

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MAY 5, 2016

CenterPoint Energy
Community Center

Workshop Session
City Council Pre-Budget Retreat

8:30 AM

7001 FIFTH STREET
BELLAIRE, TX 77401



Mayor

Andrew S. Friedberg

Mayor Pro Tem

Roman F. Reed

Council Member

Gus E. Pappas

Council Member

Michael Fife

Council Member

Trisha S. Pollard

Council Member

Pat B. McLaughlan

Council Member

David R. Montague

Mission Statement:

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

WORKSHOP SESSION (CITY COUNCIL PRE-BUDGET RETREAT) - 8:30 A.M.

- A. Call to Order, Announcement of a Quorum, and Introduction to the Day,**
Andrew S. Friedberg, Mayor.
- B. Review of Strategic Planning Model.**
- C. Review Comprehensive Plan Update.**
- D. Review of City Council Priorities.**
- E. Presentation and Discussion of Capital Improvement Program (CIP) and Bond Election Plan.**
- F. Review and Discussion of Fiscal Forecast Assumptions and Projections.**
- G. Discussion of Draft Fiscal Year 2017 Budget Themes.**
- H. Adjourn.**

CERTIFICATE

I, the undersigned authority, do hereby certify that the agenda set forth above regarding a Workshop Session of the City Council of the City of Bellaire, Texas, to be held on Thursday, May 5, 2016, at 8:30 a.m. was posted on the City's official bulletin board located on an outside west wall of City Hall, 7008 South Rice Avenue, Bellaire, Texas, a place convenient and readily accessible to the general public at all times, and was posted on the following date at the stated time: Friday, April 29, 2016, at _____ a.m./p.m.

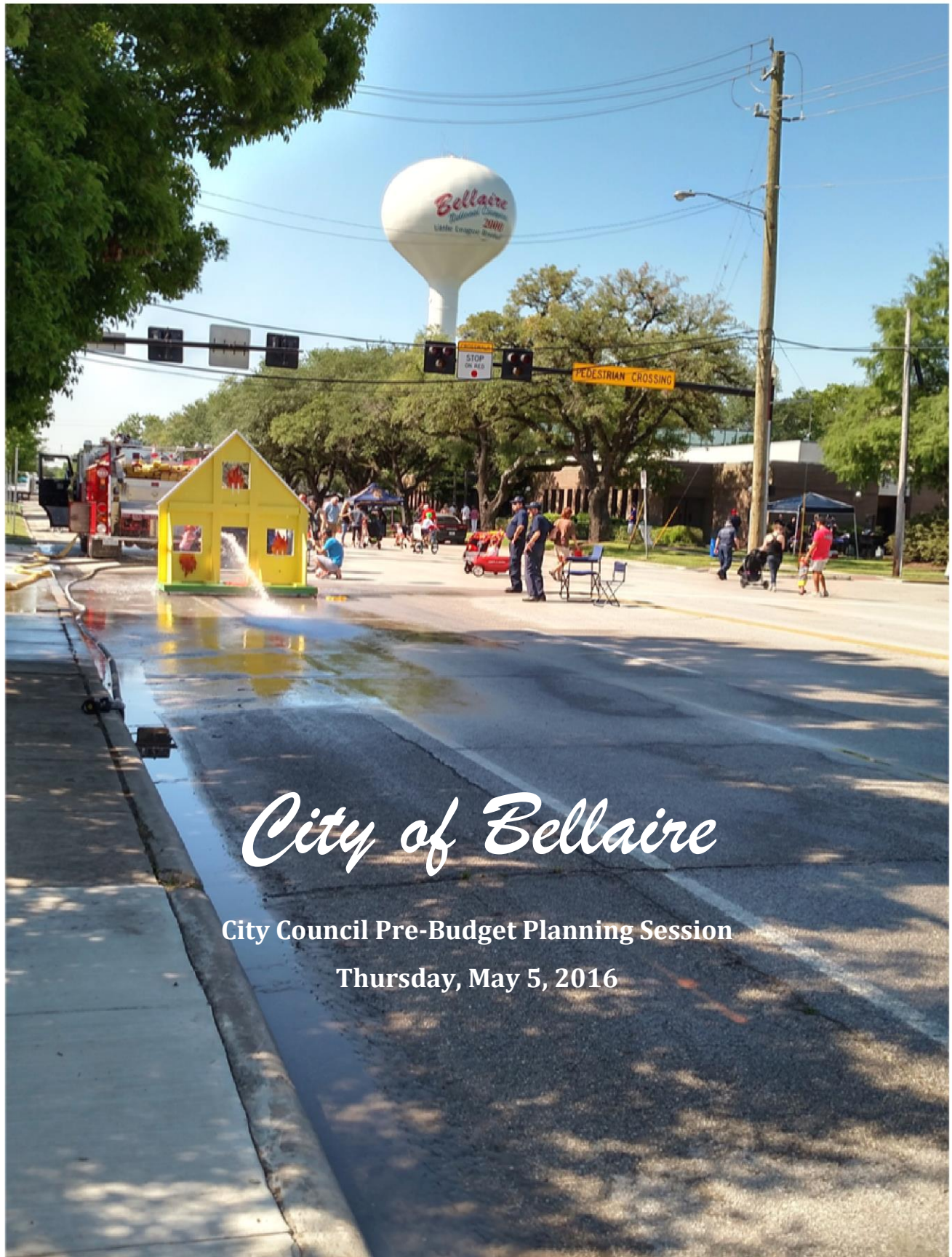
Tracy L. Dutton, TRMC
City Clerk
City of Bellaire, Texas

<p>This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City of Bellaire's ADA Coordinator, Yolanda Williams, at (713) 662-8270 or FAX (713) 662-8212.</p>
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CERTIFICATE OF REMOVAL

I, the undersigned authority, do hereby certify that the agenda set forth on the preceding page(s) regarding a Workshop Session of the City Council of the City of Bellaire, Texas, to be held on Thursday, May 5, 2016, at 8:30 a.m. was removed by me from the City's official bulletin board located on an outside west wall of City Hall, 7008 South Rice Avenue, Bellaire, Texas, on the _____ day of _____, 2016, at _____ a.m./p.m. I hereby certify further that said agenda remained posted continuously for at least 72 hours preceding the scheduled time of the Workshop Session.

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



City of Bellaire

City Council Pre-Budget Planning Session

Thursday, May 5, 2016

City Council Pre-Budget Planning Session Agenda

May 5, 2016

Morning:

Intro to the Day, *Mayor Andrew Friedberg*

Strategic Planning Overview, *Paul A. Hofmann*

Comprehensive Plan Implementation Update, *John McDonald*

Update of Council Priorities

Afternoon:

CIP/Bond Election, *Terrence Beaman, Diane K. White, Paul A. Hofmann*

Fiscal Forecast and Assumptions, *Terrence Beaman, Diane K. White*

FY17 Budget Themes, *Paul A. Hofmann*

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Bond Sale Schedule

November 2016 Bond Election

November 2019 Bond Election

FY17 Budget Themes

Rules of Procedure



CITY OF BELLAIRE STRATEGIC PLANNING MODEL



Context and Historical Perspective

Strategic Planning Model

Annual Budget

- Appropriation
- Positions

Service Plans

- Services/Levels
- Base/Enhancements

Fiscal Forecast

- Assumptions
- Trends

CIP

Priorities

Comprehensive Plan

- Land use
- Infrastructure
- Quality of Life

Context

Spring Pre-Budget

- Comprehensive Plan
- CIP/Forecast
- Priorities
- Projects

**Annual Budget
Presentation &
Workshops**

**Regular/Special
Meetings
Agenda Statements and
Support Material**

**Board and
Commissions
Input
(Statutory and Regulatory)**

City Council Decision Making

Adopt Budget

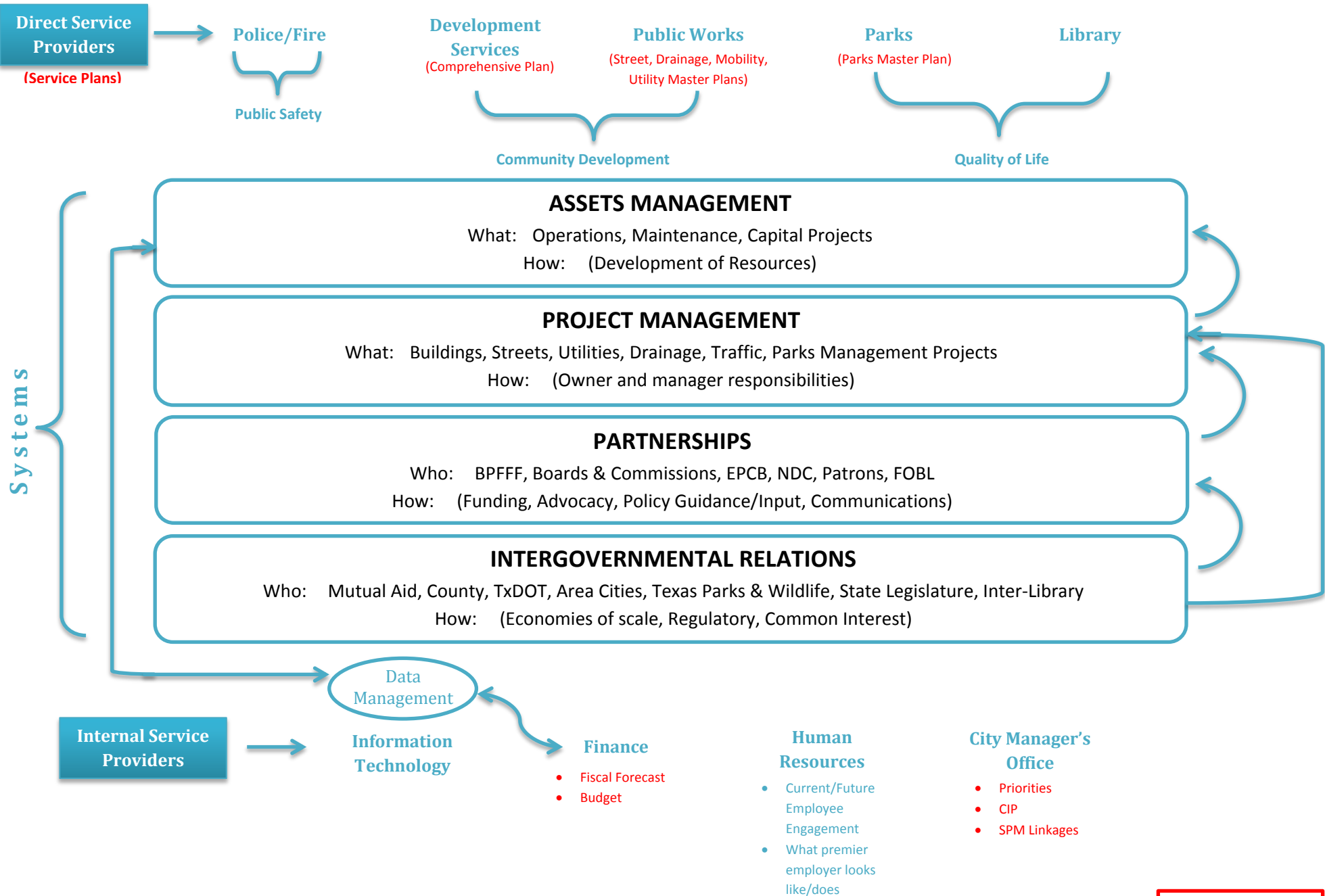
Contracts/Purchases

Forecast Assumptions

Priorities

Legislative/Regulatory

City of Bellaire Systems



Red: Elements of Strategic Planning

Comprehensive Plan Implementation

May 5, 2016

The Comprehensive Plan, originally adopted in 2009, was updated in September 2015. The update included a review and amendment to Chapter 7, Implementation. This chapter contains a “Priority Action Agenda” which focuses on five topics which are highlighted and supported throughout the document.

A. City Center Revitalization

- a. Ongoing commercial redevelopment efforts
- b. Public realm and aesthetic enhancements
- c. Evaluation of UV-D and CMU zoning districts implementation.

Major accomplishments since initial adoption:

Zoning Ordinance amendments (UVD, CMU), New HEB (catalyst project)

B. UVT District Development

- a. Ongoing commercial redevelopment efforts
- b. Street and drainage upgrades
- c. Potential new METRO transit center
- d. Public realm and aesthetic enhancements
- e. Evaluation of UVT zoning district implementation

Major accomplishments since initial adoption:

Zoning Ordinance amendments (UVT), Continuing coordination with Uptown Houston and Metro on Transit Center

C. Life-cycle Housing Initiatives

- a. Ongoing promotion and development recruitment efforts
- b. Potential for additional zoning flexibility for alternative forms of housing
- c. Multi-unit housing options in all new commercial districts

Major accomplishments since initial adoption:

Inclusion of multi-family use as a permitted use in new districts, Reduction in minimum planned development size

D. Municipal Facilities Reconstruction/Upgrades

- a. Police/Courts/City Hall
- b. South Rice enhancements

Major accomplishments since initial adoption:

Completion of Fire Station, Library Renovations, Planning and Financing for Town Square facilities

E. Parks Master Plan Implementation

- a. Evelyn’s Park development
- b. Upgrades to existing parks
- c. Holly Street Enhancements
- d. Paseo Park expansion with relocation of METRO Transit Center

Major accomplishments since initial adoption:

Acquisition of Teas Property and initiation of Evelyn’s Park Project; inclusion of Master Plan in Comprehensive Plan.

Beautification Components within the Comprehensive Plan

May 5, 2016

As the Comprehensive Plan was originally drafted, and again through the update process, “beautification” or an improved aesthetic for the City, was an important objective of the document. Furthermore, the document focused heavily on the redevelopment of Bellaire’s commercial centers and corridor; redevelopment that will inherently improve the general look and feel of the downtown area specifically.

A review of the plan shows that this concept is highlighted within each chapter as well as within the specific goals and considerations tables, including the areas of Policy, Regulation, Capital Improvement, and Programs/Initiatives. These elements help guide City Staff, Boards and Commissions, and City Council as they consider, develop, and review future action items.

Policy/Regulation

- The recently established CMU, UVD and UVT zoning districts standards recognize the importance of higher development intensities and enhance the aesthetic appeal for the downtown and commercial areas of the city. Design standards include additional screening, building materials, and additional landscaping requirements for new commercial structures.
- Continue careful enforcement of City Code Chapter 9, Article XI, Trees, particularly before and during residential redevelopment projects. Also focus on outreach and better awareness of the City’s requirements and standards.

Capital Improvements/ Initiative

- Use City street and drainage improvements as an opportunity to install landscaping and screening that are compatible with surrounding neighborhoods. Such projects are also a chance to clarify the extent of existing rights-of-way (where this is an issue) and the potential availability of some right-of-way area for these types of enhancements.
- Expand the Rebuild Bellaire program to commercial areas, particularly the City Center area, to not only upgrade street surfaces and drainage, but also to improve street appearance and edges, convert excessive paved areas to sidewalks and green space and to signal City commitment and public investment (along Cedar and Spruce streets).
- Design street rehabilitation, sidewalk/crosswalk installation, park/plaza, and streetscape projects to complement an urban, mixed-use, and walkable environment in locations planned and zoned for development character (commercial areas).

Beautification Components within the Comprehensive Plan *continued*

May 5, 2016

- Redesign designated streets to emphasize pedestrian and bicycle movement and amenities (e.g., narrower or fewer traffic lanes, wider sidewalks and/or walking/jogging paths, lighting, benches, pedestrian shelters, street trees, landscaping, etc.)
- Install esplanades in place of continuous center turning lanes to control turning movements and increase safety, provide an intermediate refuge area for pedestrians crossing major streets, and enhance corridor aesthetics through landscaping of the new esplanades.(Bissonnet, South Rice)
- Provide physical improvements intended to present a unified image and visual definition of the City Center area. This will strengthen Bellaire's identity, enhance the character of the community and beautify City streets. The plan recommends the following:
 - wayfinding signage (including a possible new logo and design/color scheme for "branding" purposes)
 - special street lighting and/or traffic signal fixtures; consistent landscaping across the district, particularly at key entry points and intersections;
 - special paver and crosswalk designs at major intersections; distinctive pole banners; and special district-wide street signs (unique color and/or style).
 - coordinate with property and business owners to replace scattered, competing signage with coordinated/joint signs using a consistent design across the entire district (and a prototype of this approach could be implemented in the catalyst revitalization area).
- Design and construct signature gateway and streetscape treatments at high-profile entry points into Bellaire. These improvements should include the types of features like, special street lighting and traffic signal fixtures, enhanced traffic signals and street signage, overhead utility wires moved underground and distinctive designs for intersection crosswalks and widened sidewalks.

Bellaire City Council Priorities

as of July 2015

Residential/ Commercial Safety	Public Infrastructure & Facilities	Residential & Recreation	Budget & Finance	Commercial Redevelopment
✓ Public awareness of Council's top priority	Proceed with ✓ Rebuilding Bellaire Phase 5	✓ Support parks master plan	Evaluate costs v. ✓ benefits of City services	✓ Implement the Comprehensive Plan
✓ Provide for Police & Fire	Infrastructure maintenance & ✓ analysis	Consider commercial/ ✓ institutional impact on residents	✓ Maintain competitive compensation	✓ Encourage new business & business expansion
Effective community ✓ outreach & education	Develop facilities plan based on ✓ Ad Hoc Advisory Committee input	✓ Develop beautification plan	✓ Protect favorable bond rating	✓ Foster dialogue with business community
Safety & security ✓ public feedback forum	Evaluate ✓ opportunities to accelerate projects	Look for opportunities to ✓ improve appearance of residential area	✓ Protect asset value	✓ Remain sensitive to & address commercial impact on residential areas
✓ Potential Safety & Security Policies			Pursue bond ✓ refunding opportunities	Recognize benefits ✓ of healthy residential development
			✓ Mid-year financial review	✓ Improve appearance of downtown area

✓ - Significant progress underway



City Council of the City of Bellaire, Texas

City Council Priorities

As of July 13, 2015

Date of Adoption: March 19, 2012
Revised: July 13, 2015

A. RESIDENTIAL/COMMERCIAL SAFETY FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to providing a safe and secure community, as well as to enhance the quality of life, for its residents and corporate citizens.

It is a priority of this council to:

- Ensure that the Bellaire public is fully aware that safety and security are the City's number one priorities.
- Ensure that the Bellaire Police and Fire Departments are provided the resources to remain fully staffed, equipped, trained and ready to respond to provide maximum protection to our citizens.
- Maintain effective community outreach and education programs in the Fire and Police Departments to ensure that citizens are informed and aware of programs and activities designed to enhance the safety of the public.
- Provide a forum for the public to provide feedback with respect to safety and security concerns.
- Examine the potential for developing new policies that will enhance the safety and security of the community.

B. PUBLIC INFRASTRUCTURE AND FACILITIES FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to ensuring that the existing public infrastructure and facilities are reviewed, evaluated, and maintained to the highest possible standard for its residents and corporate citizens and that the acquisition of new public infrastructure and facilities, if appropriate, will be considered with the best interests of Bellaire's residents and corporate citizens in mind.

It is a priority of this council to:

- Proceed directly with Rebuild Bellaire Phase 5.
- Ensure that streets, sanitary and storm sewers, and water lines are constructed and maintained using state of the art methods and materials, and that infrastructure failure is analyzed to provide information for continual process improvement.
- Develop a desired facilities layout based on input from the Ad Hoc Municipal Facilities Committee.
- Continue to evaluate opportunities to take advantage of favorable economic conditions to accelerate public infrastructure projects.

C. RESIDENTIAL AND RECREATIONAL FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, will take a proactive role in the long-term development of cultural and recreational areas and implementation of community character enhancements to ensure that Bellaire is the most desirable city in the area.

It is a priority of this council to:

- Support and implement Parks Master Plan.
- Remain sensitive to and address commercial/institutional impact on adjacent residential areas.
- Develop and implement a plan for City Beautification.
- Look for opportunities to improve the appearance of the residential areas of the City.

D. BUDGET AND FINANCE FOCUS AREA:

Statement:

The City Council of the City of Bellaire, Texas, is dedicated to ensuring the continued development of sound fiscal policies and effective budget oversight.

It is a priority of this council to:

- Evaluate costs vs. benefits of all City services and programs.
- Maintain competitive employee salary and benefits plan.
- Proactively protect City's favorable bond rating.
- Proactively protect City's asset value.
- Proactively pursue refunding opportunities for existing bond issuances.
- Conduct a mid-year financial review.

E. COMMERCIAL REDEVELOPMENT FOCUS AREA

Statement:

The City Council of the City of Bellaire Texas is dedicated to proactively seeking ways to enhance economic viability of the Bellaire business community in concert with the Comprehensive Plan, as approved and adopted on November 16, 2009

It is a priority of this council to:

- Draft and adopt ordinances to facilitate the implementation of the Comprehensive Plan.
- Encourage new business development; facilitate business expansion and provide a diverse basis of business opportunities for residents.
- Foster a structured dialogue with the business community.
- Remain sensitive to and address commercial/institutional impact on adjacent residential areas.
- Continue to recognize the benefits of healthy residential development.
- Look for opportunities to improve the appearance of the downtown area.

DRAFT CAPITAL IMPROVEMENT PLAN SUMMARY BY FUND

City of Bellaire, Texas

By Fund	2016	2017	2018	2019	2020	2021	Future	TOTAL	% of Total
Total General Fund CIP	\$3,184,675	\$2,500,000	\$2,425,000	\$3,391,050	\$2,300,000	\$2,050,000	\$351,000	\$16,201,725	14%
Total Enterprise Fund CIP	\$530,000	\$1,025,000	\$150,000	\$285,000	\$940,000	\$0	\$0	\$2,930,000	3%
Existing Bond Authority	\$20,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,500,000	18%
New Bond Authority	\$0	\$19,500,000	\$9,000,000	\$11,500,000	\$7,000,000	\$15,000,000	\$8,300,000	\$70,300,000	61%
Other	\$0	\$0	\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000	4%
TOTALS	\$24,214,675	\$23,025,000	\$16,575,000	\$15,176,050	\$10,240,000	\$17,050,000	\$8,651,000	\$114,931,725	100%

	City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Future	Totals
	General Fund CIP								
	Beginning Balance - General Fund Cash	\$744,675	\$250,000	\$0	\$0	\$1	\$1		
	Beginning Balance - ReBuild Bellaire		\$751,051	\$751,051	\$751,051	\$0	\$0		
	Beginning Balance - ROW Fund		\$351,200	\$351,200	\$351,200	\$351,200	\$351,200		
	Transfer in From General Fund	\$440,000	\$250,000	\$425,000	\$640,000	\$300,000	\$50,000		
	Transfer in From General Fund for Pavement Maintenance Program	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000		
	METRO Revenue for Pavement Maintenance Program	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000		
	Total Resources	\$3,184,675	\$3,602,251	\$3,527,251	\$3,742,251	\$2,651,201	\$2,401,201		
Bellaire Family Aquatic Center	Bellaire Family Aquatic Center Pool Area Improvements -Improve pool amenities by adding additional shade structures for patrons around the pool deck. Replace the concrete blocks under the waterslide feature with a flat deck and proper drainage. Add additional decking around the pool to accommodate the needs of the pool patrons as it pertains to daily use and aquatic programming needs.		\$150,000						\$150,000
Bellaire Town Square	Impound Lot Relocation and Build Out - Relocate current police department impound lot to public works service center. <i>(contingent on Municipal Facilities Plan and future of public works service center)</i>			\$100,000					\$100,000
Bellaire Town Square	Park Upgrades after Municipal Facilities Project - 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 Project schedule)</i>				\$100,000				\$100,000
Bellaire Town Square	Signature Corner Design - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine. Construction would fall under new bond authority funding. Funded by RBB Cash. <i>(contingent on Municipal Facilities Project)</i>				\$751,050				\$751,050
Paseo Park	Paseo Park West Expansion with future relocation of transit center. ROW Restricted funding. Resolution 11-10 - Policy for Acquisition and Development							\$351,000	\$351,000
City Wide	Playgrounds, Shade Structures - Provides annual funding to address replacement and/or purchase of new plaground equipment and shade structures.	\$70,000	\$100,000	\$100,000	\$100,000	\$100,000			\$470,000
Lafayette Park	Permanent Restroom Facility - Provide a permanent restroom facility at the park.				\$200,000				\$200,000
Loftin Park	Loftin Park Irrigation System - Irrigation system for the existing trees located within Loftin Park.				\$90,000				\$90,000
Signage	Park Signage Master Plan - Includes all signage used in City of Bellaire Parks.		\$50,000						\$50,000
Signage	Park Signage Master Plan Implementation - Estimated annual cost to implement the Master Plan.			\$100,000	\$100,000	\$100,000			\$300,000
City Wide	Community Pathways Master Plan - City-Wide Pathways Master Plan to coordinate with the City's nodes and parks as well as surrounding pedestrian and bike systems.		\$75,000						\$75,000
Ware Park	Ware Park - Picnic Pavilion Design and Construction					\$50,000			\$50,000
City Wide	1701 - Pavement Management Program - The City of Bellaire's Pavement Management Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. The City's goal is to bring the streets 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	\$2,000,000		\$12,030,618

	City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Future	Totals
Newcastle Trail	Decorative Standard for Major Streets (FY17 Newcastle St. Pilot Project) - This project will look to combine goals of better street lighting, additional trail lighting, use of LED lighting options, and a decorative standard for major streets throughout the City. The initial project will focus on Newcastle St. Future phases may focus on other major streets and high-traffic areas. A different decorative standard for lower-traffic/residential streets may be chosen to follow this project with common design considerations in mind. An element of customization will be explored to potentially tie in with other City projects. This project is in collaboration with Centerpoint Energy.		\$75,000	\$75,000					\$150,000
City Wide	Flood Plain Hazard Mitigation Plan - The existing Flood Hazard Mitigation Plan will be revised to update the flood risks and identify mitigation efforts. This plan would possible future projects to reduce flood risks.		\$50,000						\$50,000
City Wide	Citywide Signage Enhancements Project - This project will authorize a new standard for City signage with the use of a black powder-coated pole and cap. Decorative options for major streets and high-profile areas may be examined for implementation as well. The estimated budget assumes 4,000 poles will be replaced over the course of 4 years with some use of a contractor for large installations. City crews will maintain signs and replace with the new standard as needed for maintenance and asisst with large installations when possible.			\$50,000	\$50,000	\$50,000	\$50,000		\$200,000
Public Works Service Center	Public Works Facilities Assessment -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							\$25,000
City Wide	Beautification - The City Council has demonstrated its commitment to beautification by allocating \$300,000 to the capital budget. A citizens group is developing a recommendation for projects to be funded. Council approved funds to provide beautification efforts at locations to be determined.	\$300,000							\$300,000
Holly Street Esplanade	Holly Street Construction Phase One - Budget Amendment on October 5th	\$50,000							\$50,000
City Wide	1604 - ROW Analysis, Integration & Planning - 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

	City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Future	Totals
City Wide	1605 -Storm Water Drainage Plan -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							\$45,000
City Wide	Street Reconstruction - 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
	Total General Fund CIP	\$3,184,675	\$2,500,000	\$2,425,000	\$3,391,050	\$2,300,000	\$2,050,000	\$351,000	\$16,201,725
	Total Ending Balance	\$0	\$1,102,251	\$1,102,251	\$351,201	\$351,201	\$351,201		

	City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Future	Totals
	Enterprise Fund CIP								
	Beginning Balance	\$0	\$155,000	\$155,000	\$155,000	\$155,000	\$155,000		
	Transfer in From Enterprise Fund	\$530,000	\$1,025,000	\$150,000	\$285,000	\$940,000	\$0		
	Total Resources	\$530,000	\$1,180,000	\$305,000	\$440,000	\$1,095,000	\$155,000		
City Wide	1606-City Wide SCADA - 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	1607 - Wastewater Collection Line Replacement - 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 proritization 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	Central Water Plant Electrical Upgrades - 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	1608 - Rehabilitation of the Renwick Ground Storage Tank - This project involves the blasting and recoating of the 1,000,000 gallon water storage tank on Renwick. 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	1609 - The Wendell Lift Station and Bellaire Lift Stations - 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
Public Works Service Center	1610 - Wastewater System Upgrades - 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
City Wide	Water Distribution Line Project Design Phase in preparation for new Bond Authority		\$325,000						\$325,000
	Total Enterprise Fund CIP	\$530,000	\$1,025,000	\$150,000	\$285,000	\$940,000	\$0	\$0	\$2,930,000
	Total Ending Balance	\$0	\$155,000	\$155,000	\$155,000	\$155,000	\$155,000		

	City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Future	Totals
	BOND FUND								
	EXISTING BOND AUTHORITY	\$20,500,000							
	2016 Bond	\$0	\$19,500,000	\$9,000,000	\$11,500,000				
	2019 Bond					\$7,000,000	\$15,000,000	\$8,000,000	
	Total Resources	\$20,500,000	\$19,500,000	\$9,000,000	\$11,500,000	\$7,000,000	\$15,000,000	\$8,000,000	
Bellaire Town Square	Municipal Facilities - Funding for the construction of the new City Hall / Civic Center and new Police Department / Municipal Court.	\$12,560,000	\$5,000,000						\$5,000,000
Public Works Service Center	Public Works Building - Funding for land acquisition, design, and construction of a new Public Works Building.		\$4,000,000						\$4,000,000
City Wide	Street Reconstruction -New Streets and Drainage Program would require New Bond Authority. Scope will include complete street and related drainage infrastructure replacement.	\$7,940,000	\$7,000,000	\$6,000,000	\$7,000,000	\$6,000,000	\$6,000,000	\$8,000,000	\$40,000,000
City Wide	Water Line Replacement Program - 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 proritization derived from the most recent condition assessment as well as operational issues along the way. FY2017 includes Design and construction.		\$3,500,000	\$3,000,000	\$4,500,000				\$11,000,000
Bellaire Town Square	Library -Design and construction for new Library building.						\$4,500,000		\$4,500,000
Evergreen Park	Evergreen Park - Per the Evergreen Park Master Plan, this project includes design and construction of the Park.						\$4,500,000		\$4,500,000
City Wide	Other Parks - Additional needs at other parks in the COB system, including restrooms, lighting, parking lots, and various other amenities.					\$1,000,000			\$1,000,000
Signage	Wayfinding and Entryway Markers - 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
	Total Bond Projects	\$20,500,000	\$19,500,000	\$9,000,000	\$11,500,000	\$7,000,000	\$15,000,000	\$8,300,000	\$70,300,000
	Total Ending Balance	\$0	\$0	\$0	\$0	\$0	\$0	-\$300,000	

	City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Future	Totals
	OTHER FUNDS								
	Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Funding	\$0	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0
	Total Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UVT	UVT Infrastructure - Replacement and improvement streets & drainage. Continue transformation of RDD.			\$5,000,000					\$5,000,000
	Total UVT Infrastructure Projects	\$0	\$0	\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000
	Total Ending Balance	\$0	0	0	0	0		0	0

	City of Bellaire Draft Five Year Capital Improvement Plan								
Location	Project Description	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Future	Totals
	Unfunded Projects								
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	Upgrade / Automate Ball Field Lights & Netting							\$500,000	\$500,000
Bellaire Zindler Park	Upgrade / Automate Tennis Court Lighting							\$400,000	\$400,000
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	Rec Center Renovation Construction						\$800,000		\$800,000
Bellaire Zindler Park	Concession Stand renovation				\$50,000				\$50,000
Holly Street Esplanade	Additional amenities and plantings for the Holly Street Esplanade Project.							\$250,000	\$250,000
City Wide	Community Pathways Master Plan Implementation - Pathways master plan implementation				\$1,500,000				\$1,500,000
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
Mulberry Park	Restroom Facility			\$200,000					\$200,000
Mulberry Park	Parking Lot Replacement							\$450,000	\$450,000
Vic Driscoll Park	Pathway lighting							\$50,000	\$50,000
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
	Total Unfunded	\$0	\$0	\$200,000	\$1,550,000	\$270,000	\$2,600,000	\$5,650,000	\$10,270,000

FY2017 General Fund

Fiscal Forecast Assumptions

– Revenues

- 8% increase on existing property tax revenue
- Additional revenues would exceed rollback rate
 - Property value growth 2%
- Residential permits 1% increase
- Building permit (HEB) in FY2017 non-recurring
- All other revenues 2% increase

– Expenditures

- No new positions
- Personnel & Benefits - \$1.01m
 - Public Safety 75% -\$737,000 – (Projected increase over FY2016 Budget)
 - All others - \$278,000
 - » 1.5% market - \$83,000
 - » 3.5% Step - \$195,000
 - This becomes the new base for FY2018-FY2021
 - Six year historical average of \$100,000 in salary & benefit savings
 - No increase assumption on healthcare increases – We have methods to manage
- All other expenditures – 1% increase - \$50,000
- Property tax revenue 8% \$800,000 dedicated to pavement maintenance
- Annual contribution plus catch up amount for vehicle/equipment replacement

FY2017

Fiscal Forecast General Fund

In \$millions	FY16P	FY17	FY18	FY19	FY20	FY21
Beginning Balance (unaudited)	\$5.60	\$4.62	\$3.22	\$2.58	\$2.27	\$2.83
Recurring Revenue	\$19.00	\$20.29	\$21.19	\$22.38	\$23.65	\$25.01
Non-recurring Revenue		\$0.20				
Recurring Expense	\$17.69	\$19.62	\$19.63	\$20.41	\$21.22	\$22.15
Non-recurring Pavement Maintenance	\$0.80	\$0.80	\$0.80	\$0.80	\$0.80	\$0.80
Vehicle/Equip Replacement	\$1.07	\$1.01	\$0.98	\$0.85	\$0.77	\$0.77
CIP Contribution	\$0.44	\$0.25	\$0.43	\$0.64	\$0.30	\$0.05
Ending Fund Balance	\$4.62	\$3.22	\$2.58	\$2.27	\$2.83	\$4.07
60 Day Fund Balance Requirement	\$2.95	\$3.27	\$3.27	\$3.40	\$3.54	\$3.69
Over/(Under) 60 day fund balance requirement	\$1.67	(\$0.05)	(\$0.69)	(\$1.13)	(\$0.71)	\$0.38

FY2017 Debt Service Fiscal Forecast Assumptions

- Taxable value FY16
- Taxable value 5% increase FY17-20 & FY21 – 3%
- Assumes bond election in November 2016 & 2019
 - Bond sale January 2017
 - August Bond sale 2018-2022
- 4.5% bond interest
- Assumes additional Enterprise Fund transfer for new debt issued for Enterprise Fund projects
 - Waterlines - \$11m

FY2017

Fiscal Forecast Debt Service

\$Millions	FY16P	FY17	FY18	FY19	FY20	FY21
Beginning Fund Balance	\$0.51	\$0.51	\$0.51	\$0.51	\$0.51	\$0.51
Recurring Revenue	\$6.8	\$7.5	\$8.5	\$8.8	\$9.6	\$9.9
Recurring Expense	\$6.8	\$7.5	\$8.5	\$8.8	\$9.6	\$9.9
Ending Fund Balance	\$0.51	\$0.51	\$0.51	\$0.51	\$0.51	\$0.51
Debt Tax Rate	\$0.1304	\$0.1426	\$0.1562	\$0.1531	\$0.1563	\$0.1612

FY2017 Enterprise Fund Fiscal Forecast Assumptions

- **Revenues**
- **FY2017 based on**
 - 26% increase from FY2016 base for water & sewer (2018-2021 – 0% increase)
 - Cover debt
 - Cover O&M costs
- **Expenditures**
 - Personnel & Benefits – 5% increase
 - No growth in staffing
 - Water purchases from City of Houston – 3% increase
 - All other expenditures – 1% increase
 - Transfer to General Fund for administrative overhead
 - Evaluation will take place during budget process
 - Transfer to Debt Service increase for projected new debt
 - Annual contribution plus catch up amount for capital replacement funding
 - Budget enhancement not included for water & wastewater maintenance

FY2017

Fiscal Forecast Enterprise Fund

\$Millions	FY16P	FY17	FY18	FY19	FY20	FY21
Beginning Fund Balance	\$2.24	\$1.28	\$1.28	\$1.96	\$2.32	\$1.73
Recurring Revenue	\$7.63	\$9.25	\$9.22	\$9.22	\$9.22	\$9.23
Recurring Expense	\$5.95	\$6.13	\$6.30	\$6.48	\$6.67	\$6.86
Vehicle/ Equip Replacement	\$0.54	\$0.52	\$0.51	\$0.51	\$0.52	\$0.52
Transfer to General	\$0.62	\$0.62	\$0.62	\$0.62	\$0.62	\$0.62
Transfer to Debt Service	\$0.95	\$0.95	\$0.95	\$0.95	\$1.06	\$1.34
Transfer to CIP	\$0.53	\$1.03	\$0.15	\$0.29	\$0.94	\$0.00
Ending Fund Balance	\$1.28	\$1.28	\$1.96	\$2.32	\$1.73	\$1.61
60 day Fund Balance Requirement	\$1.09	\$1.13	\$1.15	\$1.18	\$1.22	\$1.25
Over/(Under) 60 day fund balance requirement	\$0.18	\$0.15	\$0.80	\$1.14	\$0.51	\$0.36

\$40M November 2016 Bond Election

Referendums

- \$5.0M Muni Facilities
- \$4.0M Public Works Building
- \$20M Street & Drainage
- \$11M Water Lines

Bond Sale -Jan 2017- \$20.06

- \$12.56 M 2013 Old Bonds
- \$5M Additional Funding for Facilities
- \$1M Land site development for Public Works
- \$1M Design Street & Drainage
- \$0.5M Design Water Lines

Bond Sale -Aug 2017 - \$12.0M

- \$6M Streets & Drainage
- \$3M Public Works Bldg
- \$3M Water Lines

Bond Sale -Aug 2018 - \$13.0M

- \$6M Streets & Drainage
- \$3M Water Lines

Bond Sale - Aug 2019 - \$11.5

- \$7.0 Streets & Drainage
- \$4.5 Water Lines

\$30M November 2019 Bond Election

Referendums

- \$20M Streets & Drainage
- \$4.5M Library
- \$4.5 Evergreen Park
- \$1.0 Other Parks identified in Master Plan

Bond Sales

- Aug 2020 - \$11.5
 - \$6.0M Streets & Drainage
 - \$4.5M Library
 - \$1M Other Parks
- Aug 2021 - \$10.5
 - \$6.0 Streets & Drainage
 - \$4.5 Evergreen Park
- Aug 2022 - \$8.0
 - \$8.0 Streets & Drainage

FY17 Draft Budget Themes

May 5, 2016

Branding/Beautification

- Define the Bellaire look
- Apply to capital plan, maintenance, communication, and recruitment efforts
- Utility pole enhancements
- City signage enhancements

Continue efforts to engage public

- Town halls
- Recognition of volunteer efforts
- Blogs, and other new communication tools
- Bellaire Basics
- Citizen survey results implementation
- Bond program planning/implementation

Continue efforts to be premier employer

- Staff development
- Financial software/platform
- Employee safety

Regional coordination

- Floodplain management,
- Legislative agenda,
- Ruffino Hills,
- 59/610 construction



**CITY COUNCIL
OF THE
CITY OF BELLAIRE, TEXAS**

RULES OF PROCEDURE
As of January 25, 2016

**RULES OF PROCEDURE
OF THE CITY COUNCIL OF THE
CITY OF BELLAIRE, TEXAS
AS OF JANUARY 25, 2016**

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**RULES OF PROCEDURE
OF THE CITY COUNCIL OF THE
CITY OF BELLAIRE, TEXAS
AS OF JANUARY 25, 2016**

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**RULES OF PROCEDURE
OF THE CITY COUNCIL OF THE
CITY OF BELLAIRE, TEXAS
AS OF JANUARY 25, 2016**

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These Rules of Procedure ("*Rules*") are adopted by the City Council of the City of Bellaire, Texas ("*City Council*"), effective as of January 25, 2016, and supersede the prior rules of procedure originally adopted February 12, 1996, together with the eight subsequent revisions thereto. The purpose of these *Rules* is to establish an orderly and effective set of procedures for conducting the meetings of the City Council.

ARTICLE 1.

AUTHORITY

Section A. City Council Determines its Own Rules.

The Charter of the City of Bellaire, Texas, as amended November 7, 2006 ("*City Charter*"), *Article II, The Council, Section 17, Rules of Procedure; Journal*, grants to the City Council the right to determine its own rules of procedure. These *Rules* are adopted by authority of that provision.

Section B. Precedence of Authority.

The precedence of authority in all matters associated with the meetings and activities of the City Council shall be: 1) the Constitution and laws of the United States of America; 2) the Constitution and laws of the State of Texas; 3) the *City Charter*; 4) the *Code of Ordinances of the City of Bellaire, Texas* ("*City Code*"); 5) these *Rules*; and 6) *Robert's Rules of Order Newly Revised 11th Edition* ("*Robert's Rules*").

ARTICLE 2.

GENERAL RULES OF PROCEDURE AND POLICIES

Section A. Recording and Broadcasting of Meetings.

Meetings of the City Council will generally be digitally recorded, and broadcast and available for replay on the City public access television channel and the City website.

Section B. Minutes of Meetings.

Minutes of all meetings of the City Council shall be open to public inspection. *City Charter, Article II, The Council, Section 17, Rules of Procedure; Journal*. Unless otherwise specifically requested by any member of the City Council with respect to any matter, such minutes shall concisely state all matters presented to the City Council for a vote and a record of the action taken.

The City Clerk shall prepare and submit to the City Council by the end of the day on the Thursday preceding a regular session, or as soon thereafter as reasonably practicable but not later than 72 hours in advance, the minutes of the last regular session of the City Council.

Section C. Quorum.

A quorum of the City Council is four (4) members, of whom the Mayor shall be counted as one. *City Charter, Article II, The Council, Section 15, Meetings of Council.* The affirmative vote of four (4) members of the City Council shall be required for any main motion to pass, except as may be specified for certain motions by applicable rule or law requiring a greater number.

Section D. Absence of Mayor.

The Mayor Pro Tempore shall act in the absence of the Mayor. *City Charter, Article II, The Council, Section 5, Mayor Pro Tempore.*

Section E. Absence of Both Mayor and Mayor Pro Tempore.

In the absence of both the Mayor and the Mayor Pro Tempore at a meeting of the City Council, the member who holds the lowest numbered City Council position (i.e., position number 1, position number 2, etc.) among the members present shall preside over the meeting in their absence.

Section F. Attendance of City Manager or Assistant City Manager.

The City Manager or Assistant City Manager, unless excused, shall attend all City Council meetings and, upon request, shall make recommendations and take part in discussion. He or she shall orally provide periodic status reports on City affairs to the City Council and the public at such meetings.

Section G. Attendance of City Attorney.

The City Attorney or his or her designee, unless excused, shall attend all City Council meetings and shall provide opinions on questions of law. He or she shall orally provide periodic status reports on non-privileged legal matters to the City Council and the public at such meetings. The City Attorney or his or her designee shall also serve as parliamentarian and advise the City Council on procedural matters when requested.

Section H. Attendance of City Clerk.

The City Clerk or his or her designee, unless excused, shall attend all City Council meetings and shall keep all official minutes, electronic files and video and audio recordings of City Council proceedings.

Section I. Attendance of City Employees and Consultants.

The City Council may request, through the City Manager, that any City employee or consultant attend City Council meetings to present information relating to business before the City Council.

Section J. Individuals Presenting to City Council.

In the event individuals shall come before the City Council to make a presentation, the Mayor shall introduce the person making the presentation or invite that person to introduce him or herself.

Section K. Rules Governing Personal/Audience Comments.

It is the desire of the City Council to hear from the residents of Bellaire and other interested persons, and to stimulate discussion of subjects that are properly a concern of the City Council. The following rules shall govern personal/audience comments at regular sessions (or, as the case may be, special sessions) of the City Council.

1. Mayor to State Rules.

Immediately preceding the opening of personal/audience comments, the Mayor shall summarize briefly the rules governing personal/audience comments.

2. Mayor Shall Recognize Individual Speakers.

All individuals desiring to address the City Council must submit to the City Clerk a request to speak on a sign-up sheet prior to the time for personal/audience comments. Each speaker must first be recognized by the Mayor and shall give his or her name. The Mayor shall recognize each individual, in turn, hearing from all who desire to comment.

3. Time Limit.

Each speaker shall have a time limit of up to five (5) minutes, with no extension, and with notice after four (4) minutes that one (1) minute is left. In the event of pressing business before the City Council or matters requiring its immediate attention or action, the City Council may, prior to the opening of audience comments, set a different maximum time limit for each speaker by a vote of four (4) members of the City Council.

4. Subjects Introduced by the Public During a Meeting of City Council.

The Texas Open Meetings Act, *Texas Government Code, Chapter 551*, prohibits the City Council from fully discussing, debating, or considering subjects for which public notice has not been given on the agenda. *See Article 5, Rules Governed by Texas Open Meetings Act, Section C, Non-Agendaed Subjects Introduced During a Meeting of City Council, of these Rules.*

5. Termination of Personal/Audience Comments.

Personal/audience comments may be concluded by the Mayor. This action may be appealed or overturned by a vote of four (4) members of the City Council. The City Council may terminate personal/audience comments for a particular City Council meeting by a vote of four (4) members of the City Council. In all cases, the Mayor shall announce the conclusion of personal/audience comments.

Section L. Written Comments.

Written comments may be submitted to the City Clerk in connection with a meeting of the City Council, in lieu of oral personal/audience comments, by residents of Bellaire and other interested persons either not in attendance or who prefer not to speak at the meeting. Such written comments must be received prior to the start of the meeting to be included in the record of the meeting. At the conclusion of personal/audience comments, the Mayor shall identify for the record all written comments received, stating the name of the commenter and concisely summarizing the subject of the comment. The City Clerk shall distribute to all members of the City Council, as soon as reasonably practicable, copies of such written comments for their consideration.

Section M. Introduction of Agenda Items.

The Mayor shall read each agenda item and, as appropriate, briefly introduce it. In the event an item provides for consideration and action on a proposed ordinance, the Mayor shall read the caption of the ordinance or a concise but complete summary thereof as it appears on the agenda.

Section N. Deliberation.

Items on the agenda shall be formally considered by motion and vote. Following a motion duly made and seconded, debate and discussion shall begin.

Section O. Mayor or Clerk to State Question.

Before any vote is taken on any question before the City Council, the Mayor or City Clerk shall restate the motion.

Section P. Mayor or Clerk to Announce the Vote.

The Mayor or the City Clerk shall, at the conclusion of the vote on each question, announce the result.

Section Q. Recording of the Vote.

All votes on any motion shall be recorded and, if not unanimous, the name of each member of the City Council voting in the minority and/or abstaining shall be clearly stated in the record.

Section R. Abstention.

An abstention from voting shall not be considered as approving or disapproving the motion. The member abstaining may state for the record his or her reasons for abstaining, but shall not be required to do so.

Section S. Conflicts of Interest.

In the event a member of the City Council shall have a conflict of interest concerning any matter to be considered, he or she must disclose the nature and extent of his or her interest prior to the consideration of the matter and recuse him or herself from all proceedings concerning that matter. After disclosing the nature and extent of his or her interest, he or she shall step down from the dais while the matter is being considered and/or acted upon by the City Council. See *City Code, Chapter 2, Administration, Article VI, Code of Ethics*.

Furthermore, if the conflict of interest involves a substantial interest in a business entity or in real property, the affected member of City Council shall file with the City Clerk, prior to the consideration of the matter, an affidavit stating the nature and extent of his or her interest and shall abstain from further participation in the matter to the extent required by *Texas Local Government Code, Chapter 171, Regulation of Conflicts of Interest of Officers of Municipalities, Counties, and Certain Other Local Governments, Section 171.004*.

Section T. Preservation of Order.

The Mayor shall preserve order and decorum, prevent the impugning of members' motives, and confine members to debate of the questions under discussion. If necessary, the Mayor shall cause to be silenced or removed from the Council Chamber any person speaking out of order or disrupting the order of the meeting.

Section U. City Manager's Weekly Memorandum.

The City Manager shall issue to the City Council a weekly memorandum concerning affairs, problems and other matters that should properly be brought to the attention of the City Council. Such memorandum shall be made available to the City Council on or before the end of each work week.

Section V. City Attorney's Legal Memoranda.

The City Attorney shall regularly issue to the City Council memoranda concerning the status of current legal matters affecting the City and advising the City Council of his or her activities on behalf of the City since the last memorandum, on an as-needed basis but no less frequently than by the close of business each Friday immediately preceding a regular session of the City Council. Such memoranda shall be subject to and protected from disclosure by the attorney-client privilege, to the extent applicable.

Section W. Amendment of Rules.

Any provisions of these *Rules* not governed by federal or state law, the *City Charter*, or the *City Code* may be amended by a vote of five (5) members of the City Council.

ARTICLE 3.

MEETINGS OF THE CITY COUNCIL

Section A. Regular Sessions.

Regular sessions of the City Council shall be held on the first and third Mondays of each month, at 7:00 p.m. or at such other hour as may be stated in the notice. In the event the first or third Monday of a month is a legal holiday, then the regular session that would otherwise be held on that day shall instead be held on the next Monday thereafter.

In addition to the regular order of business (*see Article 4, Agenda Procedure, Section E, Order of Business, of these Rules*), regular sessions (or, as the case may be, special sessions) may consist of one or more meetings, including workshops, public hearings, town hall meetings, closed meetings and the annual state of the city.

Section B. Special Sessions.

Special sessions may be called upon request of either the Mayor, the City Manager, or a majority of the members of the City Council (*City Charter, Article II, The Council, Section 15, Meetings of Council*), at times other than those specified for regular sessions, for any business that could otherwise be conducted in a regular session.

Section C. Workshops.

Workshops are meetings called for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City Council.

1. Subject Matter.

Only a limited number of matters shall be considered by the City Council during a workshop, and sufficient time for consideration of such matters shall be provided.

2. Documents and Exhibits to be Presented.

All documents, exhibits, maps, plats, architectural drawings, specifications and other similar documents to be considered in a workshop shall be made available to the City Council at least 72 hours before the beginning of such workshop so that sufficient time may be allowed for each member of the City Council to study and be prepared to discuss such documents in the workshop.

3. Questions of a Technical Nature.

All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a workshop. The City Council may request, through the City Manager, the appearance of any City employee or outside consultant as may be necessary to secure factual answers to such technical questions.

4. No Action.

No action may be taken in a workshop. An informal motion may be made to request additional information, to schedule additional workshop(s), or to place an item on a subsequent meeting agenda. Informal motions may be passed by a vote of four (4) members of the City Council.

5. Minutes of Workshops.

Because no action may be taken, minutes are not prepared for workshops. The minutes of the regular or special session within which a workshop is held shall provide a concise description of the subject matter and identify all participants in the workshop.

6. No Audience Comments or Questions.

Audience comments or questions will not be received at a workshop.

Section D. Public Hearings.

Public hearings are meetings legally required by Texas statutes and the *City Code* to record public comment on a matter being considered by the City Council. These same statutes and ordinances also govern how the public hearings are to be conducted.

1. Reading of the Notice of the Public Hearing.

After the Mayor has called the meeting to order and announced the presence of a quorum of the City Council, the City Clerk shall read the notice and call of the public hearing. This is the same notice that was published and/or mailed to all persons entitled to written notice.

2. Summary of Procedure.

The City Manager shall be recognized to present a brief summary of the procedure to be followed during the public hearing.

3. Presentation of Proposal.

The applicant or recommending body shall be recognized to explain the proposal that is the subject of the public hearing. The presentation will be limited to 15 minutes unless a different time limit is adopted by a majority vote of the City Council.

4. Public Comment.

The Mayor will recognize speakers who have completed a sign-up sheet prior to the commencement of the public hearing. Each speaker shall have a time limit of up to five (5) minutes, with no extension, and with notice after four (4) minutes that one (1) minute is left. Questions from the public shall be addressed to the Mayor, and the Mayor and members of the City Council may refer such questions to the applicant or recommending body, or to staff as appropriate.

5. Questions from Mayor and Members of City Council.

The Mayor and members of the City Council will have an opportunity to ask questions of the applicant or of staff concerning the proposal, but shall express no opinions at the public hearing.

6. Close of the Public Hearing.

At the conclusion of the public hearing, the Mayor shall announce the deadline for written public comments and close the public hearing.

7. Written Public Comments; Deadline.

Oral public comment on the proposal will not be received following the close of the public hearing. The public may submit written comments to the City Council prior to its final deliberation. All written comments on the application must be received in the City Clerk's office by noon on the Thursday preceding the meeting of final deliberation for inclusion in the public record of the proceedings.

Section E. Town Hall Meetings.

Town hall meetings are called by the City Council to present matters of public interest and to receive public comment on such matters. They are similar to public hearings, but are not legally required by statute or ordinance, nor is their conduct governed thereby.

1. Introduction of the Subject.

After the Mayor has called the meeting to order and announced the presence of a quorum of the City Council, the Mayor shall briefly introduce the subject of the town hall meeting.

2. Summary of Procedure.

The City Manager shall be recognized to present a brief summary of the procedure to be followed during the town hall meeting.

3. Presentation.

A presentation to the public concerning the subject of the town hall meeting will be limited to 15 minutes unless a different time limit is adopted by a majority vote of the City Council.

4. Public Comment.

The Mayor will recognize speakers who have completed a sign-up sheet prior to the commencement of the town hall meeting. Each speaker shall have a time limit of up to three (3) minutes, with no extension, and with notice after two (2) minutes that one (1) minute is left.

5. No Deliberation or Action.

The City Council shall not deliberate or take any action in a town hall meeting. At the conclusion of the meeting, the Mayor shall announce to the public the date of the meeting at which deliberation or action on the subject of the town hall meeting is anticipated, to the extent known.

Section F. Closed Meetings (Executive Sessions).

Closed meetings (commonly known as "executive sessions") are permitted only for the purposes enumerated in *Texas Government Code, Chapter 551, Open Meetings Act, Subchapter D, Exceptions to Requirement That Meetings be Open*. Disclosure of topics to be discussed shall be made to the public in accordance with the requirements of the *Open Meetings Act*.

Rules governing closed meetings are addressed in *Article 5, Rules Governed by Texas Open Meetings Act, of these Rules*.

Section G. Annual State of the City.

At the City Council's first regular session in February of each year, the Mayor shall present an annual State of the City address to the public, and the City boards and commissions shall present their annual reports to the City Council and the public. See *City Code, Chapter 2, Administration, Article VII, Boards and Commissions, Section 2-104, Annual or special reports to city council*.

ARTICLE 4.

AGENDA PROCEDURE

Section A. Posting of the Agenda.

The Mayor and City Manager, or an appropriate designee, shall prepare an agenda and cause the same to be posted by the end of the day on the Thursday preceding the meeting, or as soon thereafter as reasonably practicable but not later than 72 hours in advance of the meeting. The agenda and accompanying meeting packet shall be distributed to members of the City Council and made available to the public as soon as reasonably practicable on the day of posting.

Section B. Agenda Requests.

Any member of the City Council or the City Manager may place an item on the agenda. Staff assistance, if required, should be requested through the City Manager.

No item shall be included on the agenda unless a request to include the same has been made, and all supporting materials provided, to the City Manager or City Clerk by noon on the Wednesday next preceding the date of the meeting. This provision shall not apply in the event of an emergency meeting of the City Council or the emergency addition of an item to the agenda, which are instead governed by *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.045*.

Section C. Consent Agenda.

The consent agenda may consist of any and all business regularly coming before the City Council, excluding: i) ordinances finally adopting amendments to *Chapter 24, Planning and Zoning*, of the *City Code*; and ii) ordinances adopting, amending, or otherwise relating to the budget of the City.

All items set out in the consent agenda shall be deemed passed upon the passage of an affirmative motion, by a vote of at least four (4) members of the City Council without discussion or debate, that the consent agenda be adopted. Upon the passage of such motion, all items included in the consent agenda shall be deemed adopted as if voted upon separately and as if the caption and/or body of any ordinance therein set out shall have been read in full. The City Clerk is authorized to affix to all ordinances therein set out, consecutive numbers beginning with the first number available for new ordinances.

Upon request of any member of the City Council, items shall be removed from the consent agenda and considered separately.

Section D. City Manager Shall Provide Analysis.

The City Manager shall provide the City Council with an analysis of items requested by staff to be on the agenda, by the end of the day on the Thursday preceding the meeting, or as soon thereafter as reasonably practicable but not later than 72 hours in advance of the

meeting. However, in the case of an emergency, this provision shall be suspended. Said analysis should include sufficient detail so that members of the City Council are able to make an informed decision on the matter based solely on the information provided in the analysis.

Section E. Order of Business.

The following sequence of items shall, in general, be the order of business for regular sessions (or, as the case may be, special sessions) of the City Council.

1. Call to Order.

The Mayor shall call the meeting to order.

2. Announcement of a Quorum.

The Mayor shall announce that a quorum of the City Council is present and shall state, for the record, the names of all members of the City Council that are absent.

3. Inspirational Reading and/or Invocation.

Members of the City Council will alternate reading a brief inspirational message and/or invocation.

4. Pledges of Allegiance.

The member of the City Council conducting the inspirational reading and/or invocation shall lead the Pledges of Allegiance to the United States and Texas flags.

5. Recognition of Proclamations.

6. Approval of Minutes.

The minutes of previous meetings of the City Council shall either be approved as submitted or be corrected and approved as corrected. Any member of the City Council that was absent from a particular meeting may still vote on the minutes of the meeting by relying on his fellow members of the City Council and/or by reviewing the recorded digital video recordings as to the accuracy of those minutes.

Minutes submitted for approval may properly be included in the consent agenda.

7. Personal/Audience Comments.

See Article 2, General Rules of Procedure and Policies, Section K, Rules Governing Personal/Audience Comments, of these Rules.

8. Reports.

The City Manager, City Attorney, department directors, consultants, and such others shall present reports, as needed or requested, to the City Council.

9. New Business.

In addition to agenda items to be considered individually, the consent agenda shall be handled as an item of new business.

10. Community Interest Items from the Mayor and City Council.

It is the intent of this item to provide members of the City Council the opportunity to make a report about items of community interest, which may include expressions of thanks, congratulations, or condolence; 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 announcements involving an imminent threat to the public health and safety of people in Bellaire that has arisen after the posting of the agenda.

No action may be taken on a reported item of community interest, and no possible action discussed except a proposal to place the subject on the agenda for a subsequent meeting.

See Texas Government Code, Chapter 551, Open Meetings Act, Sections 551.0415 and 551.042.

ARTICLE 5.

RULES GOVERNED BY TEXAS OPEN MEETINGS ACT

Section A. Meetings Open to the Public; Notice.

All meetings of the City Council shall be open to the public, and notices thereof shall be posted as provided under the *Texas Government Code, Chapter 551, Open Meetings Act*. Except in the case of an emergency meeting, notice of all meetings shall be given at least 72 hours in advance. *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.043.*

Section B. Notice of Emergency Meetings or Emergency Additions to Agenda.

In the event of an emergency meeting of the City Council, or an emergency addition to the agenda, notice shall be given at least two (2) hours in advance, and special notice shall be given to the news media at least one (1) hour in advance, as required by *Texas Government Code, Chapter 551, Open Meetings Act, Sections 551.045 and 551.047.*

Section C. Non-Agendaed Subjects Introduced During a Meeting of City Council.

Any inquiry made at a meeting by the public or by a member of the City Council regarding a subject for which notice has not been given on the agenda, may be responded to with a statement of factual information or a recitation of existing policy. Any deliberation or decision about the subject of inquiry shall be limited to a proposal to place the subject on a future agenda for a subsequent meeting. *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.042.*

Section D. Rules Governing Closed Meetings.

1. Convene First in Open Meeting.

The City Council may retire into a closed meeting as stated on a posted agenda during a regular or special meeting. Before said closed meeting begins, the Mayor shall announce in the open meeting that the City Council will be retiring into a closed meeting and shall identify the section(s) of the *Open Meetings Act* pursuant to which the closed meeting will be held. *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.101.*

2. Certified Agenda.

A certified agenda, certified by the Mayor to be a true and correct record of the proceedings, shall be sealed and kept for at least two years after the date of the closed meeting, subject to disclosure only by Court order. *Texas Government Code, Chapter 551, Open Meetings Act, Sections 551.103 and 551.104.*

3. No Action in Closed Meeting.

No action, decision, or vote shall be taken by the City Council during the closed portion of the meeting, and no subject but that posted on the agenda is to be discussed. Any action, decision, or vote on a matter deliberated in the closed meeting shall be made, and the City Council may adjourn, only during the open meeting. *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.102.*

Section E. Review and Discipline.

Complaints, charges and discipline concerning members of the City Council or City personnel reporting directly to the City Council shall be discussed in a closed meeting unless the person charged or the person against whom a complaint has been lodged shall request a public hearing. *Texas Government Code, Chapter 551, Open Meetings Act, Section 551.074.*

ARTICLE 6.

REFERENCE: SELECTED RULES OF PARLIAMENTARY PROCEDURE

This article references some of the more commonly cited parliamentary rules, but is not intended to be an exhaustive listing, nor is it a substitute for *Robert's Rules*, which shall guide the conduct of business before the City Council except where inconsistent with federal or state law, the *City Charter*, the *City Code*, or as otherwise provided in these *Rules*.

Section A. Order of Precedence of Motions.

Robert's Rules shall prevail as to the order of precedence of motions and types of motions.

Section B. Right to the Floor.

Any member of the City Council desiring to speak shall be recognized by the Mayor and shall confine his or her remarks to the subject under consideration. No member shall speak more than once to a question until every member wishing to speak shall have spoken.

Section C. Motion to Postpone.

A motion to postpone consideration of a matter can be used by: 1) postponing the motion until a certain time; 2) postponing the motion and referring it to a committee for further investigation; or 3) postponing the motion indefinitely, which kills the motion. A motion to postpone is debatable and amendable. To postpone a motion, a motion must be made and can only be made at such time as another member of the City Council is not speaking. A simple majority vote is required for the motion to pass.

Section D. Motion to Amend a Pending Motion.

A member of the City Council who desires to modify the wording of a pending motion by adding and/or striking out words may move to amend the motion. This motion is debatable and such amendment can be passed by a vote of four (4) members of the City Council.

Section E. Substitute Motion.

A member of the City Council who desires to substitute a motion for the one being considered may make a substitute motion, which acts as an amendment to the pending motion and is itself amendable. Once the substitute motion is adopted, the vote on the original motion is not necessary, the substitute motion being the motion then on the floor.

Section F. Motion to Close Debate or to Move the Previous Question.

A motion to close debate or to move the previous question is a motion to stop debate on the pending motion. This motion can be made only at such time as no one else is speaking and the Mayor recognizes the person making the motion, and can be considered only if both sides of the issue have been presented during the debate. If this motion is made and seconded, debate stops immediately and the vote is taken on whether to close debate on the original motion. To close debate, a two-thirds (2/3) majority vote is required.

Section G. Motion to Lay a Pending Motion on the Table.

A motion to lay a pending motion on the table is a motion to temporarily set aside the pending motion. Reasons for this may include to take up a more urgent item of business or to hear a speaker who cannot stay for the disposition of the pending motion. This motion can be made only at such time as no one else is speaking and is not debatable. To lay a pending motion on the table, a vote of four (4) members of the City Council is required.

Section H. Motion to Take a Question from the Table.

A motion previously laid on the table may be taken from the table by a majority vote as soon as the interrupting business is disposed of.

Section I. Motion to Adjourn.

A motion to adjourn may be made at any time upon being recognized by the Mayor so long as no one has been previously recognized and is speaking; such a motion requires a second and it requires a majority vote to pass.

Section J. Point of Order.

A member of the City Council may raise a point of order at any time whether or not another member of the City Council is speaking. A point of order is a statement to the Mayor that a particular motion before the City Council or other matter is out of order, or to make an inquiry of the Mayor as to parliamentary procedure. As soon as a point of order has been disposed of, the person interrupted may continue speaking.

The Mayor shall determine all points of order, subject to the right of any member of the City Council to appeal to the City Council or request a parliamentary opinion of the City Attorney. In the event of an appeal, the Mayor shall briefly state the reasons for the ruling; the decision of the Mayor may be overruled by a vote of four (4) members of the City Council.

Section K. Suspension of the Rules.

A member of the City Council may move to suspend the rules that interfere with a particular matter that is of apparent importance to the City Council. For a suspension of the

rules to be accomplished, a vote of five (5) members is required. However, a motion to suspend the rules cannot interrupt an individual speaking.

Section L. Motion to Object to the Consideration of a Motion.

A member of the City Council may object to the consideration of a motion, and such objection may be made at any time prior to debate on the motion, even when another member of the City Council is speaking. It does not require a second. To stop the consideration of a motion, a two-thirds (2/3) vote of the members present is required, which in no event shall be fewer than four (4) members of the City Council.

Section M. Division of the Question.

All questions submitted for vote shall contain only one subject. If two (2) or more subjects are involved, any member of the City Council may require its division.

Section N. Request to Withdraw a Motion.

The member making the motion may request to withdraw the motion, and it is withdrawn unless an objection is raised. If a member of the City Council objects to the withdrawal of the motion, then the Mayor, upon motion, shall put the matter to an immediate vote and if four (4) members of the City Council vote to allow withdrawal of the motion, it is withdrawn.

Section O. Reconsideration of an Action of City Council.

Only a member of the City Council who voted with the majority (on the prevailing side) can make a motion to reconsider an action of the City Council. Any member can second it. Notwithstanding any conflict with *Robert's Rules* concerning the timing of such a motion, the motion to reconsider must be made no later than the next succeeding regular session, except that action relating to a contract may be reconsidered at any time before final execution thereof. No question shall be reconsidered, except by a vote of four (4) members of the City Council. The action must be stated as "reconsideration" on the agenda.