,000	150,000			250,000		550,000
City Wide	<b>1607 - Wastewater Collection Line Replacement</b> - Includes approximately 4,500 linear feet of wastewater line replacement spread over a five year period. This effort is currently proposed to occur over the next five years in four equally distributed projects. The planned approach will be to design a project in one year and construct it the next. The annual projects will be developed using a prioritization derived from the most recent condition assessment as well as operational issues along the way. No further phases are being assumed at this time.	20,000	150,000	150,000	150,000	130,000		600,000
Bellaire Town Square	<b>Central Water Plant Electrical Upgrades</b> - This project will address some remaining electrical equipment items at the Central Plant that are in need of replacement. The main components involved include the electrical bus and motor starters for the booster pumps.				135,000	500,000		635,000
Renwick	<b>1608 - Rehabilitation of the Renwick Ground Storage Tank</b> - This project involves the blasting and recoating of the 1,000,000 gallon water storage tank on Renwick. A recent inspection indicated that this tank is in need of this rehabilitation work in order to preserve the functionality of the tank. Design and preliminary work will take place in the first year followed by implementation the next.	55,000	400,000					455,000
City Wide	<b>1609 - The Wendell Lift Station and Bellaire Lift Stations</b> - have been evaluated and inspected for possible rehabilitation efforts. Phase I occurred in FY15 involves pump and controller upgrades at the Bellaire and Wendell Lift Station. Phase II in FY16 involves the rehabilitation of the Wendell Lift Station's wet well basin. Phase III in FY20 involves the rehabilitation of the Bellaire Lift Station's wet well.	55,000				60,000		115,000

City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	Future	Totals
Public Works Service Center	<b>1610 - Wastewater System Upgrades</b> - This project includes a variety of repairs and upgrades needed for the City's Wastewater System. The following items are included in the project budget: Replace MCC in Belt Press Room at WWTP, Replace Return Activated Sludge Pump at WWTP, Replace Aeration Blower at WWTP, Bellaire & Rice Lift Station Mobile Generator Improvements, Infiltration & Inflow Wastewater System Assessment, Sludge Handling Assessment & Improvements, Professional Services/Project Contingency.	250,000						250,000
	<b>Total Enterprise Fund CIP</b>	<b>530,000</b>	<b>700,000</b>	<b>150,000</b>	<b>285,000</b>	<b>940,000</b>	<b>-</b>	<b>2,605,000</b>
	<b>Total Ending Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Follow On Rebuild Bellaire Program</b>								
	<b>Beginning Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Bond Authority (Moved all projects assuming Nov 2017 Election)</b>		<b>0</b>	<b>9,375,000</b>	<b>13,250,000</b>	<b>8,750,000</b>	<b>8,425,000</b>	
	<b>Total Resources</b>	<b>0</b>	<b>0</b>	<b>9,375,000</b>	<b>13,250,000</b>	<b>8,750,000</b>	<b>8,425,000</b>	
Bellaire Town Square	<b>Library</b> -Design Services for New Library				500,000			500,000
Bellaire Town Square	<b>Library</b> - Construction of New Library				4,000,000			4,000,000
Signage	<b>Wayfinding and Entryway Markers</b> - Provide physical improvement intended to provide visual definition including wayfinding singage. Including a possible new logo and design color scheme. Allowing both commerical and City service connection.			300,000				300,000
City Wide	<b>1602 -Street Reconstruction</b> -New Streets and Drainage Program would require New Bond Authority. <i>(Program was moved to FY2018- June 8th Workshop provided consensus of not doing a May 2016 Bond election and working towards a November 2017 Bond election.)</i>			6,000,000	6,000,000	6,000,000	6,000,000	24,000,000
City Wide	<b>Water Line Replacement Program</b> - Includes approximately 55,000 linear feet of water line replacement. This phase is currently proposed to occur over the next five years in four equally distributed projects. The planned approach will be to design a project in one year and construct it the next. The annual projects will be developed using a proritzation derived from the most recent condition assessment as well as operational issues along the way. FY2017 includes Design and construction. <i>(Program was moved to FY2018- June 8th Workshop provided consensus of not doing a May 2016 Bond election and working towards a November 2017 Bond election.)</i>			3,075,000	2,750,000	2,750,000	2,425,000	11,000,000
	<b>Total New Bond Authority</b>		<b>-</b>	<b>9,375,000</b>	<b>13,250,000</b>	<b>8,750,000</b>	<b>8,425,000</b>	<b>39,800,000</b>
	<b>Total Ending Balance</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Beginning Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Other</b>	<b>5,000,000</b>						
	<b>Total Resources</b>	<b>5,000,000</b>						

City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	Future	Totals
<b>Other Funding</b>								
UVT	UVT Infrastructure - Replacement and improvement streets & drainage. Continue transformation of RDD.	5,000,000						5,000,000
	<b>Total UVT Infrastructure</b>	<b>5,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000,000</b>
	<b>Total Ending Balance</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Existing Bond Authority (2013 Bonds and Remaining Rebuild Bellaire)</b>								
	<b>Beginning Balance (Council authorize in July 2015, funds in bank before September 30)</b>	<b>20,500,000</b>	<b>12,560,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Resources</b>	<b>20,500,000</b>	<b>12,560,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Bellaire Town Square	<b>1503-Bellaire Town Square Municipal Buildings</b> -Construction of new police station, new City Hall/Courts and new Civic Center.	0	12,560,000					12,560,000
City Wide	<b>Street Reconstruction</b> - Last Phase of Rebuild Bellaire - Requesting Bond Issuance in July of 2015. Bond portion is \$7,940,000. This will be the last authorized issuance for street reconstruction projects. RBB Cash. This project is also supplemented by the last remaining funds of the RBB cash commitment by \$614,057 for a total project of \$8,554,057.	7,940,000						7,940,000
	<b>Total Existing Bond Authority</b>	<b>7,940,000</b>	<b>12,560,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,500,000</b>
	<b>Total Ending Balance</b>	<b>12,560,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total CIP Resources</b>		<b>30,198,406</b>	<b>16,813,731</b>	<b>13,078,731</b>	<b>16,337,681</b>	<b>12,592,681</b>	<b>8,425,000</b>	
<b>Total CIP Projects</b>		<b>16,304,675</b>	<b>15,620,000</b>	<b>12,696,050</b>	<b>15,805,000</b>	<b>12,511,000</b>	<b>8,425,000</b>	<b>81,361,725</b>
<b>Total Ending Balances</b>		<b>13,893,731</b>	<b>1,193,731</b>	<b>382,681</b>	<b>532,681</b>	<b>81,681</b>	<b>0</b>	

City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	Future	Totals
Bellaire Town Square	Signature Corner Design and Construction - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine.						3,000,000	3,000,000
Bellaire Zindler Park	Bellaire Zindler Park - Upgrade / Automate Ball Field Lights & Netting						500,000	500,000
Bellaire Zindler Park	Bellaire Zindler Park - Upgrade / Automate Tennis Court Lighting						400,000	400,000
Bellaire Zindler Park	Bellaire Zindler Park - Rec. Center Renovation Design - Programming and design of key improvements to the Bellaire Recreation Center Building.					120,000		120,000
Bellaire Zindler Park	Bellaire Zindler Park - Rec Center Reno. Construction						800,000	800,000
City Wide	Trails Master Plan Implementation - Placeholder for future implementation of trail master plan.						1,500,000	1,500,000
Evergreen Park	Park Renovation Full Design - Full design of park improvements and renovations per Conceptual Design including playground, paths, pool, and parking lot.				450,000			450,000
Evergreen Park	Construction - Renovate and make various park improvements per the Conceptual and Full Design Phase findings, including playground, paths, pool and pool house, and parking lot.					2,500,000	2,000,000	4,500,000
Feld Park	Park Renovation Design - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts.					150,000		150,000
Feld Park	Construction - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts.						900,000	900,000
Mulberry Park	Replace Tennis Fencing, Upgrade / Automate Lighting					400,000		400,000
Mulberry Park	Upgrade / Automate Ball Field Lighting					500,000		500,000
Newcastle Trail	Pedestrian Trail Lights Design Services		100,000					100,000
Newcastle Trail	Pedestrian Trail Lights Implementation			1,000,000				1,000,000
Paseo Park	Trolley Esplanade Renovation - Improvements to include general and specialized lighting, sidewalks and paths, drainage, signage and interpretive graphics, and trolley area improvements.					1,000,000		1,000,000
	<b>Total Unfunded</b>	-	100,000	1,000,000	450,000	4,670,000	9,100,000	15,320,000



## CITY OF BELLAIRE

### Planning and Zoning Commission

June 10, 2015

To: Mayor and City Council  
 From: Winfred Frazier, Chairman, Planning & Zoning Commission  
 CC: John McDonald, Director of Development Services  
 Subject: Report and Recommendation on the City of Bellaire's Draft Five Year Capital Improvement Plan

Chapter 24, Planning and Zoning, Sec. 24-402, Capital Improvement Program, requires that the Planning and Zoning Commission "review and comment on the consistency of the program with the adopted comprehensive plan."

On Tuesday, April 14, 2015, Assistant City Manager, Diane White presented City's Draft Five Year Capital Improvement Plan to the Commission. Concerns and questions voiced by the Commission, during the presentation, are as follows:

- Why are the categories entitled "Facilities" and "Parks" not combined to reflect a total of \$41 million for parks?
- Is a \$5 million infrastructure project within the UV-T justifiable?
- Is a \$10 million/year proposal for street reconstruction plausible for the City?
- Is \$3 million for a signature corner attainable?
- Are the projects ranked based on priority?
- What big budget items are not included within the CIP?
- Is the CIP comprised of an authorization budget, a cash flow budget, or a mixture of the two?
- Is there a study done that measures the performance of a bond based on the amount approved and if so, is that information used to forecast future bond requests? Is historical data also used?
- How are project contingencies budgeted?
- If funding is not approved, who decides which projects move forward?
- Will changes to the new city facilities be significant enough to warrant changes to the CIP?
- What is the City's current indebtedness?

Ms. White responded to each question asked.

#### RECOMMENDATION

On June 9<sup>th</sup>, prior to their Regular Session, the Commission held a workshop to further discuss the Capital Improvement Plan. After review and deliberation during their regular meeting, the Commission felt that the following goals listed in the Comprehensive Plan should be addressed within the CIP:

- **Goal 3.1 #2-Pedestrian and Bicycle Network**
  - Redesign designated streets to emphasize pedestrian and bicycle movement and amenities
  - Install bicycle racks at key locations and buildings throughout the community
  - Prioritize intersections in the community that are heavily used by pedestrians and cyclists and implement safety improvements at intersections with the greatest safety concerns
- **Goal 3.1 #3-School Area Safety**
  - Prepare for future TxDOT Calls for Projects for the Texas Safe Routes to Schools program
- **Goal 5.2 # 1-Renewal of City Center to Provide the Small-Town Downtown Atmosphere Sought by Bellaire Residents**
  - Expand the Rebuild Bellaire Program to commercial areas, particularly to the City Center area
  - Provide physical improvements intended to present a unified image and visual definition of the City Center area. Examples include unified district identification and wayfinding signage
- **Goal 5.3 # 1-Upgrade the Quality and Appearance of Bellaire's Commercial Corridors to Match its Residential Neighborhood and Major Office Developments**
  - Design and construct signature gateway and streetscape treatments at high-profile entry points into Bellaire-**\$300,000 is currently allocated for Wayfinding and Entryway Markers. The Commission recommends including additional funding in future years.**
  - Install esplanades in place of continuous center turning lanes (e.g. on Bissonnet, South Rice Avenue) to control turning movements and increase safety and enhance corridor aesthetics through landscaping of the new esplanades

Additionally, the Commission wished to see the following items addressed within the plan:

- Clarification that the signature corner project also includes an esplanade on South Rice Avenue
- Consideration of moving the library construction up by at least one year
- The installation of increased lighting within the downtown area/throughout the City
- Economic Development-Consideration of programs that benefit the commercial areas as well as the residential

#### **VOTE OF THE COMMISSION**

**Members present and voting FOR this recommendation to City Council:**

Win Frazier, Lynne Skinner, Marc Steinberg, Dirk Stiggins, Bill Thorogood, Christopher Butler



**Members present and voting AGAINST this recommendation to City Council:**

None

**Members absent:**

Paul Simmons

A handwritten signature in black ink, appearing to read "Tim Flazie". The signature is written in a cursive, flowing style with a large initial "T" and "F".

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



FY 2016

## Special Revenue Fund

### Description

The Special Revenue Fund is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

**Contributions/Donations** – From time to time residents or businesses wish to donate to a particular cause or department. All of these funds are required to follow the process as outlined in Resolution No. 14-09 that allows the City Manager to accept donations under \$25,000. All other donations require City Council approval.

**Library Memorials** are donations made to the library in memory of someone. The donor generally requests books on subjects that mean something to the honoree. If the honoree receives a number of donations we talk to the family and decide how best to honor the person and meet the library needs (furniture, equipment). If books are purchased then a book plate honoring the deceased is placed in each book.

**Friends of the Bellaire Library** are the annual funds donated by the Friends of the Bellaire a Library based on a selection list of items presented to and approved by the membership.

**Nature Discovery Center** – The City receives “pass through” funding from Harris County for the operations of the Nature Discovery Center located in the City limits on City property.

**Art** – The City Council has established and appointed an Art Board. This board on occasion collects funds during special events for cultural art programs.

**Public Education & Government Channel (PEG)** – The City has a municipal channel and these funds can be used to enhance public education. 1% PEG Fee (Reference Chapter 66-Utilities Code)- Funds to be used to update current webstreaming and production equipment for City Wide Broadcasting.

**Public Safety LEOSE** - The Law Enforcement Officer Standards and Education Fund (LEOSE) is an account in the state treasury. The Comptroller of Public Accounts (Comptroller) collects and deposits proceeds from court costs into the account. The General Appropriations Act appropriates to the Comptroller the total amount to be distributed to local law enforcement agencies. Local agencies must use the funds to provide continuing education for law enforcement officers.

**Court Security** - Pursuant to Article 102.017 of the Texas Code of Criminal Procedure, revenues generated from this fee must be deposited into a special revenue fund. The money collected may be used only to fund court security and includes such items as metal detectors, surveillance equipment, security personnel, security hardware, security training, or other security measures.

**Court Technology** - Under Article 102.0172 of the Texas Code of Criminal Procedure. Revenues generated from this fee can only be used to fund court technology such as computer equipment, imaging systems, electronic kiosks, docket management systems, and electronic ticket writers.

**State Seizures Fund** State seizure funds are deposited into a special fund and used solely for law enforcement purposes, such as salaries and overtime pay for officers, training for officers, specialized investigative equipment and supplies, and items used by officers in direct law enforcement duties. Seizure funds are acquired through the sale of seized property that was used in commission of a crime.

CITY OF BELLAIRE RESTRICTED SPECIAL REVENUE																
	Fire Special Revenue			Police Special Revenue				RD Special Reve				Other Special Revenue				
	Total	Contri	LEOSE	Contri	LEOSE	Seized 59	Seized Assets	Contri	Memorials	Friends of Library	Contri	MC Bldg Security	MC Tech	1% PEG Fee	Nature Discovery	Art Board
Projected Beginning Balance 10/01/15	301,701	144	153	407	2,758	20,127	-	1,935	292	4,561	8,441	11,837	72,370	178,573	-	103
FY15/16 Revenues																
Franchise Tax - 1% PEG Fee	60,000													60,000		
Court Technology	25,000												25,000			
Court Security	18,000											18,000				
Fire Contribution	-															
Fire - LEOSE	722	722														
Police - Contributions	115,000			115,000												
Police - LEOSE	2,800				2,800											
Seized Property Article 59	5,000					5,000										
Library - Grant	-															
Library - Contribution	1,500							1,500								
Library - Memorials	500								500							
Friends of Bellaire Library	10,000									10,000						
PARD - Contribution	-															
Nature Discovery Center	10,000														10,000	
Art Board Contribution	-															
Total Projected Revenues	248,522	722	-	115,000	2,800	5,000	-	1,500	500	10,000	-	18,000	25,000	60,000	10,000	-
FY15/16 Expenditures																
Finance Department	42,604											26,900	15,704			
Fire Department	-															
Police Department	129,800			113,000	2,800	14,000										
PARD Department	-															
Library Department	12,000							1,500	500	10,000						
Nondepartmental	52,000													42,000	10,000	
Total Projected Expenditures	236,404	-	-	113,000	2,800	14,000	-	1,500	500	10,000	-	26,900	15,704	42,000	10,000	-
Projected Beginning Balance 10/01/16	313,819	866	153	2,407	2,758	11,127	-	1,935	292	4,561	8,441	2,937	81,666	196,573	-	103

## City of Bellaire Staffing Position Summary

Position	Adopted FY2015	Proposed Budget FY2016
City Manager	1.0	1.0
Assistant City Manager	1.0	1.0
Assistant to City Manager	1.0	1.0
Project Manager	0.0	1.0
City Clerk	1.0	1.0
Receptionist	1.0	1.0
Director of Human Resources	1.0	1.0
Human Resource Technician	0.0	1.0
IT Director	1.0	1.0
IT Technician	1.0	1.0
<b>Total City Manager</b>	<b>8.0</b>	<b>10.0</b>
Chief Financial Officer	1.0	1.0
Accounting Manager	1.0	1.0
Finance Manager	1.0	0.0
Senior Accountant	0.0	1.0
Accounts Payable Technician	1.0	1.0
Purchasing Technician	1.0	1.0
Payroll Technician	1.0	1.0
Court Clerk	1.0	1.0
Assistant Court Clerks	2.0	2.0
<b>Total Finance</b>	<b>9.0</b>	<b>9.0</b>
Director of Development Services	1.0	1.0
Development Services Manager	1.0	1.0
Building Official	1.0	1.0
<b>Building Inspector</b>	<b>2.0</b>	<b>1.0</b>
Permit Technician	2.0	2.0
Planning & Zoning Secretary	1.0	1.0
Zoning/Health Code Enforcement Officer	1.0	1.0
<b>Total Developmental Services</b>	<b>9.0</b>	<b>8.0</b>
Chief	1.0	1.0
Assistant Chief/Fire Marshal	1.0	1.0
Shift commander	3.0	3.0
Lieutenant	3.0	3.0
Firefighter/Paramedic	14.0	14.0
Firefighter/EMT	1.0	1.0
<b>Total Full-time Fire</b>	<b>23.0</b>	<b>23.0</b>
Firefighter/Paramedic	1.0	1.0
<b>Total Part-time Fire</b>	<b>1.0</b>	<b>1.0</b>
<b>Total Fire</b>	<b>24.0</b>	<b>24.0</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

## City of Bellaire Staffing Position Summary

	Adopted FY2015	Proposed Budget FY2016
Position		
Police Chief	1.0	1.0
Assistant Police Chief	1.0	1.0
Police Lieutenant	2.0	2.0
Administrative Secretary	1.0	1.0
Detective	2.0	2.0
Detective Sergeant	1.0	1.0
Motorcycle Officers	2.0	2.0
Patrol Sergeant	3.0	3.0
Senior Patrol Officer - Corporal	3.0	3.0
Patrol Officer	22.0	22.0
Community Resource Officer	1.0	1.0
Warrant Officer	1.0	1.0
Animal Control Officer	1.0	1.0
Communications Supervisor	1.0	1.0
Communications Officer	9.0	9.0
Police Technican	1.0	1.0
Records Clerk	1.0	1.0
Manager Informaton Services	1.0	1.0
Support Technician	1.0	1.0
Jail Attendant	1.0	1.0
<b>Total Full - Time Police</b>	<b>56.0</b>	<b>56.0</b>
Communications Officer	1.5	1.5
Patrol Officer	1	1
<b>Court Bailiff - MC</b>	<b>0.5</b>	<b>1</b>
<b>Total Part-time Police</b>	<b>3</b>	<b>3.5</b>
<b>Total Police</b>	<b>59.0</b>	<b>59.5</b>
Library Director	1.0	1.0
Librarian	2.0	2.0
Library Assistant	3.0	3.0
Library Support Technician	1.0	1.0
<b>Total Full-time Library</b>	<b>7.0</b>	<b>7.0</b>
Computer Trainer	0.5	0.5
Total Part-time Library	0.5	0.5
<b>Total Library</b>	<b>7.5</b>	<b>7.5</b>
Director	1.0	1.0
Administrative Services	1.0	1.0
Secretary	1.0	1.0
Foreman	1.0	1.0
Crew Leader	0.0	1.0
Equipment Operator I	3.0	2.0
Equipment Operator II	1.0	1.0
Laborer	1.0	1.0
<b>Total Public Works</b>	<b>9.0</b>	<b>9.0</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

City of Bellaire Staffing Position Summary		
	Adopted FY2015	Proposed Budget FY2016
Position		
Director	1.0	1.0
Assistant Director	1.0	1.0
Facilities Superintendent	1.0	1.0
Facilities Technician	1.0	0.0
Projects Manager	1.0	0.0
Building Custodian	1.0	2.0
Athletics, Camps, & Aquatics Superintendent	1.0	1.0
Administrative Assistant	1.0	1.0
Senior Program Supervisor	1.0	1.0
Aquatics Supervisor	1.0	1.0
Recreation Supervisor	2.0	2.0
Crew Leader	1.0	1.0
Parks Maintenance Technician	2.0	2.0
<b>Total Full-time PARD</b>	<b>15.0</b>	<b>14.0</b>
Life Guards	6	6
Administrative Secretary	0.5	0.5
Recreation Aides	3.5	3.5
Pool Mgr	0.5	0.5
<b>Total Part-time PARD</b>	<b>10.5</b>	<b>10.5</b>
<b>Total PARD</b>	<b>25.5</b>	<b>24.5</b>
 <b>Total General Fund Full Time</b>	 <b>151.0</b>	 <b>151.5</b>

City of Bellaire Staffing Position Summary		
	Adopted FY2015	Proposed Budget FY2016
Position		
Customer Service Reps	2.0	0.0
UB Billing Technician	0.0	1.0
UB Collections Technician	0.0	1.0
Plant Operator	1.0	1.0
Utilities Superintendent	1.0	1.0
Laborer	4.0	4.0
<b>Total Water Services</b>	<b>8.0</b>	<b>8.0</b>
Foreman	1.0	1.0
Laborers	1.0	1.0
Equipment Operatio I	3.0	3.0
Equipment Operator II	1.0	1.0
Secretary	1.0	1.0
Chief Plant Operator	1.0	1.0
Information Coordinator	1.0	1.0
Plant Operator	2.0	2.0
<b>Total Wastewater Services</b>	<b>11.0</b>	<b>11.0</b>
Solid Waste Superintendent	1.0	1.0
Solid Waste Driver I	5.0	5.0
Solid Waster Driver II	1.0	1.0
Laborer	4.0	6.0
<b>Total Solid Waste Services</b>	<b>11.0</b>	<b>13.0</b>
<b>Total Enterprise Fund Full Time</b>	<b>30.0</b>	<b>32.0</b>
<b>Total FTEs</b>	<b>181.0</b>	<b>183.5</b>

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

Aquatics		Current Fees			Proposed Fees			G.1.c.b	
Daily Admission Fees Pools									
Bellaire Town Square Family Aquatic Center	Resident	Non-Resident	Resident, Non-Peak (Oct.-April)	Non-Resident, Non- Peak (Oct. - April)	Resident, Peak (May - Sept.)	Non-Resident, Peak (May - Sept.)			
Ages 0-2	Free	Free	Free	Free	Free	Free			
Ages 3-59	\$ 5.00	\$ 10.00	\$ 5.00	\$ 10.00	\$ 8.00	\$ 16.00			
Ages 60 & up	\$ 4.00	\$ 8.00	\$ 4.00	\$ 8.00	\$ 7.00	\$ 14.00			
Evergreen/Elaine Wood Therapy Pool	Resident	Non-Resident	Resident	Non-Resident					
Ages 0-2	Free	Free	Free	Free					
Ages 3-59	\$ 5.00	\$ 5.00	\$ 5.00	\$ 10.00					
Ages 60 & up	\$ 4.00	\$ 4.00	\$ 4.00	\$ 8.00					
Annual Aquatics Membership	Resident	Non-Resident	No changes						
Individual	\$ 240.00	\$ 350.00							
Couple	\$ 350.00	\$ 470.00							
Family	\$ 470.00	\$ 590.00							
Senior Individual Res 35%/Nres 5%	\$ 156.00	\$ 332.50							
Senior Couple Res 35%/Nres 5%	\$ 227.50	\$ 446.50							
Senior Family Res 35%/Nres 5%	\$ 305.50	\$ 560.50							
Pool Rentals	Resident	Non-Resident	Resident	Non-Resident					
BTSFAC Private 2 hours	\$ 800.00	\$ 1,200.00	\$ 800.00	\$ 1,200.00					
BTSFAC Table Rental									
4 tables 2 hours	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00					
Evergreen Private 2 hours									
1-50 people	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00					
51-75 people	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00					
76-100 people	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00					
Over 100 people	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00					
Evergreen Table Rental 2 hours									
2 Tables	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00					
4 tables	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00					
6 Tables	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00					
	Resident	Non-Resident	Resident	Non-Resident					
Swim Lessons Per Session	\$ 85.00	\$ 85.00	\$ 85.00	\$ 95.00					
Swim Team Per Season	\$ 175.00	\$ 190.00	\$ 175.00	\$ 190.00					
Guard Start	\$ 200.00	\$ 200.00	\$ 200.00	\$ 220.00					

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Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)



Recreation Center		Current Fees		Proposed Fees				
	Resident	Non-Resident	Resident	Non-Resident				
<b>Annual Recreation Center Membership</b>								
Individual	\$ 30.00	\$ 40.00	\$ 30.00	\$ 40.00				
Couple	\$ 40.00	\$ 50.00	\$ 40.00	\$ 50.00				
Family	\$ 50.00	\$ 60.00	\$ 50.00	\$ 60.00				
Senior Discount (60 & up)	10%	5%	10%	5%				
<b>Recreation Center Visitor Day Pass</b>	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00				
<b>Camp Paseo Per Session</b>	\$ 400.00	\$ 450.00	\$ 440.00	\$ 490.00				
<b>Camp Paseo Before Camp</b>	\$ 10.00	\$ 15.00	\$ 20.00	\$ 30.00				
<b>Camp Paseo After Camp</b>	\$ 30.00	\$ 45.00	\$ 45.00	\$ 60.00				
<b>Post Camp</b>	\$ 135.00	\$ 145.00	\$ 150.00	\$ 165.00				
<b>Post Camp Before Camp</b>	\$ 5.00	\$ 5.00	\$ 5.00	\$ 10.00				
<b>Post Camp After Camp</b>	\$ 15.00	\$ 15.00	\$ 15.00	\$ 20.00				
	<b>Resident Per Day</b>	<b>Non-Resident Per Day</b>	<b>Resident Full Session</b>	<b>Non-Resident Full Session</b>	<b>Resident Per Day</b>	<b>Non-Resident Per Day</b>	<b>Resident Full Session</b>	<b>Non-Resident Full Session</b>
<b>Winter Camp</b>	\$ 25.00	\$ 35.00	\$ 140.00	\$ 200.00	\$ 30.00	\$ 40.00	\$ 155.00	\$ 215.00
<b>Winter Camp Before Camp</b>	\$ 2.00	\$ 5.00	\$ 10.00	\$ 15.00	\$ 2.00	\$ 5.00	\$ 10.00	\$ 15.00
<b>Winter Camp After Camp</b>	\$ 5.00	\$ 10.00	\$ 25.00	\$ 35.00	\$ 5.00	\$ 10.00	\$ 25.00	\$ 35.00

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

Facility & Park Rentals		Current Fees		Proposed Fees				G.1.c.b
Facility Rentals Per Hour	Resident	Non-Resident			Bellaire, Non-Profit Group	Change name to Non-Bellaire, Non Profit	Security Deposit Resident	Security Deposit Non-Resident
City Hall Auditorium	\$ 85.00	\$ 125.00			\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00
City Hall Meeting Room	\$ 55.00	\$ 85.00			\$ 15.00	\$ 30.00	\$ 100.00	\$ 200.00
City Hall Whole Complex	\$ 125.00	\$ 210.00			\$ 30.00	\$ 60.00	\$ 100.00	\$ 200.00
Centerpoint Energy Community Center	\$ 140.00	\$ 280.00			\$ 50.00	\$ 100.00	\$ 100.00	\$ 200.00
Rec Center Gymnasium	\$ 175.00	\$ 225.00			\$ 50.00	\$ 75.00	\$ 100.00	\$ 200.00
Rec Center Meeting Room	\$ 75.00	\$ 105.00			\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00
Rec Center Dance Room	\$ 150.00	\$ 200.00			\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00
Rec Center Craft Room	\$ 35.00	\$ 70.00			\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00
Rec Center Youth Room	\$ 35.00	\$ 70.00			\$ 15.00	\$ 35.00	\$ 100.00	\$ 200.00
<b>Park Facility Rentals</b>								
Event Lawn/Pavilion per 12 hrs. day	\$ 500.00	\$ 1,000.00			\$ 250.00	\$ 500.00	\$ 500.00	\$ 500.00
Event Lawn min 2 hrs. block (\$25 addtl hrs.)	\$ 50.00	\$ 100.00			\$ 25.00	\$ 50.00	\$ 500.00	\$ 500.00
Loftin min 2 hour block (\$25 addtl hrs.)	\$ 50.00	\$ 100.00			\$ 25.00	\$ 50.00	\$ 500.00	\$ 500.00
Pavilion min 2 hour block (\$25 addtl hrs.)	\$ 50.00	\$ 100.00			\$ 25.00	\$ 50.00	\$ 500.00	\$ 500.00
Gazebo min 2 hour block (\$25 addtl hrs.)	\$ 50.00	\$ 100.00			\$ 25.00	\$ 50.00	\$ 500.00	\$ 500.00
Bellaire Picnic Table per 2 hour block	\$ 20.00	\$ 40.00			\$ 10.00	\$ 20.00	\$ 50.00	\$ 50.00
Loftin Park Picnic Table per 2 hour block	\$ 20.00	\$ 40.00			\$ 10.00	\$ 20.00	\$ 50.00	\$ 50.00
Outside lights and electrical power per hour with rental	\$ 10.00	\$ 20.00			\$ 10.00	\$ 10.00		
<b>Banner Permit</b>	<b>Current Permit fee</b>	<b>Proposed Permit Fee</b>						
Esplanade Banner	\$22	\$30						

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

Printed Material	Current Fees				Proposed Fees			
	Daily Charge	Maximum Fine	Replacement Fee	Processing Fee	Daily Charge	Maximum Fine	Replacement Fee	Processing Fee
Hardcover Books	\$ 0.20	Cost of Item	Cost of Item	\$ 5.00	\$ 0.20	Cost of Item	Cost of Item	\$ 10.00
Paperback Books - Cataloged	\$ 0.20	Cost of Item	Cost of Item	\$ 5.00	\$ 0.20	Cost of Item	Cost of Item	\$ 10.00
Paperback Books - Adult - Uncataloged	\$ 0.20	\$ 6.00	\$ 6.00	\$ 1.00	\$ 0.20	\$ 6.00	\$ 6.00	\$ 1.00
Paperback Books - Children's - Uncataloged	\$ 0.20	\$ 4.00	\$ 4.00	\$ 1.00	\$ 0.20	\$ 4.00	\$ 4.00	\$ 1.00
Vertical File Pamphelets	<del>\$ 0.20</del>	<del>\$ 4.00</del>	<del>\$ 4.00</del>	<del>\$ 5.00</del>	<del>\$ 0.20</del>	<del>\$ 4.00</del>	<del>\$ 4.00</del>	<del>\$ 5.00</del>
Magazines	\$ 0.20	Twice the Cost of Current Issue	Twice the Cost of Current Issue	\$ 5.00	\$ 0.20	Twice the Cost of Current Issue	Twice the Cost of Current Issue	\$ 5.00

Non-Book and Equipment	Current Fees				Proposed Fees			
	Daily Charge	Maximum Fine	Replacement Fee	Processing Fee	Daily Charge	Maximum Fine	Replacement Fee	Processing Fee
Videocassettes	\$ 1.00	Cost of item. If not known, \$25.00	Cost of item. If not known, \$25.00	\$ 5.00	\$ 1.00	Cost of item. If not known, \$10.00	Cost of item. If not known, \$25.00	\$ 10.00
Audio Books (includes Playaway)	\$ 0.20	Cost of Item. If not known, \$50.00	Cost of item. If not known, \$50.00	\$ 5.00	\$ 0.20	Cost of Item. If not known, \$30.00	Cost of item. If not known, \$30.00	\$ 10.00
DVD	\$ 1.00	Cost of Item	Cost of Item	\$ 5.00	\$ 1.00	Cost of Item	Cost of Item	\$ 10.00
<del>CD-ROM (Educational)</del>	<del>\$ 0.20</del>	<del>Cost of Item</del>	<del>Cost of Item</del>	<del>\$ 5.00</del>	<del>\$ 0.20</del>	<del>Cost of Item</del>	<del>Cost of Item</del>	<del>\$ 5.00</del>
<del>CD-ROM (Music)</del>	<del>\$ 0.20</del>	<del>Cost of Item</del>	<del>Cost of Item</del>	<del>\$ 5.00</del>	<del>\$ 0.20</del>	<del>Cost of Item</del>	<del>Cost of Item</del>	<del>\$ 5.00</del>
Cameras	\$ 0.25	Cost of item. If not known, \$30.00	Cost of item. If not known, \$30.00	\$ 5.00	\$ 0.25	Cost of item. If not known, \$30.00	Cost of item. If not known, \$30.00	\$ 10.00
16mm and 8mm Projectors	\$ 10.00	Cost of item. If not know, \$300.00	Cost of item. If not known, \$300.00	\$ 5.00	\$10.00	Cost of item. If not know, \$300.00	Cost of item. If not known, \$300.00	\$ 10.00
Slide Projector	\$ 10.00	Cost of item. If not know, \$300.00	Cost of item. If not known, \$300.00	\$ 5.00	\$10.00	Cost of item. If not know, \$300.00	Cost of item. If not known, \$300.00	\$ 10.00
Non-Book and Equipment	Current Fees				Proposed Fees			

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

	Daily Charge	Maximum Fine	Replacement Fee	Processing Fee	Daily Charge	Maximum Fine	Replacement Fee	Processing Fee
Videocassette Projector	\$ 25.00	Cost of item. If not know, \$1,000.00	Cost of item. If not known, \$1,000.00	\$ 5.00	\$25.00	Cost of item. If not know, \$1,000.00	Cost of item. If not known, \$1,000.00	\$ 10.00
Data Projector	\$ 25.00	Cost of Item	Cost of Item	\$ 5.00	\$25.00	Cost of Item	Cost of Item	\$ 10.00
<del>Art Prints</del>	<del>\$ 0.25</del>	<del>Cost of item. If not know, \$25.00</del>	<del>Cost of item. If not known, \$25.00</del>	<del>\$ 5.00</del>	<del>\$ 0.25</del>	<del>Cost of item. If not know, \$25.00</del>	<del>Cost of item. If not known, \$25.00</del>	<del>\$ 5.00</del>
Filmstrip Projector	\$ 0.25	Cost of item. If not know, \$25.00	Cost of item. If not known, \$25.00	\$ 5.00	\$ 0.25	Cost of item. If not know, \$25.00	Cost of item. If not known, \$25.00	\$ 10.00
<del>Phonorecords</del>	<del>\$ 0.20</del>	<del>Cost of item. If not know, \$10.00</del>	<del>Cost of item. If not known, \$10.00</del>	<del>\$ 5.00</del>	<del>\$ 0.20</del>	<del>Cost of item. If not know, \$10.00</del>	<del>Cost of item. If not known, \$10.00</del>	<del>\$ 5.00</del>
<del>Music Cassette</del>	<del>\$ 0.20</del>	<del>Cost of Item</del>	<del>Cost of Item</del>	<del>\$ 5.00</del>	<del>\$ 0.20</del>	<del>Cost of Item</del>	<del>Cost of Item</del>	<del>\$ 5.00</del>
Cassette Player	\$ 0.25	Cost of item. If not know, \$25.00	Cost of item. If not known, \$25.00	\$ 5.00	\$ 0.25	Cost of item. If not know, \$25.00	Cost of item. If not known, \$25.00	\$ 10.00
Playaway View					\$ 0.20	Cost of item, If not known, \$99.00	Cost of item. If not known, \$99.00	\$ 10.00
Playaway Bookpacks					\$ 0.20	Cost of item, If not known, \$99.00	Cost of Item. If not known, \$99.00	\$ 10.00

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

Miscellaneous Charges		Current Fees		Proposed Fees	
Photocopying	B&W	\$ 0.10	Per Page	\$ 0.10	Per Page
	Color	\$ 0.10	Per Page	\$ 0.25	Per Page
Blank Computer Diskettes		<del>\$ 1.00</del>		<del>\$ 1.00</del>	
Printing from Computer	B&W	\$ 0.10	Per Page	\$ 0.10	Per Page
	Color	\$ 0.10	Per Page	\$ 0.25	Per Page
Printing from Microfilm		\$ 0.20	Per Page	\$ 0.25	Per Page
Send & Receive Faxes		\$ 1.00	Per Page - Local	\$ 1.00	Per Page - Local
		\$ 2.00	Per Page - Long Distance	\$ 2.00	Per Page - Long Distance
		\$ 3.00	Per Page - International	\$ 3.00	Per Page - International
Typewriter		\$ 1.00	Per Hour/Part of an Hour	\$ 1.00	Per Hour/Part of an Hour
Postage for Interlibrary Loan		Actual Cost to mail material back to lending library.		\$ 3.00	Per Item
Charge for holds not picked up or cancelled		<del>\$ 1.00</del>	Per Item	<del>\$ 1.00</del>	Per Item
Returned Check Fee		\$ 25.00		\$ 35.00	
Replacement Library Borrower Cards		\$ 1.00		\$ 1.00	

Material that is damaged beyond normal wear and tear will be assessed a mending fee, or charged a bindery or a replacement fee. Items with multiple parts that have one or more pieces missing making the item unusable will be charged replacement costs for the item. Damaged material or damaged pages are assessed a fee by the Library Director on each item, dependent on damage and possible repair.

Miscellaneous Charges		Current Fees		Proposed Fees	
Bindery Fee (if available)	\$	6.95		\$	8.00
Lost or Damaged Items May Include:					
Videocassette Boxes	\$	1.00		\$	1.00
<del>Plastic or Paper Book Pockets</del>	<del>\$</del>	<del>0.50</del>		<del>\$</del>	<del>0.50</del>
Cassette Boxes for Audiobooks	\$	1.00		\$	5.00
<del>Vertical File Envelopes</del>	<del>\$</del>	<del>2.00</del>	<del>Plus Cost of Barcodes</del>	<del>\$</del>	<del>2.00</del>
Camera Case	\$	5.00		\$	5.00
Plastic Book Jacket	\$	1.00		\$	1.00
Jewel Case (for CD's)	\$	1.00	Plus Cost of Barcodes	\$	1.00
Missing Liner or Cover Information from Videos, CD's, DVD's or Audiobooks	\$	1.00	Plus Cost of Barcodes	\$	1.00
Plastic Bags (AV Kits)	\$	1.00		\$	1.00
Videocassette Case	\$	1.00		\$	1.00
<b>Playaway Book Pack Cases</b>					
Replacement Audiotapes (if available)	\$	7.00		\$	8.00
Missing Barcode	\$	1.00		\$	1.00

All Permits		Current Fees	Proposed Fees
Processing Fee	\$	22.00	\$ 30.00
Work begun w/o permit		Twice required fee	Twice required fee
Permit Refund	\$	25.00	\$ 25.00

Contractor Registration		Current Fees	Proposed Fees
Builder	\$	75.00	\$ 85.00
Irrigation/Drainage	\$	75.00	\$ 85.00
Mechanical	\$	75.00	\$ 85.00
Electrical	Master	\$ 75.00	\$ 85.00
	Journeyman	\$ 15.00	\$ 45.00
	Apprentice	\$ 5.00	\$ 10.00

Food Dealer/Health Inspection		Current Fees	Proposed Fees
Consulting Fee/hr	\$	75.00	\$ 75.00
Plan Review	\$	75.00	\$ 75.00
Permit reinstatement	\$	50.00	Half Original
Food Dealer's Permit	No Seating	\$ 125.00	\$ 160.00
	Seating	\$ 175.00	\$ 210.00
	Institutional/Grocery	\$ 225.00	\$ 260.00
	Church	\$ 225.00	\$ 225.00
	Mobile Unit		\$ 125.00
	Temporary		\$ 50.00

Commercial and Multi-Family Construction		Current Fees	Proposed Fees
Less than \$10,000		\$ 140.00	\$ 140.00
\$10,000 to \$24,999		\$159.00 for the first \$10,000 plus \$21.73 for each additional \$1,000	\$159.00 for the first \$10,000 plus \$21.73 for each additional \$1,000
\$25,000 to \$49,999.99		\$485.00 for the first \$25,000 plus \$12.48 for each additional \$1,000	\$485.00 for the first \$25,000 plus \$12.48 for each additional \$1,000
\$50,000 to \$99,999.99		\$797.00 for the first \$50,000 plus \$8.66 for each additional \$1,000	\$797.00 for the first \$50,000 plus \$8.66 for each additional \$1,000
\$100,000 to \$499,999.99		\$1230.00 for the first \$100,000 plus \$6.94 for each additional \$1,000	\$1230.00 for the first \$100,000 plus \$6.94 for each additional \$1,000
\$500,000 to \$999,999.99		\$4005.00 for the first \$500,000 plus \$5.83 for each additional \$1,000	\$4005.00 for the first \$500,000 plus \$5.83 for each additional \$1,000
\$1,000,000 and up		\$6943.00 for the first \$1,000,000 plus \$4.78 for each additional \$1,000	\$6943.00 for the first \$1,000,000 plus \$4.78 for each additional \$1,000
Commercial and Multi-Family Construction Plan Review Fee		65% of Permit Fee	65% of Permit Fee

Drainage Review		Current Fees	Proposed Fees
Commercial		Actual Cost Plus 10%	Actual Cost Plus 10%
Residential	Initial and As-Built plus 1 resub each	\$ 150.00	\$ 160.00
	Additional Submittals	\$ 75.00	\$ 80.00

Certificate of Occupancy		Current Fees	Proposed Fees
Commercial		\$ 95.00	\$ 100.00
Residential		\$ 45.00	\$ 50.00
Temporary			Same as Regular



Residential, non Multi-Family, Construction		Current Fees	Proposed Fees
Less than \$5,000			\$ 60.00
Less than \$10,000	\$ 65.50		\$ 65.50
\$10,000 to \$24,999.99	\$92.50 for the first \$10,000 plus		\$92.50 for the first \$10,000 plus
\$25,000 to \$49,999.99	\$199.60 for the first \$25,000		\$199.60 for the first \$25,000
\$50,000 to \$99,999.99	\$328.60 for the first \$50,000		\$328.60 for the first \$50,000
\$5,000 to \$99,999			<b>\$65.00 for the first \$1,000 plus</b>
\$100,000 to \$499,999.99	\$507.60 for the first \$100,000		<b>\$602.00 for the first \$100,000</b>
\$500,000 to \$999,999.99	\$1651.60 for the first \$500,000		<b>\$1960.00 for the first \$500,000</b>
\$1,000,000 and up	\$2871.60 for the first \$1,000,000		<b>\$3,400.00 for the first</b>
Residential Plan Review Fee	50% of Permit Fee		50% of Permit Fee

Fire Marshal Review		Current Fees	Proposed Fees
Plan Review			<b>\$ 50.00</b>
Reinspection	\$ 50.00		\$ 50.00
After Hours Inspection	Weekdays \$100/hr, two hour minimum		<b>\$105/hr, two hour minimum</b>
	Weekends		<b>\$150/hr, two hour minimum</b>

Other/General Permits		Current Fees	Proposed Fees
Fence (new/repair)	\$ 35.00		<b>\$ 50.00</b>
Residential Re-roof (non-structural)	\$ 35.00		<b>\$ 50.00</b>
House Moving	\$ 350.00		\$ 350.00
Addressing Fee	\$ 50.00		\$ 50.00
Signs	Application Fee	\$ 25.00	\$ 30.00
	Permit Fee	\$1.00 per sq.ft. of sign face	<b>\$1.75 per sq.ft. of sign face</b>
	Minimum Fee		\$ 25.00
	Site Inspection Fee	\$ 50.00	\$ 60.00
	Electronic Message Display	\$ 25.00	\$ 30.00
	Banner Permit	\$15.00 per sign face	<b>\$20.00 per sign face</b>
Demolition	Commercial	\$ 150.00	<b>\$170, plus \$100 per additional</b>
	Residential	\$ 150.00	<b>\$ 175.00</b>
Tree Review/Disposition	Permit Fee	\$ 50.00	
	Tree Sign	\$ 11.00	
	New Construction		<b>\$ 200.00</b>
	Remodel/ Addition		<b>\$ 100.00</b>
	Re-inspection Fee	\$ 35.00	\$ 35.00
	Desireable Tree Removal/ Each	\$ 25.00	<b>\$ 50.00</b>
Garage Sales	\$ 15.00		\$ 15.00
Estate Sales	\$ 25.00		\$ 25.00
Special Events	\$ 50.00		<b>\$ 75.00</b>
Elevator	Commercial	\$ 60.00	\$ 60.00
	Residential	\$ 25.00	\$ 25.00

Board/Commission Related Fees		Current Fees	Proposed Fees
Plats and Replats		\$650 plus \$15 per lot	\$650 plus \$15 per lot
Minor Replat (no streets & less than 4 lots)		\$275 plus \$15 per lot	<b>\$295</b> plus \$15 per lot
Amending Plats		\$ 275.00	\$ 275.00
Vacating Plats		\$ 275.00	\$ 275.00
Consultant Review (Legal, Engineering, Arborist etc.)		Actual Cost plus 10%	Actual Cost plus 10%
Request to Rezone		\$ 900.00	\$ 900.00
Zoning Text Amendment (each)		\$ 900.00	\$ 900.00
Zoning Verification Letter		\$ 50.00	\$ 50.00
Specific Use Permit		\$ 900.00	\$ 900.00
Planned Development		\$ 1,200.00	\$ 1,200.00
PD - Residential Amend minor (less than 4 lots)			<b>\$ 800.00</b>
ZBOA Action Request (each)		\$ 275.00	<b>\$ 295.00</b>
B&SC Action Request (each)		\$ 275.00	<b>\$ 295.00</b>
Board/Commission/Council item rescheduling		\$150.00 plus legal notice fees if required	\$150.00 plus legal notice fees if required
Sign Posting Fee (non refundable)		\$ 175.00	\$ 175.00
Legal Notice Required (per notice, Boards and Council)		\$ 125.00	\$ 125.00
Cost of mailing public hearing notices (per notice, Boards and Council)		Applicant is responsible for the City's actual out-of-pocket expenses related to mailing notices.	Applicant is responsible for the City's actual out-of-pocket expenses related to mailing notices.
Plat Recordation		Actual Cost plus \$50.00 handling	Actual Cost plus \$50.00 handling

Plumbing Fees		Current Fees	Proposed Fees	G.1.c.b
Plumbing Issuing Fee		\$ 23.00	\$ 30.00	
Fixtures Or Traps-Each		\$ 5.00	\$ 10.00	
Connect To Existing Sewer and/or City Sewer		\$ 21.00	\$ 30.00	
Sewer Replacement*		\$ 21.00	\$ 30.00	
New Sewer Line		\$ 21.00	\$ 30.00	
Partial Sewer Replacement		\$ 21.00	\$ 30.00	
Disconnect And Plug Sewer		\$ 26.00	\$ 35.00	
Hose Bibb W/Vacuum Breaker		\$ 6.00	\$ 10.00	
Water Service Line-New		\$ 11.00	\$ 20.00	
Water Line Replacement		\$ 11.00	\$ 20.00	
Water Heater And/or Vent		\$ 11.00	\$ 20.00	
T&P Valve Only		\$ 11.00	\$ 20.00	
Water Treatment Equip.-New		\$ 16.00	\$ 25.00	
Replacement		\$ 16.00	\$ 25.00	
Grease Trap		\$ 52.00	\$ 60.00	
Foundation Watering System		\$ 21.00	\$ -	
Lawn Sprinkler System		\$ 42.00	\$ 50.00	
Gas Piping System (1-5 Outlets)		\$ 16.00	\$ 20.00	
Additional Outlets		\$ 3.00	\$ 5.00	
Gas Piping Re-Inspection		\$ 26.00	\$ 26.00	
Temporary Gas Connection		\$ 21.00	\$ 30.00	
GTO		\$ 26.00	\$ 30.00	
Gas Meter Relocation		\$ 26.00	\$ 30.00	
Swimming Pool H2O Line		\$ 16.00	\$ 20.00	
Yard Lights		\$ 11.00	\$ 15.00	
Bar-B-Q Grills		\$ 11.00	\$ 15.00	
<i>Fire System Related</i>				
Fire Protection Sprinkler System (per floor)	Residential	\$ 75.00	\$ 80.00	
	Commercial	\$ 100.00	\$ 105.00	
<i>Standpipe System</i>				
1-25 Hose Connections		\$ 100.00	\$ 125.00	
Each Additional Connection		\$ 5.00	\$ 5.00	
Hydro Test			\$ 50.00	
<i>Drainage Related</i>				
Runoff To Storm Water Drainage System		\$ 30.00	\$ 35.00	
Connect Down Spouts-Each		\$ 5.00	\$ 8.00	
Catch Basins-Each		\$ 5.00	\$ 15.00	
Connect To City Storm Drain System		\$ 3.00	\$ 4.00	
Gutter Installation		\$ 30.00	\$ 35.00	
Minimum Fee		\$ 36.00	\$ 45.00	
Re-Inspection Fee		\$ 51.75	\$ 52.00	
Other		\$ 36.00	\$ 40.00	

Attachment: FY2016 Proposed Budget (1491 : FY2016 Budget Adoption)

Electrical Fees		Current Fees	Proposed Fees
Electrical Issuing Fee	\$	22.00	\$ 30.00
Temporary Sawpole	\$	30.00	\$ 35.00
Reconnect	\$	35.00	\$ 40.00
Other:	\$	35.00	\$ 40.00
Electric Dryer	\$	4.00	\$ 5.00
Range Outlet	\$	4.00	\$ 5.00
Range Table Top	\$	4.00	\$ 5.00
Range Oven	\$	4.00	\$ 5.00
Garbage Disposal	\$	4.00	\$ 5.00
Dishwasher	\$	4.00	\$ 5.00
Window A/C Receptacle	\$	4.00	\$ 5.00
Microwave	\$	3.00	\$ 4.00
<i>Electric Water Heater</i>			
(>1500 watts)	\$	5.00	\$ 6.00
<i>Electric Water Heater</i>			
(<1500 watts)	\$	7.00	\$ 8.00
KW: 0-5 Per KW	\$	3.00	\$ 4.00
Over 5 KW Add Per KW	\$	1.00	\$ 2.00
Sign: Per Ballast	\$	4.00	\$ 5.00
Sign: Per Transformer	\$	7.00	\$ 8.00
Motion Picture Machines	\$	15.00	\$ 15.00
Commercial Sound Equipment	\$	3.00	\$ 4.00
X-Ray Machine	\$	10.00	\$ 10.00
Minimum Permit Fee	\$	35.00	\$ 45.00
Re-Inspection Fee	\$	50.00	\$ 50.00
Other:	\$	35.00	\$ 40.00

HVAC Fees		Current Fees	Proposed Fees
HVAC Issuing Fee	\$	22.00	\$ 30.00
Heating (per 100kBTU or part thereof)	\$	25.00	\$ 30.00
Air Conditioning per unit	\$	25.00	\$ 30.00
Air Conditioning (per ton or part thereof)	\$	7.00	\$ 10.00
Cooling Tower per unit	\$	25.00	\$ 30.00
Cooling Tower (per ton or part thereof)	\$	7.00	\$ 10.00
Change out heating and/or cooling (large commercial)	\$	30.00	\$ 35.00
Change out cooling tower	\$	40.00	\$ 100.00
Ventilating System (2,000 CFM & Higher)	\$	40.00	\$ 45.00
Minimum Fee	\$	35.00	\$ 45.00
Re-Inspection Fee	\$	50.00	\$ 50.00
Other	\$	30.00	\$ 40.00

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: Parks, Recreation and  
Facilities  
Category: Contract  
Department Head: Michelle Jordan  
DOC ID: 1670

**SCHEDULED  
ACTION ITEM (ID # 1670)**

**Item Title:**

Consideration of and possible action on a recommendation from the Parks, Recreation, and Facilities Department to award a contract to Classic Irrigation and Landscape Inc., for improvements to the Holly Street Esplanade in the amount of \$149,919.00 and consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the City Manager and City Clerk to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with Classic Irrigation and Landscape, Inc., for Holly Street Landscape Improvements in the amount of \$149,919.00 - Submitted by Michelle Jordan, Project Director.

**Background/Summary:**

Design services for the Holly Street Esplanade improvements has been performed by Clark Condon Associates, and began in March of 2015. The design team has attended several meetings with community representatives, including a site meeting on 3-9-2015 to discuss project objectives and priorities, and a design review session on 5-28-2015.

The scope of the project includes removal of select trees along the esplanade that are either invasive in nature or are unhealthy / at the end of their life cycle. Each tree that is removed will be replaced by a new Live Oak tree, to be donated by Trees for Houston. In addition to the trees, additional ground cover and shrub plants (Asian jasmine, iris, Mexican Sage Bush) will be installed at select locations along the median to enhance aesthetics, and the remaining areas would be cleaned up and mulched. An irrigation system will be installed along the length of the median which will consist of the main line for all medians. Full construction of the irrigation system will be complete and in place on all medians where planting is included in the scope of this current project. The medians that are to be cleaned up and mulched will have the main line in place, and will be stubbed out to receive the final drip lines once planting is funded and completed at those select locations. The Decomposed Granite trail itself will be widened and refurbished. The trail surface material will be properly compacted during installation. Five small seating areas will be constructed using the existing benches, and space will be available for additional benches to be installed over time.

At the March 2, 2015 City Council Meeting, Council approved \$200,000.00 to be spent on the design and construction of the project. Clark Condon's design contract was subsequently authorized in the amount of \$35,000.00, with an additional authorization of \$5,500.00 for surveying services. After advertising costs, the remaining budget to construct this project is \$159,256.40.

Three alternates were identified in the bid documents to allow for the potential of additional median planting and irrigation installation if the alternate costs were acceptable to the budget. Each of the three alternates would complete one additional median. However, as shown below, the cost of each alternate as submitted via bid exceeds the available funds for the project.

The project was advertised publicly, and a pre-bid meeting was held on 8-18-2015, with

three companies attending. Bids were received on 8-25-2015. The bid tabulation is as follows:

<b>Company Name</b>	<b>Base Bid</b>	<b>Alternate #1</b>	<b>Alternate #2</b>	<b>Alternate #3</b>
Hou-Scape	\$182,819.51	\$23,776.80	\$18,411.36	\$17,632.14
Classic Irrigation	\$149,919.00	\$31,824.00	\$22,238.00	\$23,156.00

Clark Condon Associates has reviewed the bids, and determined that the lowest responsible bidder is Classic irrigation and Landscape, and has recommended the City of Bellaire accept their base bid with no alternates. The cost of the alternates, when combined with the base bid, would exceed the available funds for the project.

<b>Expense</b>	<b>Amount</b>
Clark Condon Associates	\$35,000.00
Survey Services	\$5,500.00
Bid Advertisement	\$243.60
Classic Irrigation and Landscape	\$149,919.00
Budget	\$200,00.00
Remain in Contingency if needed	\$9,337.40

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

City Council allocated \$200,000.00 to go toward the design and construction of the project on March 2, 2015. At a City Council Workshop on March 23, 2015 Sheila Condon of Clark Condon Associates presented the design plan and received comments. Questions were asked about the trees that would be removed and the replacement trees, the potential for lighting, and emphasis was placed on the integrity of the decomposed granite trail due to use and vehicular damage.

#### **Fiscal Impact:**

This project is funded out of account 610-5-3000-999.109. Approval of the base bid in the amount of \$149,919.00 will be within the budgeted amount. The remaining budgeted amount will be held as contingency for the project, and would be available to be re-appropriated in the event it is not used as contingency on this project.

#### **Recommendation:**

Michelle Jordan, the City of Bellaire Project Manager and Clark Condon Associates, the Project Designer, recommend that this bid be awarded to the lowest responsible bidder, Classic Irrigation and Landscape, in the amount of \$149,919.00, and to approve an Ordinance of the City of Bellaire, Texas to authorize the City Manager to enter into a contractual agreement for said construction services for the Holly Street Esplanade Project.

#### **ATTACHMENTS:**

- 150828\_HollySt\_Recommendation (PDF)
- Ordinance - Holly Construction (DOC)



**CLARK CONDON**  
**ASSOCIATES**  
LANDSCAPE ARCHITECTURE

August 28, 2015

Michelle Jordan  
City of Bellaire PARD  
7008 S. Rice  
Bellaire, TX 77401

**RE: Holly Street – Median Landscape Improvements**  
**CCA Project No. 114-043**


Dear Michelle:

Two bids were received for the construction of Holly Street – Median Landscape Improvements.

Classic Irrigation & Landscape Inc. has submitted a low qualified base bid of \$149,919.00, and bids for each of the following Alternates: Alternate No.1 for \$31,824.00, Alternate No.2 for \$22,238.00, and Alternate No.3 for \$23,156.00. Please find enclosed a copy of the bid tab dated August 25, 2015.

It is our recommendation that the Classic Irrigation & Landscape Inc. with a base bid of \$149,919.00 be awarded the contract and authorized to perform this work. Should you have any questions, please contact me.

Best Regards,

  
Scott Slagle, ASLA  
Principal / Landscape Architect

Clark Condon Associates  
August 25, 2015

Holly Street  
Bid Tab

All Bidders shall provide unit prices for all items included in the work. In the event a greater or lesser amount of work is done, the following unit prices will apply. Unit prices cover the cost of work and materials complete in place, including materials, equipment, labor, installation, delivery, taxes, overhead, profit, maintenance and guarantee required to render the same complete.

ITEM	QTY.	UNIT	ITEM	Hou-Scape	Classic
1.	1	LS	Mobilization	\$ 500.00	\$ 15,000.00
2.	1	LS	Payment & Performance Bonds	\$ 3,700.00	\$ 2,500.00
3.	1	LS	Tree Removal	\$ 6,077.50	\$ 2,500.00
4.	1	LS	Demolition & Removal of Existing Edging	\$ 6,615.00	\$ 5,000.00
5.	26,400	SF	Rehabilitation of Existing Decomposed Granite	\$ 73,075.20	\$ 47,520.00
6.	4,750	SF	Treated Wood Edging	\$ 10,388.25	\$ 11,875.00
7.	1	LS	Street Boring	\$ 3,250.00	\$ 3,000.00
8.	1	LS	Irrigation Complete & Operational	\$ 13,500.00	\$ 18,159.00
9.	15	EA	Live Oak - 65 gal. (Planting Only, Tree Provided by Others)	\$ 1,725.00	\$ 1,500.00
10.	16	EA	Dwarf Mexican Bush Sage - 3 gal.	\$ 320.00	\$ 384.00
11.	31	EA	Butterfly Iris - 3 gal.	\$ 527.00	\$ 744.00
12.	11	EA	Red Knock-out Rose - 3 gal.	\$ 176.00	\$ 264.00
13.	5,188	EA	Asian Jasmine - 4" pot	\$ 8,404.56	\$ 11,673.00
14.	23,000	SF	Hardwood Mulch	\$ 42,228.00	\$ 13,800.00
15.	1	LS	60-day Maintenance	\$ 1,560.00	\$ 500.00
16.	1	LS	Stripping and Removal of Existing Turf	\$ 7,128.00	\$ 10,000.00
17.	1	LS	Understory Clearing	\$ 2,025.00	\$ 5,000.00
18.	1	LS	Bench Relocation	\$ 1,620.00	\$ 500.00
<b>TOTAL BASE BID</b>				\$ 182,819.51	\$ 149,919.00

Attachment: 150828\_HollySt\_Recommendation (1670 : Holly Street Esplanade Construction Contract)



Clark Condon Associates  
August 25, 2015

Holly Street  
Bid Tab

ITEM	QTY.	UNIT	ITEM	Hou-Scape	Classic
<b>ALTERNATE NO. 1</b>					
20.	7,640	EA	Asian Jasmine - 4" pot	\$ 12,376.80	\$ 17,190.00
21.	1	LS	Irrigation System Complete & Operational	\$ 11,400.00	\$ 14,634.00
<b>TOTAL ALTERNATE NO. 1</b>				\$ 23,776.80	\$ 31,824.00
<b>ALTERNATE NO. 2</b>					
22.	4,328	EA	Asian Jasmine - 4" pot	\$ 7,011.36	\$ 9,738.00
23.	1	LS	Irrigation System Complete & Operational	\$ 11,400.00	\$ 12,500.00
<b>TOTAL ALTERNATE NO. 2</b>				\$ 18,411.36	\$ 22,238.00
<b>ALTERNATE NO. 3</b>					
24.	3,847	EA	Asian Jasmine - 4" pot	\$ 6,232.14	\$ 8,656.00
25.	1	LS	Irrigation System Complete & Operational	\$ 11,400.00	\$ 14,500.00
<b>TOTAL ALTERNATE NO. 3</b>				\$ 17,632.14	\$ 23,156.00

Attachment: 150828\_HollySt\_Recommendation (1670 : Holly Street Esplanade Construction Contract)



**ORDINANCE NO. XXXXX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AUTHORIZING THE CITY MANAGER OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE A STANDARD FORM OF AGREEMENT WITH CLASSIC IRRIGATION AND LANDSCAPE, FOR CONSTRUCTION SERVICES AT HOLLY STREET ESPLANADE IN THE AMOUNT OF \$149,919.00.**

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

The City Manager of the City of Bellaire, Texas, is hereby authorized to execute, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with Classic Irrigation and Landscape in the amount of \$149,919.00, for construction services at Holly Street esplanade.

**PASSED, APPROVED and ADOPTED** this, the 15<sup>th</sup> day of September, 2015.

(SEAL)

**ATTEST:**

\_\_\_\_\_  
Tracy L. Dutton, TRMC  
City Clerk

**SIGNED:**

\_\_\_\_\_  
Dr. Philip L. Nauert  
Mayor

Attachment: Ordinance - Holly Construction (1670 : Holly Street Esplanade Construction Contract)

**APPROVED AS TO FORM:**

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Alan P. Petrov  
City Attorney

Attachment: Ordinance - Holly Construction (1670 : Holly Street Esplanade Construction Contract)

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: City Clerk  
Category: Resolution  
Department Head: Tracy L. Dutton  
DOC ID: 1686

**SCHEDULED  
RESOLUTION (ID # 1686)**

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**Item Title:**

Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, nominating a candidate for a position on the Board of Directors of the Harris County Appraisal District for a term of office commencing on January 1, 2016, and extending through December 31, 2017 - Submitted by Tracy L. Dutton, City Clerk.

**Background/Summary:**

On August 17, 2015, the City of Bellaire received a memorandum from Chief Appraiser Sands Stiefer of the Harris County Appraisal District ("HCAD") regarding the selection process for HCAD's board of directors.

The HCAD board of directors is comprised of six members who serve two-year terms, all of which expire December 31, 2015. The referenced memorandum (attached hereto) describes the process of selecting directors for the HCAD board for the two-year term that will commence on January 1, 2016, and extend through December 31, 2017.

As you may recall, the current Chairman of the Board, Ed Heathcott, serves as the board representative for cities and towns, except the City of Houston. Chairman Heathcott has served as a member of the HCAD board of directors for four terms of service, and is seeking re-election for a fifth term (see attached letter from Chairman Heathcott).

For cities and towns other than the City of Houston, the process of appointing a member to the HCAD board of directors involves two steps:

1. Nomination; and
2. Election.

**Nomination Process**

This evening, City Council will consider step one--the nomination process. The City Council of each city and town has the right to nominate a single candidate for the position. To nominate, the City Council must adopt a resolution nominating the candidate by formal action. The Mayor, as Presiding Officer of the City Council, must submit the nominee's name to Chief Appraiser Sands no later than Thursday, October 15, 2015. The nominee's name must be submitted by certified copy of the resolution.

**Election Process**

Before Friday, October 30, 2015, Chief Appraiser Sands will prepare a ballot listing the nominees in alphabetical order. The ballot will be delivered to the Mayor of each voting city or town.

No later than Tuesday, December 1, 2015, each City Council must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit an official copy to Chief Appraiser Sands.

By Tuesday, December 15, 2015, Chief Appraiser Sands will count the votes, declare the results, and notify the winner, the nominees, and the managers of each city and town.

A resolution has been prepared (and attached hereto) based on the suggested form provided by HCAD with the August 17th memorandum.

**Previous Council Action Summary:**

On September 16, 2013, City Council adopted Resolution No. 13-05 nominating Ed Heathcott as a candidate for the position of board of directors of HCAD.

**Fiscal Impact:**

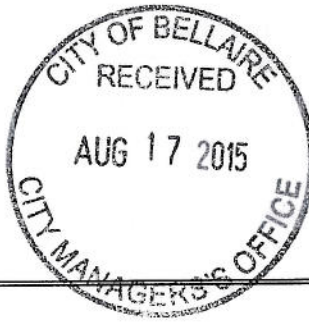
N/A

**Recommendation:**

Action as City Council deems appropriate.

**ATTACHMENTS:**

- Memorandum from HCAD Chief Appraiser Sands in re Board of Directors Process (PDF)
- Memorandum from HCAD Chief Appraiser Sands in re Board of Directors Process (PDF)
- Nomination of a Candidate on the Board of Directors of HCAD - 2015-2017 (DOC)



**Harris County Appraisal District**  
Interoffice Memorandum

**OFFICE OF CHIEF APPRAISER**

TO: PRESIDING OFFICERS OF TAXING UNITS  
SERVED BY THE HARRIS COUNTY APPRAISAL DISTRICT

FROM: SANDS STIEFER, CHIEF APPRAISER

SUBJECT: SELECTION OF APPRAISAL DISTRICT BOARD MEMBERS

DATE: AUGUST 17, 2015

Your taxing unit participates in selecting members of the Harris County Appraisal District's board of directors. The board is composed of six members who serve two-year terms, all of which expire December 31, 2015. This memorandum describes the process of selecting directors for the two-year term that begins January 1, 2016.

**Functions of the Board**

The appraisal district appraises all property in the county for ad valorem tax purposes. The board of directors is the governing body for the district. This board employs the chief appraiser, sets general policies for the district, and adopts the budget for the district. By law, board members cannot communicate with the chief appraiser regarding appraisals. There is no compensation for service on the appraisal district board of directors; however, directors are reimbursed for travel expenses if incurred. The board of directors typically meets once a month.

**Participating Units**

The current method of selecting directors was established by resolutions of the county, cities, and school districts participating in the appraisal district in 1981. The method of selection was modified in 1991 after the law was changed to provide a voting entitlement to conservation and reclamation districts and has also been modified to provide a voting entitlement for junior college districts. Sec. 6.031, Tax Code, authorizes an appraisal district to vary both the size and the method of selecting its board members.

The six members of the Harris County Appraisal District's board of directors are selected as follows:



- One member appointed by the Harris County Commissioners Court.
- One member appointed by the Houston City Council.
- One member appointed by the board of trustees of the Houston Independent School District.
- One member appointed by votes of the city councils of the cities other than Houston. Each city council casts a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the boards of trustees of the school districts other than Houston Independent School District and by the boards of directors of the junior colleges with territory in Harris County. Each school district board casts a single vote. The junior college districts collectively cast a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the governing bodies of the conservation and reclamation districts that participate in the appraisal district. Each body casts a single vote. The candidate who receives the most votes is elected.

In the event the county appoints someone other than the county assessor-collector to the board, the county assessor-collector will serve ex officio in a non-voting capacity as a seventh member.

Board members whose terms expire December 31, 2015, are:

- Ed Heathcott, Chairman, representing cities & towns, except City of Houston
- Ray Holtzapple, Secretary, representing City of Houston
- Mike Sullivan, Assistant Secretary, representing Harris County
- Glenn E. Peters, Member, representing conservation and reclamation districts
- Toni Trumbull, Member, representing junior college districts and school districts other than Houston ISD
- Michael Luncford, Member, representing Houston ISD

### Eligibility Requirements

An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the board of directors.

**Residency:** The candidate must be a resident of Harris County, and must have resided in the county for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.

**Employment:** An employee of a taxing unit served by the appraisal district may not serve, with one exception. An employee may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee would be *eligible* to serve on the appraisal district's board of directors. Elected officials or members of governing bodies who are not employed by taxing units are also *eligible* to serve on the board.

An individual is *ineligible* to serve on an appraisal district board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding five years.

**Conflict-of-interest:** A candidate may not serve if the candidate is related to a person who is in the business of appraising property or represents property owners for a fee in proceedings in the appraisal district. Relatives barred are those within the second degree by consanguinity (blood) or affinity (marriage). These persons include: spouse; children; brothers and sisters; parents; grandparents; and grandchildren. The spouse's relatives in the same degree are included.

A candidate who contracts with the appraisal district for any purpose, or who contracts with a taxing unit served by the district for a property tax related purpose, may not serve. The same rule applies to candidates who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). A candidate has a substantial interest if the candidate or the candidate's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. A candidate also has a substantial interest if the candidate or the candidate's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

The appraisal district may not employ any person who is related to an appraisal district director within the second degree by affinity or the third degree by consanguinity. The provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

**Delinquent taxes:** Texas law makes a person ineligible to serve as an appraisal district director if he or she has delinquent property taxes owing to any taxing unit 60 days after the person knew or should have known of the delinquency.

### **Selection Procedures**

The procedures for selecting members of the board of directors for the two-year term beginning on January 1, 2016, are as follows:

#### **For Cities and Towns Other Than the City of Houston**

The cities and towns other than the City of Houston appoint one member by majority vote of their city council. The process for these cities and towns involves two steps: nomination and election.

#### **Nomination**

The city council of each city and town has the right to nominate a single candidate for the position. To nominate, the governing body must adopt a resolution nominating the candidate by formal action. The mayor, as presiding officer of the city council, must submit the nominee's name to the chief appraiser of the Harris County Appraisal District no later than **Thursday, October 15, 2015**. The mayor must provide a certified copy of the resolution and may include a cover letter naming the nominee.



**Election**

Before Friday, October 30, 2015, the chief appraiser will prepare a ballot listing the nominees in alphabetical order. The chief appraiser will deliver a copy of the ballot to the mayor of each voting city or town.

*No later than Tuesday, **December 1, 2015**, each city council must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit an official copy to the chief appraiser. Ballots received by the chief appraiser after December 1 may not be counted.*

By Tuesday, December 15, 2015, the chief appraiser will count the votes, declare the results, and notify the winner, the nominees, and the managers of each city and town. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

**For Junior Colleges and School Districts Other Than  
the Houston Independent School District**

With the exception described below for junior college districts, exactly the same procedure described for cities and towns above applies to the selection of the member who represents junior colleges and school districts other than Houston ISD. The board of trustees of the school districts must nominate and elect following the deadlines and procedures described above.

The four junior college districts with territory in Harris County may participate in the selection of the member who represents school districts other than Houston ISD and the junior colleges. However, the junior college districts collectively have the same voting authority as a single school district. The boards of trustees of junior college districts may each nominate a candidate following the deadlines and procedures described above. However, the four junior colleges collectively have a single vote in the election. Each board of trustees may cast a vote by resolution and file the resolution with the chief appraiser. The collective vote will be automatically cast for the candidate who receives the most votes from among the junior colleges. As an example, if one candidate receives three votes and another receives one vote, the junior colleges will be deemed to have collectively cast their vote for the candidate who received the three votes.

**For Conservation and Reclamation Districts**

The procedure and timetable for selecting the member who represents the conservation and reclamation districts are the same as that described above for small cities and school districts.

The conservation and reclamation districts that participate in the appraisal district may cast a single vote. The candidate who receives the most votes is elected.

**For Harris County, the City of Houston,  
and the Houston Independent School District**

*By December 1, 2015*, the governing body of each of these entities appoints a single person to represent it on the board. Each governing body must formally adopt a resolution naming the person who will serve as a board member and submit it to the chief appraiser at the address shown below:

Sands L. Stiefer  
Chief Appraiser  
Harris County Appraisal District  
13013 Northwest Freeway  
P. O. Box 920975  
Houston, TX 77292-0975

To assist you in this process, I have enclosed a suggested form of resolution for the nomination of a candidate to the board of directors of the Harris County Appraisal District.

We invite your questions or comments on the board selection process. Please do not hesitate to call me at (713) 957-5274.

Sincerely,



Sands L. Stiefer, RPA  
Chief Appraiser

Attachments

cc: HCAD Board Members  
Tax Assessors  
Attorneys

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF \_\_\_\_\_, TEXAS,  
NOMINATING A CANDIDATE FOR A POSITION  
ON THE BOARD OF DIRECTORS OF THE  
HARRIS COUNTY APPRAISAL DISTRICT**

WHEREAS, those cities and towns other than the City of Houston within the Harris County Appraisal District have the right and responsibility to elect one person to the board of directors of the Harris County Appraisal District for a term of office commencing on January 1, 2016, and extending through December 31, 2017; and

WHEREAS, this governing body desires to exercise its right to nominate a candidate for such position on said board of directors; now, therefore

BE IT RESOLVED BY THE CITY COUNCIL OF \_\_\_\_\_

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That \_\_\_\_\_ (name), \_\_\_\_\_  
\_\_\_\_\_ (address, zip code) \_\_\_\_\_ (phone  
number), be, and he or she is hereby, nominated as a candidate for that position on the board of directors of the Harris County Appraisal District to be filled by those cities and towns other than the City of Houston within the Harris County Appraisal District for a two-year term of office commencing on January 1, 2016.

Section 3. That the presiding officer of the governing body of this taxing unit be, and he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than October 15, 2015.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary





**Harris County Appraisal District**  
Interoffice Memorandum

**OFFICE OF CHIEF APPRAISER**

TO: PRESIDING OFFICERS OF TAXING UNITS  
SERVED BY THE HARRIS COUNTY APPRAISAL DISTRICT

FROM: SANDS STIEFER, CHIEF APPRAISER

SUBJECT: SELECTION OF APPRAISAL DISTRICT BOARD MEMBERS

DATE: AUGUST 17, 2015

Your taxing unit participates in selecting members of the Harris County Appraisal District's board of directors. The board is composed of six members who serve two-year terms, all of which expire December 31, 2015. This memorandum describes the process of selecting directors for the two-year term that begins January 1, 2016.

**Functions of the Board**

The appraisal district appraises all property in the county for ad valorem tax purposes. The board of directors is the governing body for the district. This board employs the chief appraiser, sets general policies for the district, and adopts the budget for the district. By law, board members cannot communicate with the chief appraiser regarding appraisals. There is no compensation for service on the appraisal district board of directors; however, directors are reimbursed for travel expenses if incurred. The board of directors typically meets once a month.

**Participating Units**

The current method of selecting directors was established by resolutions of the county, cities, and school districts participating in the appraisal district in 1981. The method of selection was modified in 1991 after the law was changed to provide a voting entitlement to conservation and reclamation districts and has also been modified to provide a voting entitlement for junior college districts. Sec. 6.031, Tax Code, authorizes an appraisal district to vary both the size and the method of selecting its board members.

The six members of the Harris County Appraisal District's board of directors are selected as follows:

- One member appointed by the Harris County Commissioners Court.
- One member appointed by the Houston City Council.
- One member appointed by the board of trustees of the Houston Independent School District.
- One member appointed by votes of the city councils of the cities other than Houston. Each city council casts a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the boards of trustees of the school districts other than Houston Independent School District and by the boards of directors of the junior colleges with territory in Harris County. Each school district board casts a single vote. The junior college districts collectively cast a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the governing bodies of the conservation and reclamation districts that participate in the appraisal district. Each body casts a single vote. The candidate who receives the most votes is elected.

In the event the county appoints someone other than the county assessor-collector to the board, the county assessor-collector will serve ex officio in a non-voting capacity as a seventh member.

Board members whose terms expire December 31, 2015, are:

- Ed Heathcott, Chairman, representing cities & towns, except City of Houston
- Ray Holtzapple, Secretary, representing City of Houston
- Mike Sullivan, Assistant Secretary, representing Harris County
- Glenn E. Peters, Member, representing conservation and reclamation districts
- Toni Trumbull, Member, representing junior college districts and school districts other than Houston ISD
- Michael Lunceford, Member, representing Houston ISD

### Eligibility Requirements

An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the board of directors.

**Residency:** The candidate must be a resident of Harris County, and must have resided in the county for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.

**Employment:** An employee of a taxing unit served by the appraisal district may not serve, with one exception. An employee may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee would be *eligible* to serve on the appraisal district's board of directors. Elected officials or members of governing bodies who are not employed by taxing units are also *eligible* to serve on the board.

An individual is *ineligible* to serve on an appraisal district board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding five years.



**Conflict-of-interest:** A candidate may not serve if the candidate is related to a person who is in the business of appraising property or represents property owners for a fee in proceedings in the appraisal district. Relatives barred are those within the second degree by consanguinity (blood) or affinity (marriage). These persons include: spouse; children; brothers and sisters; parents; grandparents; and grandchildren. The spouse's relatives in the same degree are included.

A candidate who contracts with the appraisal district for any purpose, or who contracts with a taxing unit served by the district for a property tax related purpose, may not serve. The same rule applies to candidates who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). A candidate has a substantial interest if the candidate or the candidate's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. A candidate also has a substantial interest if the candidate or the candidate's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

The appraisal district may not employ any person who is related to an appraisal district director within the second degree by affinity or the third degree by consanguinity. The provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

**Delinquent taxes:** Texas law makes a person ineligible to serve as an appraisal district director if he or she has delinquent property taxes owing to any taxing unit 60 days after the person knew or should have known of the delinquency.

### **Selection Procedures**

The procedures for selecting members of the board of directors for the two-year term beginning on January 1, 2016, are as follows:

#### **For Cities and Towns Other Than the City of Houston**

The cities and towns other than the City of Houston appoint one member by majority vote of their city council. The process for these cities and towns involves two steps: nomination and election.

#### **Nomination**

The city council of each city and town has the right to nominate a single candidate for the position. To nominate, the governing body must adopt a resolution nominating the candidate by formal action. The mayor, as presiding officer of the city council, must submit the nominee's name to the chief appraiser of the Harris County Appraisal District no later than **Thursday, October 15, 2015**. The mayor must provide a certified copy of the resolution and may include a cover letter naming the nominee.

**Election**

Before Friday, October 30, 2015, the chief appraiser will prepare a ballot listing the nominees in alphabetical order. The chief appraiser will deliver a copy of the ballot to the mayor of each voting city or town.

*No later than Tuesday, **December 1, 2015**, each city council must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit an official copy to the chief appraiser. Ballots received by the chief appraiser after December 1 may not be counted.*

By Tuesday, December 15, 2015, the chief appraiser will count the votes, declare the results, and notify the winner, the nominees, and the managers of each city and town. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

**For Junior Colleges and School Districts Other Than  
the Houston Independent School District**

With the exception described below for junior college districts, exactly the same procedure described for cities and towns above applies to the selection of the member who represents junior colleges and school districts other than Houston ISD. The board of trustees of the school districts must nominate and elect following the deadlines and procedures described above.

The four junior college districts with territory in Harris County may participate in the selection of the member who represents school districts other than Houston ISD and the junior colleges. However, the junior college districts collectively have the same voting authority as a single school district. The boards of trustees of junior college districts may each nominate a candidate following the deadlines and procedures described above. However, the four junior colleges collectively have a single vote in the election. Each board of trustees may cast a vote by resolution and file the resolution with the chief appraiser. The collective vote will be automatically cast for the candidate who receives the most votes from among the junior colleges. As an example, if one candidate receives three votes and another receives one vote, the junior colleges will be deemed to have collectively cast their vote for the candidate who received the three votes.

**For Conservation and Reclamation Districts**

The procedure and timetable for selecting the member who represents the conservation and reclamation districts are the same as that described above for small cities and school districts.

The conservation and reclamation districts that participate in the appraisal district may cast a single vote. The candidate who receives the most votes is elected.



**For Harris County, the City of Houston,  
and the Houston Independent School District**

By **December 1, 2015**, the governing body of each of these entities appoints a single person to represent it on the board. Each governing body must formally adopt a resolution naming the person who will serve as a board member and submit it to the chief appraiser at the address shown below:

Sands L. Stiefer  
Chief Appraiser  
Harris County Appraisal District  
13013 Northwest Freeway  
P. O. Box 920975  
Houston, TX 77292-0975

To assist you in this process, I have enclosed a suggested form of resolution for the nomination of a candidate to the board of directors of the Harris County Appraisal District.

We invite your questions or comments on the board selection process. Please do not hesitate to call me at (713) 957-5274.

Sincerely,



Sands L. Stiefer, RPA  
Chief Appraiser

Attachments

cc: HCAD Board Members  
Tax Assessors  
Attorneys



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF \_\_\_\_\_, TEXAS,  
NOMINATING A CANDIDATE FOR A POSITION  
ON THE BOARD OF DIRECTORS OF THE  
HARRIS COUNTY APPRAISAL DISTRICT**

WHEREAS, those cities and towns other than the City of Houston within the Harris County Appraisal District have the right and responsibility to elect one person to the board of directors of the Harris County Appraisal District for a term of office commencing on January 1, 2016, and extending through December 31, 2017; and

WHEREAS, this governing body desires to exercise its right to nominate a candidate for such position on said board of directors; now, therefore

BE IT RESOLVED BY THE CITY COUNCIL OF \_\_\_\_\_

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That \_\_\_\_\_ (name), \_\_\_\_\_  
\_\_\_\_\_ (address, zip code) \_\_\_\_\_ (phone  
number), be, and he or she is hereby, nominated as a candidate for that position on the board of directors of the Harris County Appraisal District to be filled by those cities and towns other than the City of Houston within the Harris County Appraisal District for a two-year term of office commencing on January 1, 2016.

Section 3. That the presiding officer of the governing body of this taxing unit be, and he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than October 15, 2015.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary



## RESOLUTION NO. 15-\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, NOMINATING A CANDIDATE FOR A POSITION ON THE BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT FOR A TERM OF OFFICE COMMENCING ON JANUARY 1, 2016, AND EXTENDING THROUGH DECEMBER 31, 2017.**

**WHEREAS**, those cities and towns other than the City of Houston within the Harris County Appraisal District have the right and responsibility to elect one person to the board of directors of the Harris County Appraisal District for a term of office commencing on January 1, 2016, and extending through December 31, 2017; and

**WHEREAS**, this governing body desires to exercise its right to nominate a candidate for such position on said board of directors; **NOW, THEREFORE**,

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

**Section 1.** That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

**Section 2.** That \_\_\_\_\_ (name),  
 \_\_\_\_\_ (address, zip code), \_\_\_\_\_  
 (phone number) be, and he or she is hereby, nominated as a candidate for that position on the board of directors of the Harris County Appraisal District to be filled

by those cities and towns other than the City of Houston within the Harris County Appraisal District for a two-year term of office commencing on January 1, 2016.

**Section 3.** That the presiding officer of the governing body of this taxing unit be, and he is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than Tuesday, October 15, 2015.

**PASSED, APPROVED, and ADOPTED** this 15<sup>th</sup> day of September, 2015.

(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: 09/15/15 07:00 PM  
Department: City Manager's Office  
Category: Discussion  
Department Head: Paul A. Hofmann  
DOC ID: 1683

**SCHEDULED****ACTION ITEM (ID # 1683)****Item Title:**

Consideration of and possible action on a recommendation to approve the Ad Hoc Municipal Facilities Committee's recommendation for the City of Bellaire's Municipal Facilities Project - Site Plan Alternative A - Requested by Dr. Philip L. Nauert, Mayor.

**Background/Summary:**

The City of Bellaire has been working on the Municipal Facilities Project for many years. We have provided numerous outlets for public participation, and have discussed the project amongst ourselves many times. On each occasion we have received valuable feedback.

The following is a timeline of the project:

- June 4, 2013 - PGAL Conducted a Town Hall Meeting, including discussion on the Municipal Buildings Concept Design Studies
- June 19, 2013 - PGAL Conducted a Town Hall Meeting, including discussion on the Municipal Buildings Concept Design Studies
- November 5, 2013 - Bond Proposition 1 for \$11 million for improvements to facilities approved
- May 27, 2014 - Council adopts the "Campus of Buildings" design for the new municipal facilities
- September 8, 2014 - The City Council discusses and approves a request from Councilmember McLaughlan to "establish an Ad Hoc Committee to serve in an architectural advisory capacity to Council regarding the development of the new City Hall and other City facilities."
- October 20, 2014 - The City Council adopts Ordinance 14-058 establishing the Ad Hoc Municipal Facilities Committee, setting the Committee's Charge, and appointing seven (7) residents to the Committee
- March 30, 2015 - The City Council held a Town hall Meeting, providing an opportunity for residents to speak about the approved site plan and the citizen recommended alternatives
- April 6, 2015 - The City Council directed Jeff Gerber to meet with the Bellaire Ad Hoc Municipal Facilities Committee and elicit their input and recommendations on his findings related to the future municipal facilities site plan and building configuration
- June 29, 2015 - The Ad Hoc Municipal Facilities Committee selected Alternative A as their recommended site plane to present to Council

**Recommendation:**

Mayor Nauert recommends that the City Council approve the Ad Hoc Municipal Facilities Committee's recommendation of Site Plan Alternative A.

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: City Clerk  
Category: Discussion  
Department Head: Tracy L. Dutton  
DOC ID: 1684

**SCHEDULED  
ACTION ITEM (ID # 1684)**

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**Item Title:**

Consideration of and possible action on a recommendation to direct City Staff to contact the Houston Independent School District (HISD) to request and schedule a tour of the Bellaire High School campus located at 5100 Maple Street, Bellaire, Texas, by members of the Bellaire City Council; said tour to be scheduled during school hours and to include an overview of proposed renovations and modifications to be made to said campus as well as a description of the benefits to be achieved as a result of the renovations/modifications (i.e., traffic, parking, and school population, etc.) - Requested by Roman F. Reed, Councilman - Position No. 1.

**Background/Summary:**

During the summer and fall of 2014, City Council received several updates and held a community meeting to solicit input from the public on the Houston Independent School District's reconstruction plans for Bellaire High School. Following the community meeting, City Council provided input to the Houston Independent School District (HISD) on the City's reactions to their plans and possibilities for Bellaire High School.

Primary concerns gathered from the 2014 community meeting included the possible reorientation of the campus, impacts to adjacent properties, student population issues, the addition of a parking garage, traffic congestion, and change in traffic patterns.

Since the reconstruction plans had not been revisited by City Council in approximately one year, Councilman Roman F. Reed has requested City Council consideration of a recommendation to direct City Staff to request and schedule a tour of the Bellaire High School campus located at 5100 Maple Street, Bellaire, Texas, by members of City Council. Councilman Reed has suggested that the tour include an overview of proposed renovations and modifications to be made to the campus as well as a description of the benefits to be achieved as a result of the renovations/modifications. He also suggested that the tour be conducted during school hours to allow City Council to get a real time perspective as to population and congestion issues.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

Councilman Roman F. Reed recommends favorable action and direction to City Staff to request and schedule a tour of the Bellaire High School campus for members of City Council.

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: City Clerk  
Category: Code Amendment  
Department Head: Tracy L. Dutton  
DOC ID: 1685

**SCHEDULED  
ACTION ITEM (ID # 1685)**

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**Item Title:**

Discussion and possible direction to City Staff regarding a recommendation to lower the current speed limit for the entire extent of South Rice Avenue from 35 miles per hour to 30 miles per hour - Requested by Roman F. Reed, Councilman - Position No. 1.

**Background/Summary:**

The speed limit for South Rice Avenue (beginning approximately at Elm Street and extending to Beechnut Street) is currently posted at 35 miles per hour. A portion of South Rice Avenue beginning at Bellaire Boulevard and extending to Beechnut Street contains a private school (infant to pre-K)/day care facility (ChristChurch Presbyterian), two public school zones (Condit Elementary School and Bellaire High School), City facilities, and several METRO bus stops. Reduced speed zones are in effect for the public schools on school days during posted hours. Since South Rice Avenue is a primary school route for children and teens, as well as a walking route to Bellaire's downtown area, and serves as a bikeway path for many residents, Councilman Roman F. Reed has requested City Council consideration of his recommendation of a reduction in the posted speed limit along South Rice Avenue from 35 miles per hour to 30 miles per hour.

Favorable action includes direction to City Staff to begin the process necessary to lower the speed limit along South Rice Avenue.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

Possible fiscal impacts include the performance of a traffic study, purchase and installation of new speed limit signage, and a code amendment change and posting of legal notice.

**Recommendation:**

Councilman Roman F. Reed requests favorable consideration of his recommendation to reduce the posted speed limit along South Rice Avenue from 35 miles per hour to 30 miles per hour.

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 09/15/15 07:00 PM  
Department: City Clerk  
Category: Discussion  
Department Head: Tracy L. Dutton  
DOC ID: 1687

**SCHEDULED  
ACTION ITEM (ID # 1687)**

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**Item Title:**

Discussion and possible action on a recommendation to reach out to the community and neighborhoods by holding the two November and first December 2015 meetings of the City Council of the City of Bellaire, Texas, in the following City parks: Paseo Park (November 2nd), Jaquet Park (November 16th), and Lafayette Park (December 7th) - Requested by Roman F. Reed, Councilman - Position No. 1.

**Background/Summary:**

Councilman Roman F. Reed has recommended that City Council reach out to the community and neighborhoods by holding three of its upcoming meetings in City parks. He has suggested that the two meetings in November and the first December meeting of 2015 be held in City parks as follows:

November 2nd - Paseo Park;  
November 16th - Jaquet Park; and  
December 7th - Lafayette Park.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

Councilman Roman F. Reed requests favorable action on his recommendation to enhance community outreach by holding three City Council meetings in City parks.