CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MAY 16, 2016

Council Chamber	Regular Session	6:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

Mayor

Andrew S. Friedberg

Mayor Pro Tem	Council Member	Council Member
Roman F. Reed	Gus E. Pappas	Michael Fife
Council Member	**Council Member**	**Council Member**
Trisha S. Pollard	Pat B. McLaughlan	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.

REGULAR SESSION - 6:00 P.M.

A. Call to Order and Announcement of a Quorum - Andrew S. Friedberg, Mayor.

B. Inspirational Reading and/or Invocation - Roman F. Reed, Mayor Pro Tem.

C. Pledges of Allegiance - Roman F. Reed, Mayor Pro Tem.

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.

I. TOWN HALL MEETING (MUNICIPAL FACILITIES PROJECT)

A. Introduction - Andrew S. Friedberg, Mayor.

B. Summary of Procedure - Paul A. Hofmann, City Manager.

C. Presentation:

Presentation of updated design and elevations for new municipal facilities (City Hall/Civic Center Building and Police/Court Building), as informed and recommended by the Ad Hoc Municipal Facilities Committee - Presented by Jeff Gerber, AIA, LEED AP, Chief Executive Officer of Pierce Goodwin Alexander and Linville (PGAL).

D. 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.

E. Adjourn.

II. REGULAR MEETING

A. Call to Order and Announcement of a Quorum - Andrew S. Friedberg, Mayor.

B. Recognition of Proclamations - Andrew S. Friedberg, Mayor.

1. Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the week of May 15-21, 2016, as "Emergency Medical Services Week" in the City of Bellaire, Texas, in recognition of the value and the accomplishments of emergency medical services providers - Requested by Darryl Anderson, Fire Chief.

2. Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the week of May 15-21, 2016, as "National Police Week" in the City of Bellaire, Texas, in recognition and appreciation of the services provided by law enforcement officers and to honor those that have made the ultimate sacrifice for the community - Requested by Byron Holloway, Chief of Police.

3. Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the week of May 15-21, 2016, as "National Public Works Week," and encouraging our residents to join in paying tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they have made to our health, safety, welfare, and quality of life - Requested by Brant Gary, Director of Public Works.

C. Personal/Audience Comments.

In order to address the City Council, please complete a sign-up sheet (located at the entrance to the Council Chamber), and submit it to City Clerk Tracy L. Dutton prior to the time for personal/audience comments. 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.

The purpose of this item is to allow the residents of Bellaire and other interested persons an opportunity to address the 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: 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. Issues that cannot be referred to the City Staff for action may be placed on the agenda of a future City Council Session.]

D. Reports:

1. City Manager's Report regarding communication, field and personnel updates, calendar reminders, and notes of appreciation - Submitted by Paul A. Hofmann, City Manager.

2. Monthly Financial Report for the Period Ending April 30, 2016 - Submitted by Terrence Beaman, Chief Financial Officer.

E. New Business:

1. Consent Agenda:

Items set out in the consent agenda are considered routine and are recommended for approval by the passage of a single motion, without discussion or debate, that the consent agenda be adopted. Upon request of any member of City Council, items shall be removed from the consent agenda and considered separately.

a. Approval of Minutes:

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, May 2, 2016 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Regular Session - May 2, 2016 6:00 PM

b. Elm Street Speed Humps:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, relating to the establishment of permanent speed humps along the 4700 to 5000 blocks of Elm Street - Submitted by Brant Gary, Director of Public Works.

c. Clerk Compensation:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Ordinance Nos. 09-073 and 15-024 for the purpose of increasing the City Clerk's annual compensation as a result of the City Clerk's annual performance review - Requested by Andrew S. Friedberg, Mayor.

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

a. Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, to join with the City of Houston, Texas in a coalition of cities interested in the conduct of the proceedings regarding the filing by CenterPoint Energy Houston Electric, LLC ("CenterPoint Houston") of an Application for Approval of a Distribution Cost Recovery Factor ("DCRF") with the Public Utility Commission of Texas ("Commission ") under Docket No. 45747 and to authorize the coalition to intervene on behalf of the participating municipalities - Submitted by Terrence Beaman, Chief Financial Officer.

b. Consideration of and possible action on the adoption of a ordinance of the City Council of the City of Bellaire, Texas, denying the application of Centerpoint Energy Houston Electric, LLC, for approval to amend its Distribution Cost Recovery Factor - Submitted by Terrence Beaman, Chief Financial Officer.

c. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the Mayor of the City of Bellaire, Texas, to execute, for and on behalf of the City of Bellaire, Texas, an Engagement Letter with Whitley Penn, LLP, Certified Public Accountants, for purposes of providing independent financial audit services for the City of Bellaire, Texas, for the fiscal year ended September 30, 2016 (FY2016) with annual options to audit the City's financial statements for each of the four (4) subsequent fiscal years - Submitted by Diane K. White, Assistant City Manager.

d. Consideration of and possible adoption of a resolution of the City Council of the City of Bellaire, Texas, affirming the City of Bellaire’s commitment to citywide beautification planning, funding, and implementation - Submitted by Paul A. Hofmann, City Manager.

3. Item(s) for Individual Consideration:

a. Consideration and possible action to provide further direction to the City Manager regarding the placement of the temporary Public Works Service Center Building - Submitted by Brant Gary, Director of Public Works.

b. Consideration of and possible action on providing direction to staff to draft an ordinance for future City Council consideration on requiring sidewalk construction for all new single-family residences - Submitted by Trisha S. Pollard, Council Member.

F. 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.

G. Adjourn.

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

SCHEDULED
ACTION ITEM (ID # 1937)

Meeting: 05/16/16 06:00 PM
Department: City Manager's Office
Category: Presentation
Department Head: Michelle Jordan
DOC ID: 1937

Item Title:

Presentation of updated design and elevations for new municipal facilities (City Hall/Civic Center Building and Police/Court Building), as informed and recommended by the Ad Hoc Municipal Facilities Committee - Presented by Jeff Gerber, AIA, LEED AP, Chief Executive Officer of Pierce Goodwin Alexander and Linville (PGAL).

Background/Summary:

Summary:
The Ad Hoc 2.0 Committee for the City of Bellaire Municipal Facilities Project has met multiple times since March, 2016 to review design elements of the overall site plan, the City Hall / Civic Center, and the Police / Court Building. The Committee has provided guidance and insight into a wide range of components for the project, including but not limited to:

- Exterior elevations and material selections
- Interior finishes and materials
- Overall style decisions
- Entrance and lobby strategies
- Exterior building signage
- Building relationships to the campus and the park
- Floor plan adjacency's and citizen interaction with the space

The Committee's work throughout this project has evolved into a design approach that will involve a stone and red brick facade strategy, with importance placed upon the entry features and their relationship with the pedestrian realm. Interior elevations and stylistic approaches to the large spaces (Council Chambers, Lobbies, and the Courtroom) were discussed and direction has been provided. Discussions have also occurred regarding the importance of determining the overall technology strategy to be used in the facilities, and the importance of the Police / Court building having adequate space for communications technology. The buildings are planned to be LEED Certified.

The attached presentation, given by Jeff Gerber, will review the work and progress of the Ad Hoc Committee.

ATTACHMENTS:

- Town Hall Presentation 05162016 Final Posted (PPTX)

THE CITY OF BELLAIRE Texas

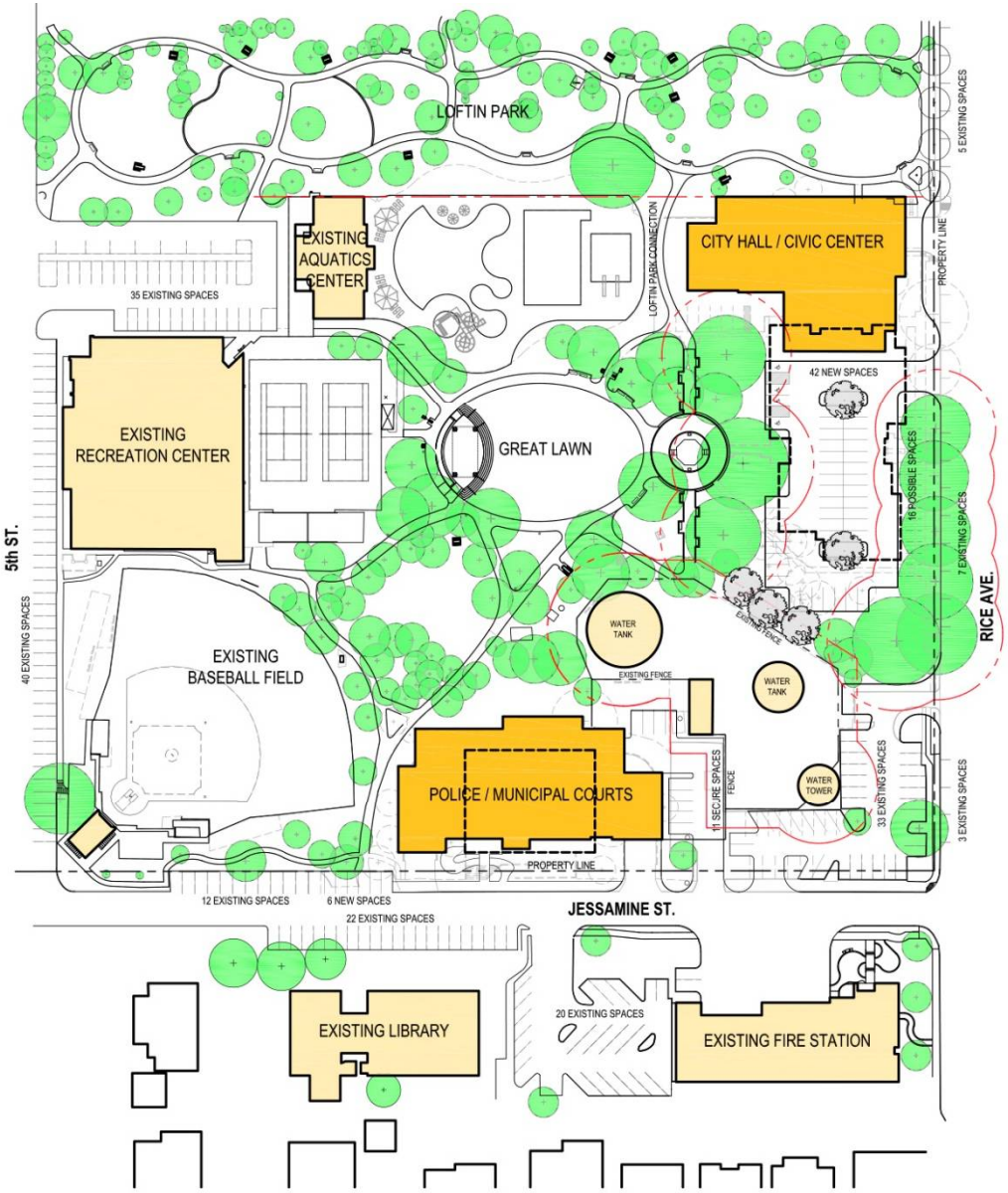
MUNICIPAL BUILDINGS
Town Hall Meeting

05/16/2016

PGAL

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Town Center
Site Plan



LEGEND

- NEW BUILDING
- EXISTING BUILDING
- EXISTING TREE
- NEW TREE
- CENTRAL PLANT PROTECTION ZONE / LOFTIN PARK BOUNDARY / TREE OFFSET AREA
- EXISTING BUILDING FOOTPRINT

TOWN SQUARE PARKING

244 TOTAL PARKING SPACE

23 NEW PARKING SPACE

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Town Center

Campus Image from S. Rice

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

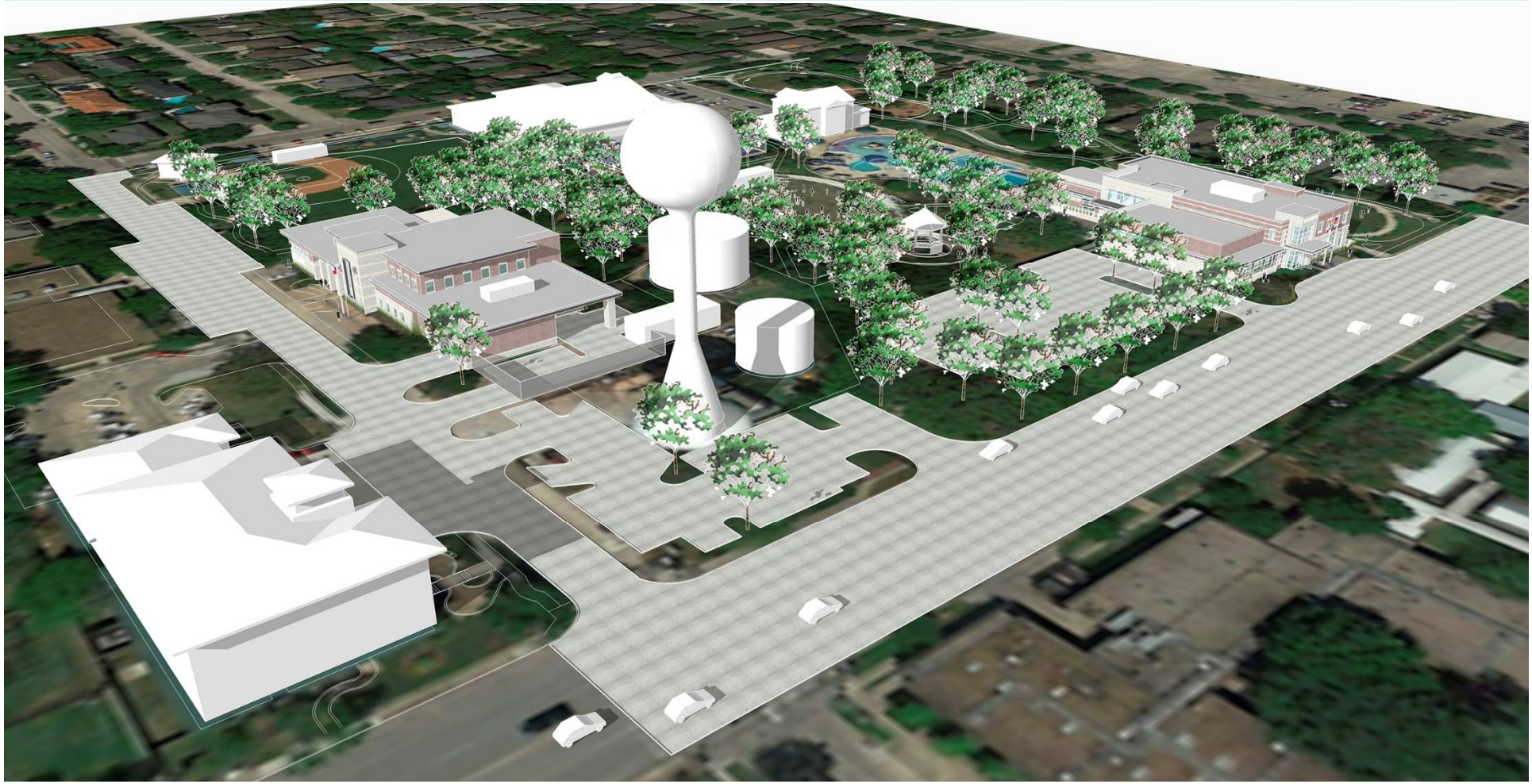
Town Center

Campus Image from S. Rice

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Town Center

Campus Image from Jessamine and S. Rice



Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Town Center

Campus Image from Jessamine

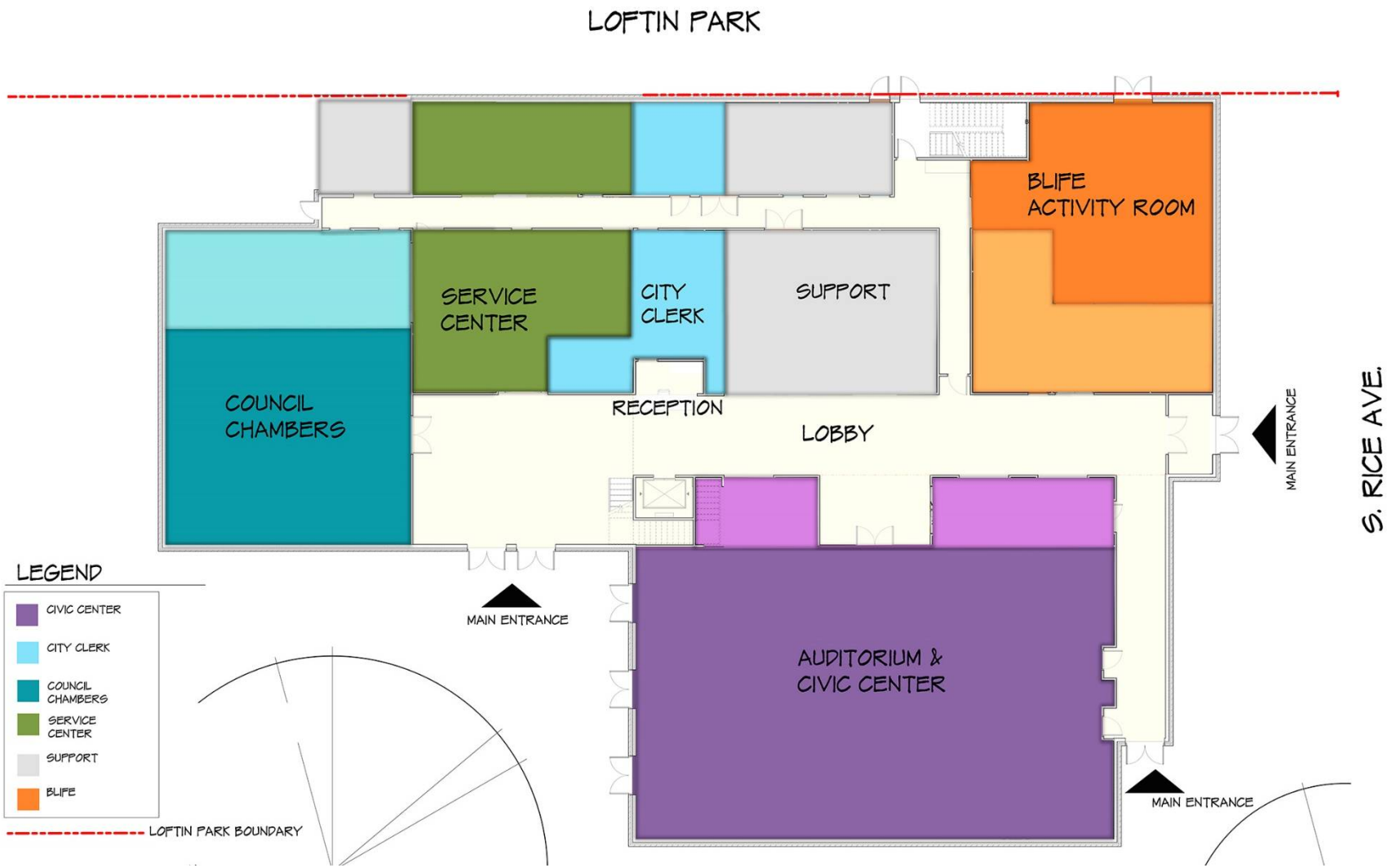
Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

FLOOR PLAN DEVELOPMENT

For more detailed information regarding the floor plans refer to City of Bellaire website http://Bellairetx.gov/DocumentCenter/Index/623

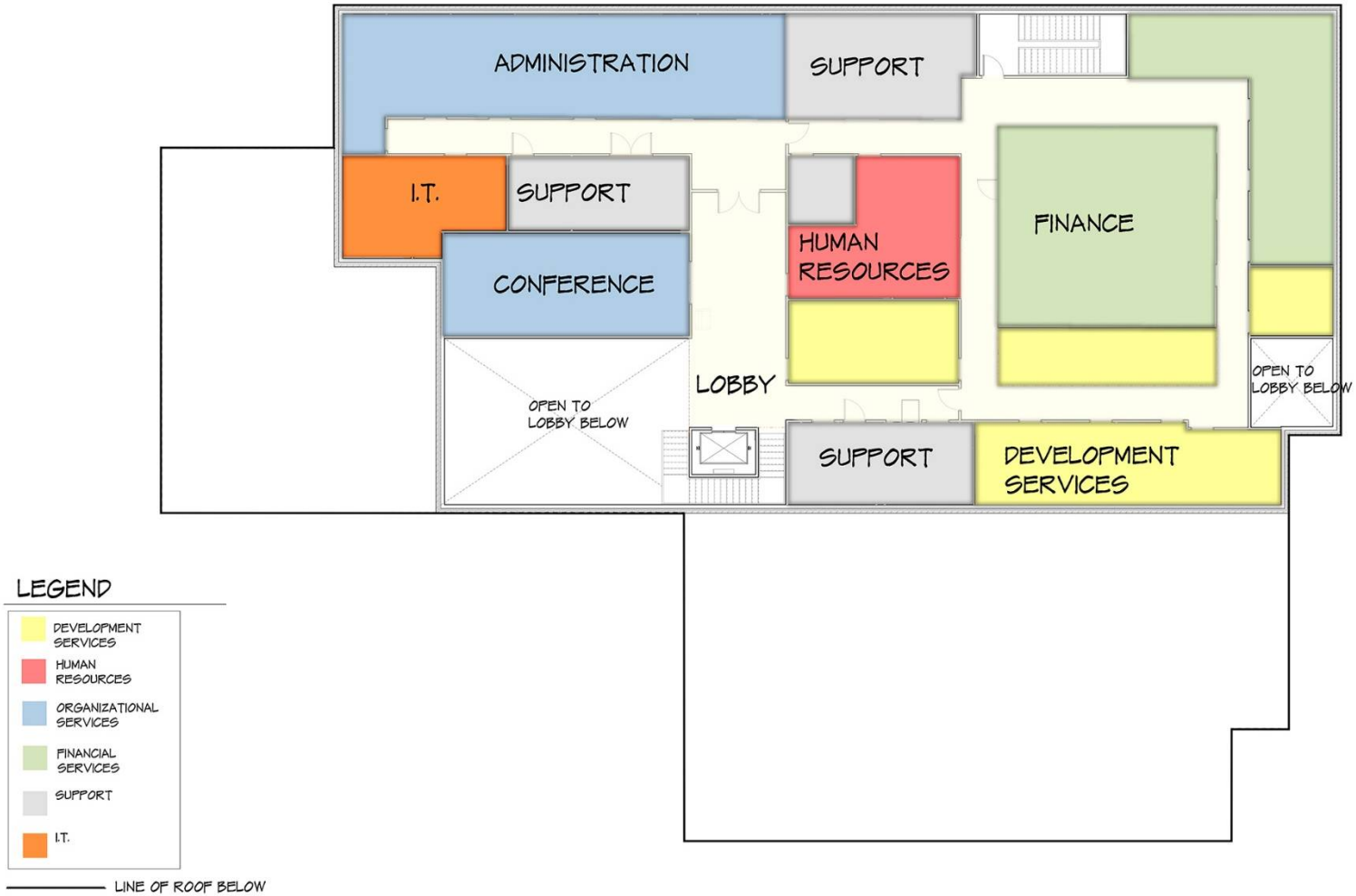
Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

City Hall / Civic Center
First Floor Blocking Plan



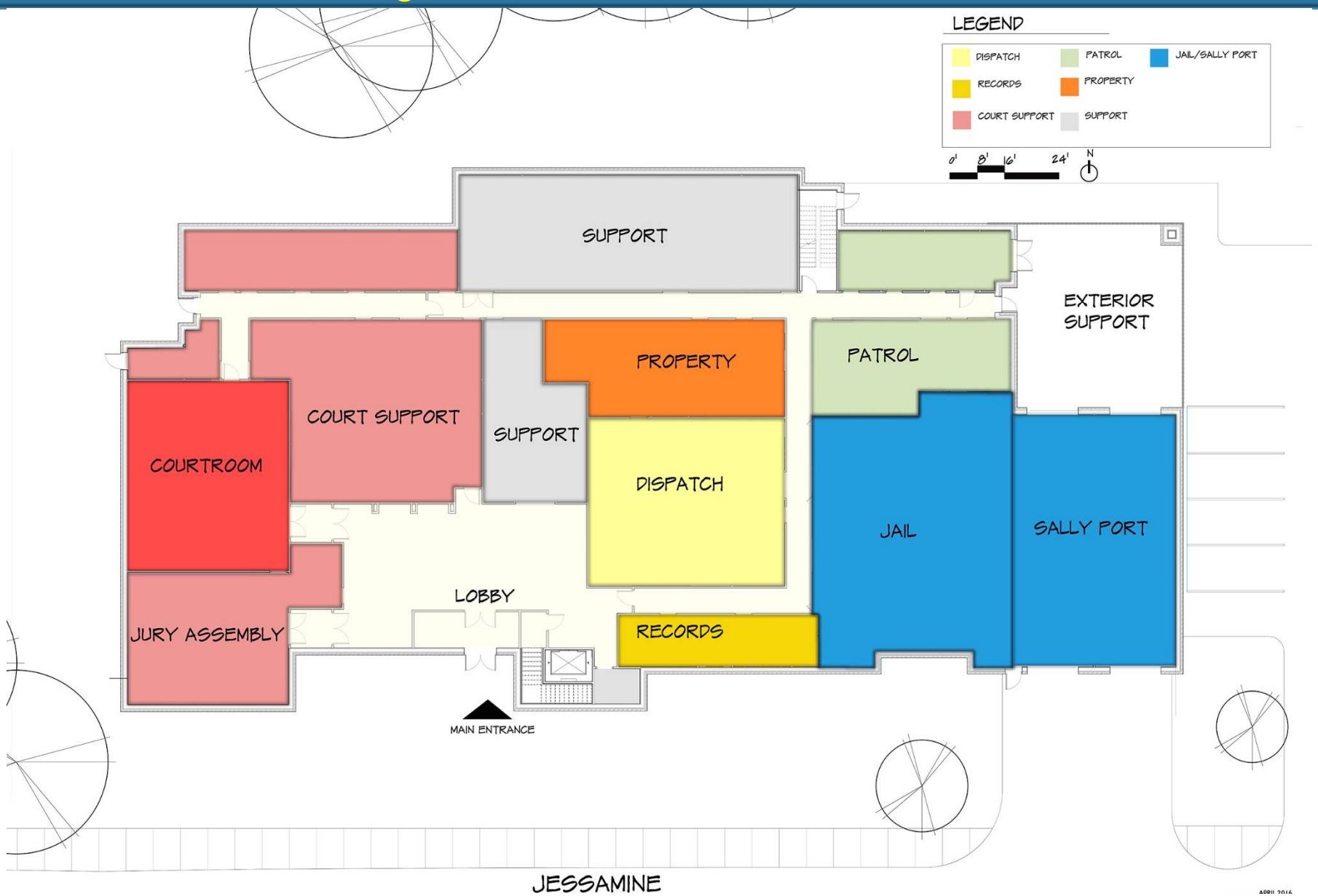
Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

City Hall / Civic Center
Second Floor Blocking Plan



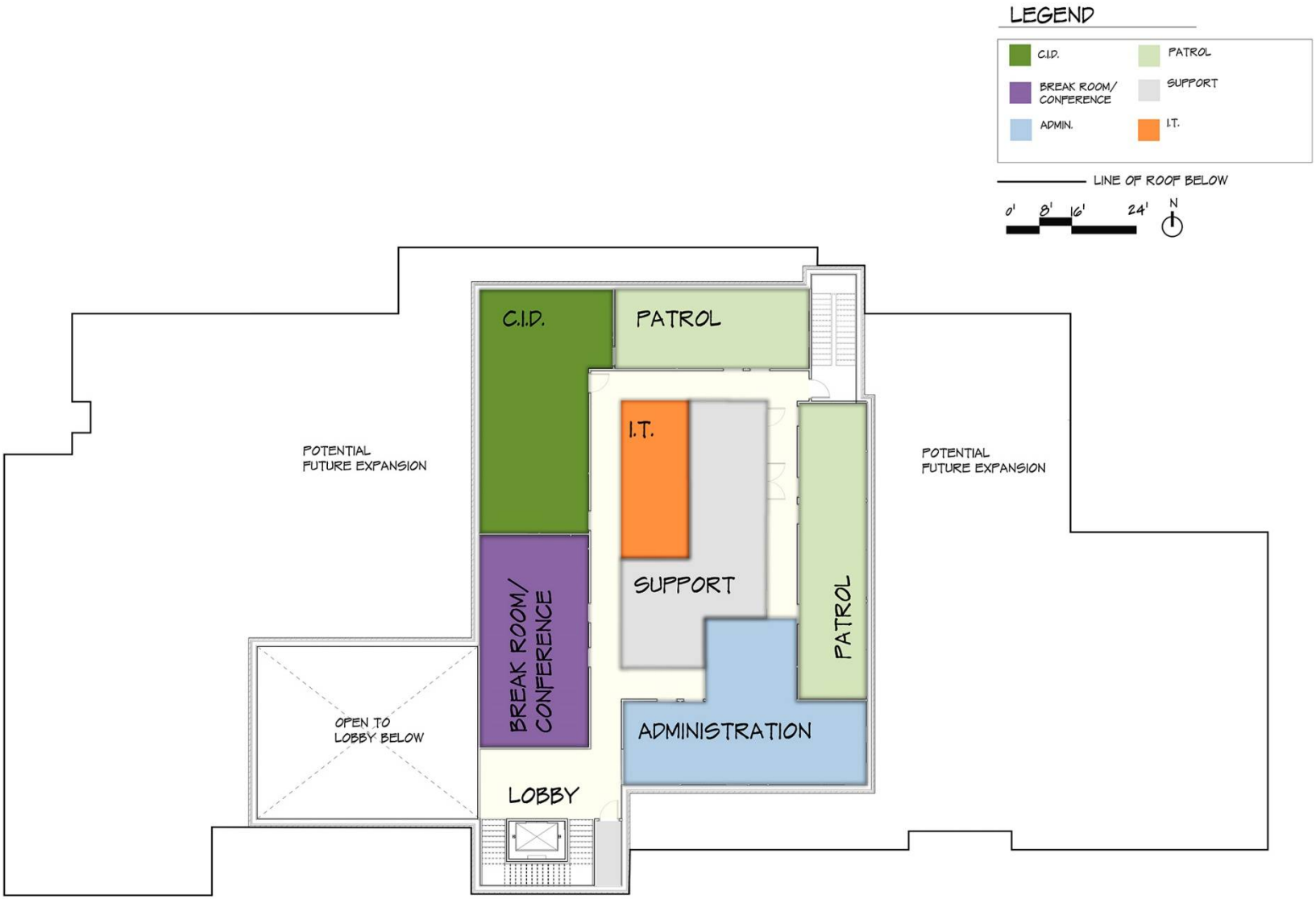
Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Police / Courts
First Floor Blocking Plan



Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Police / Courts
Second Floor Blocking Plan



Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

BUILDING ELEVATION DEVELOPMENT

For more detailed information regarding the history of building elevation history refer to City of Bellaire website http://Bellairetx.gov/DocumentCenter/Index/623

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Bellaire City Hall and Civic Center

Option 1

Option 2

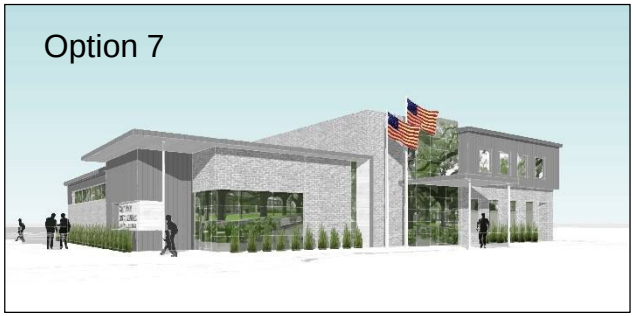
Option 3

Option 4

Option 5

Option 6

Option 7



Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

City Hall / Civic Center (South Rice View)

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

City Hall / Civic Center (South Rice View)

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

City Hall / Civic Center (Great Lawn View)

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

City Hall / Civic Center (Parking Lot View)

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Bellaire Police and Courts

Option 1

Option 2

Option 3

Option 4

Option 5

Option 6

Option 7

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Police and Municipal Court (Jessamine View)

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Police / Courts (Jessamine View)

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

INTERIOR DESIGN DISCUSION

For more detailed information regarding the history of interior design history refer to City of Bellaire website http://Bellairetx.gov/DocumentCenter/Index/623

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

City Hall / Civic Center
Lobby Concept

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

City Hall / Civic Center
Council Chambers Concept

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Police/ Municipal Court

Lobby Concept

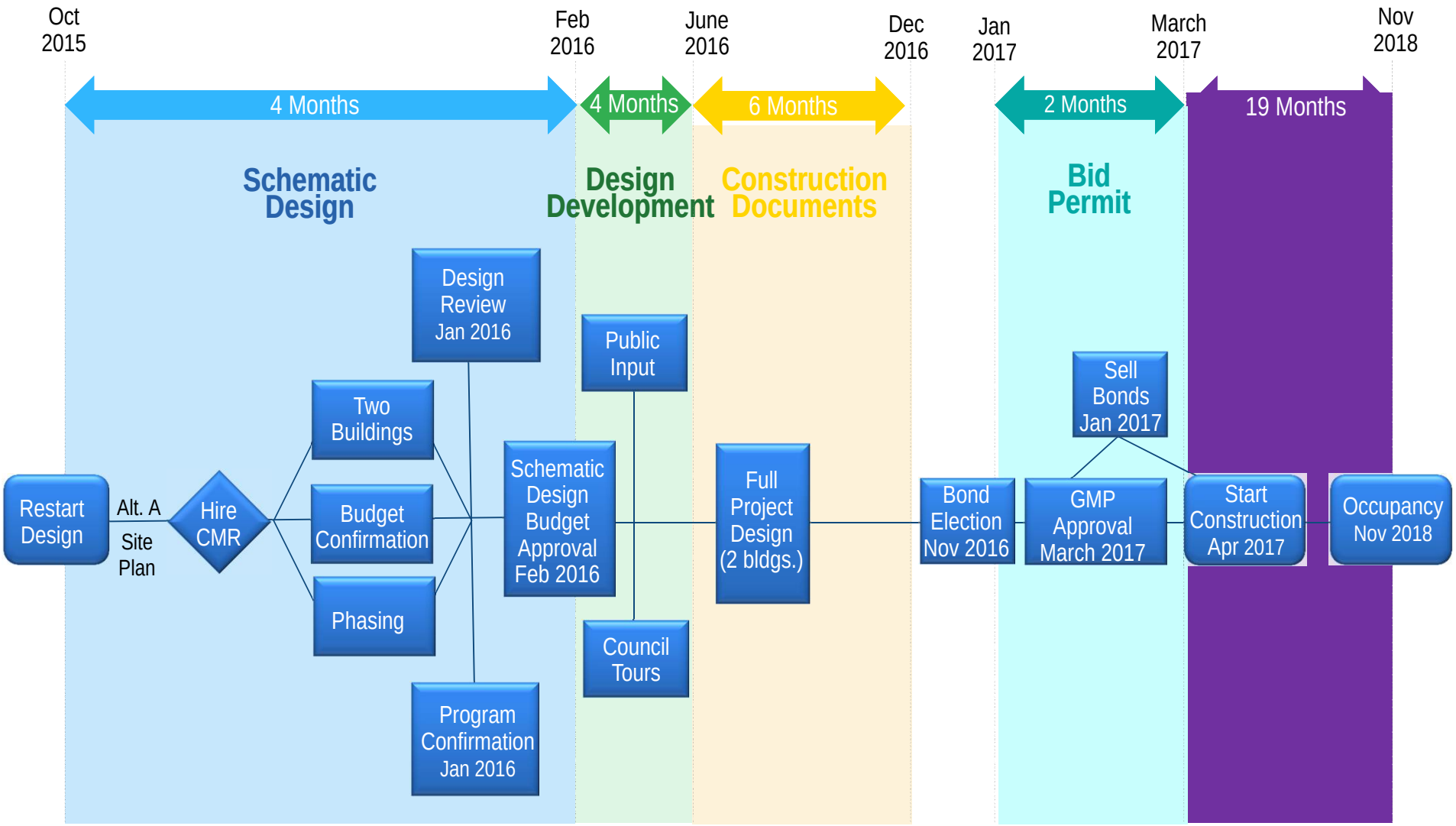
Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Police/ Municipal Court

Court Room Concept

Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

Bellaire Municipal Buildings: Scenario 2



Attachment: Town Hall Presentation 05162016 Final Posted (1937 : Municipal Facilities Project Update)

MUNICIPAL BUILDINGS
Town Hall Meeting

05/16/2016

PGAL

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

SCHEDULED
PROCLAMATION (ID # 1849)

Meeting: 05/16/16 06:00 PM
Department: Fire Department
Category: Proclamation
Department Head: Darryl Anderson
DOC ID: 1849

Item Title:

Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the week of May 15-21, 2016, as "Emergency Medical Services Week" in the City of Bellaire, Texas, in recognition of the value and the accomplishments of emergency medical services providers - Requested by Darryl Anderson, Fire Chief.

Background/Summary:

In 1973, President Gerald Ford authorized the Emergency Medical Services Week to celebrate the service, its practitioners, and the important work being conducted by emergency medical services providers. President Ford signed the first proclamation in 1974. At that time, emergency medical services were in its infancy, but now is a fully integrated component of the medical care continuum.

At the request of the Fire Chief, Darryl Anderson, Andrew S. Friedberg, Mayor, will issue a proclamation proclaiming the week of May 15-21, 2016, as "Emergency Medical Services Week" in the City of Bellaire, Texas, in recognition of the value and the accomplishments of emergency medical services providers.

Previous Council Action Summary:

Emergency Medical Services Week was last proclaimed by the issuance of a proclamation on May 4, 2015, recognizing the week of May 17-23, 2015, as "Emergency Medical Services Week."

Fiscal Impact:

N/A

Recommendation:

Darryl Anderson, Fire Chief, recommends the issuance of this proclamation in recognition of "Emergency Medical Services Week."

ATTACHMENTS:

- Emergency Medical Services Week - May 15-21 2016 (PDF)

City of Bellaire, Texas

Proclamation

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

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

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

Whereas, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

Whereas, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

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

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

Now, Therefore, **I, Andrew S. Friedberg, Mayor of the City of Bellaire, Texas,** in recognition of this event do hereby proclaim the week of **May 15-21, 2016**, as

Emergency Medical Services Week

in the City of Bellaire, Texas, and, with the theme *EMS Strong*: *Called to Care,"* I encourage the

Attachment: Emergency Medical Services Week - May 15-21 2016 (1849 : EMS Week Proclamation)

community to observe this week with appropriate programs, ceremonies, and activities.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 16th day of May, 2016.

_____

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

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

SCHEDULED
INFORMATION ITEM (ID # 1861)

Meeting: 05/16/16 06:00 PM
Department: Police Department
Category: Proclamation
Department Head: Byron Holloway
DOC ID: 1861

Item Title:

Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the week of May 15-21, 2016, as "National Police Week" in the City of Bellaire, Texas, in recognition and appreciation of the services provided by law enforcement officers and to honor those that have made the ultimate sacrifice for the community - Requested by Byron Holloway, Chief of Police.

Background/Summary:

At the request of the Chief of Police, Andrew Friedberg, Mayor, will issue a proclamation proclaiming the week of May 15-21,2016 as "National Police Week" in the City of Bellaire, Texas, in recognition and appreciation of the services provided by law enforcement officers and to honor those that have made the ultimate sacrifice.

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

Previous Council Action Summary:

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

Fiscal Impact:

None.

Recommendation:

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

ATTACHMENTS:

- Police Week - May 15-21 2016 (PDF)

City of Bellaire, Texas

Proclamation

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

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

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

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

Whereas, among these engraved names is that of Bellaire Police Sergeant Jimmie Norman whose name was added in 2013, as he was killed in the line of duty by a robbery suspect on December 24, 2012; and

Whereas, an additional 252 new names of fallen heroes are to be added to the National Law Enforcement Officers Memorial this spring, including 123 officers killed in 2015 and 129 officers killed in previous years; and

Whereas, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Memorial Fund's 28th Annual Candlelight Vigil, on the evening of May 13, 2016; and

Whereas, in 1962, President John Kennedy designated May 15th as Peace Officers Memorial Day, in honor of all fallen officers and U.S. flags are to be flown at half-staff on May 15th of each year;

Now, Therefore, **I, Andrew S. Friedberg, Mayor of the City of Bellaire, Texas,** do hereby proclaim and formally designate the week of **May 15-21, 2016, as:**

Police Week

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

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 16th day of May, 2016.

_____

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

Attachment: Police Week - May 15-21 2016 (1861 : 2016 National Police Week Proclamation)

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

SCHEDULED
PROCLAMATION (ID # 1880)

Meeting: 05/16/16 06:00 PM
Department: Public Works
Category: Proclamation
Department Head: Brant Gary
DOC ID: 1880

Item Title:

Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the week of May 15-21, 2016, as "National Public Works Week," and encouraging our residents to join in paying tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they have made to our health, safety, welfare, and quality of life - Requested by Brant Gary, Director of Public Works.

Background/Summary:

At the request of the Director of Public Works, Brant Gary; Andrew S. Friedberg, Mayor, will issue a proclamation proclaiming the week of May 15th - 21st, 2016, as "National Public Works Week" in the City of Bellaire, Texas, and encourage all residents to acquaint themselves with the issues involved in providing Public Works and to recognize the contributions which Public Works professionals make every day to health, safety, comfort, and quality of life.

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

Director of Public Works Brant Gary will accept the proclamation on behalf of the Public Works Department.

Previous Council Action Summary:

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

Fiscal Impact:

N/A

Recommendation:

The Director of Public Works recommends the issuance of a proclamation in recognition of National Public Works Week.

ATTACHMENTS:

- National Public Works Week - May 15-21 2016 (PDF)

City of Bellaire, Texas

Proclamation

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

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

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

Whereas, this year's theme "Public Works Always There" showcases the pervasiveness of public works, as communities depend on public works, and the men and women of the profession are always there and always ready;

Now, Therefore, **I, Andrew S. Friedberg, Mayor of the City of Bellaire, Texas,** do hereby proclaim and designate the week of **May 15-21, 2016,** as

National Public Works Week

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

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bellaire, Texas, to be affixed this 16th day of May, 2016.

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

Attachment: National Public Works Week - May 15-21 2016 (1880 : National Public Works Week (May 15-21))

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

SCHEDULED
ACTION ITEM (ID # 1908)

Meeting: 05/16/16 06:00 PM
Department: City Manager's Office
Category: Presentation
Department Head: Paul A. Hofmann
DOC ID: 1908

Item Title:

City Manager's Report regarding communication, field and personnel updates, calendar reminders, and notes of appreciation - Submitted by Paul A. Hofmann, City Manager.

Background/Summary:

City Manager's Report regarding communication, field and personnel updates, calendar reminders, and notes of appreciation.

Previous Council Action Summary:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A

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

SCHEDULED
ACTION ITEM (ID # 1830)

Meeting: 05/16/16 06:00 PM
Department: City Manager's Office
Category: Report
Department Head: Diane K White
DOC ID: 1830

Item Title:

Monthly Financial Report for the Period Ending April 30, 2016 - Submitted by Terrence Beaman, Chief Financial Officer.

Background/Summary:

In accordance with the Charter of the City of Bellaire, Article VII, Section 4, Paragraph 3, please find attached the monthly financial report for the month of April for FY2016.

Previous Council Action Summary:

N/A

Fiscal Impact:

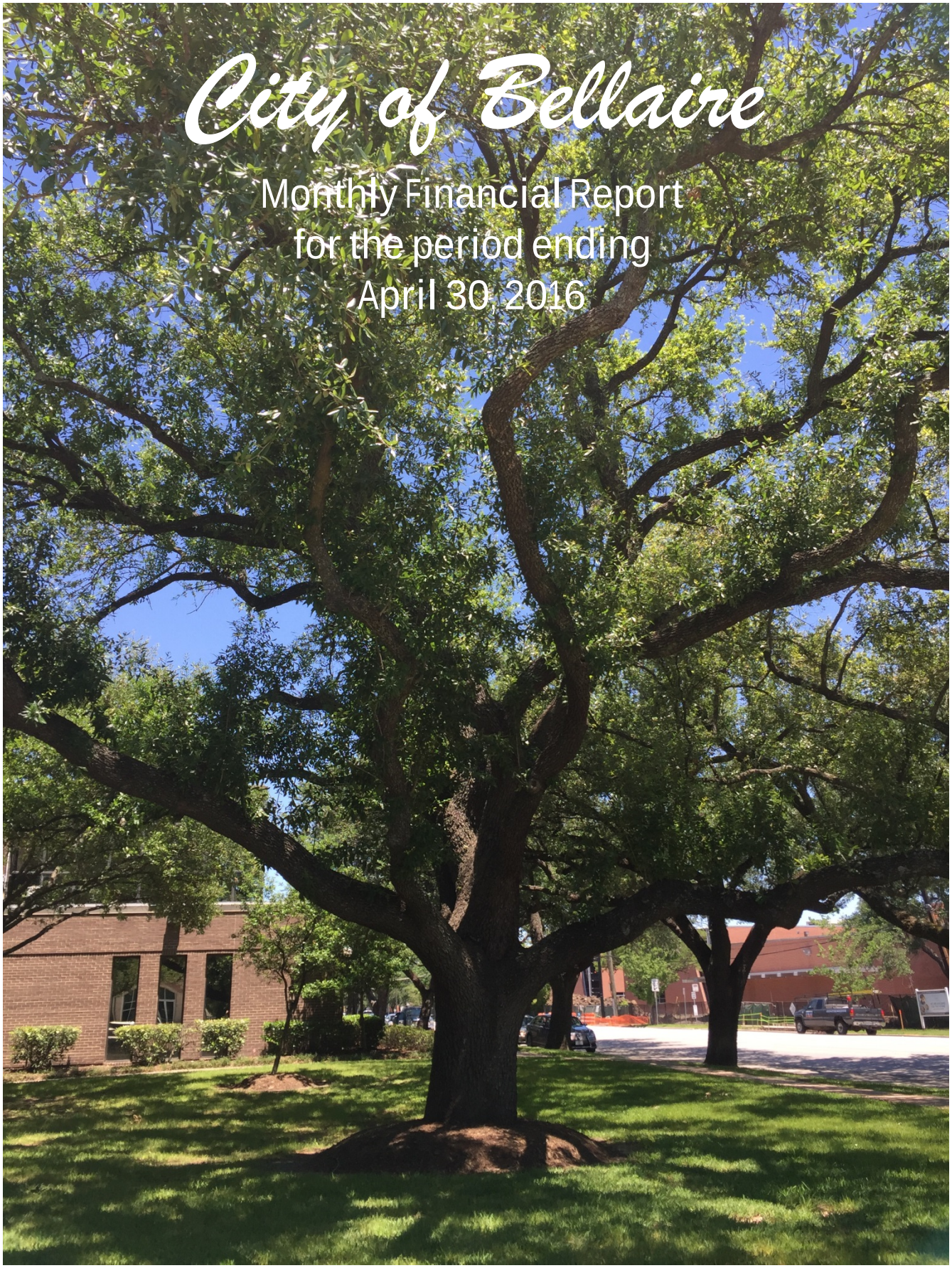
N/A

Recommendation:

N/A

ATTACHMENTS:

- Financial Report - April 2016 (PDF)


City of Bellaire
Monthly Financial Report
for the period ending
April 30, 2016

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City of Bellaire
Finance

MEMORANDUM

To: Paul A. Hofmann, City Manager

From: Terrence Beaman, Chief Financial Officer

Date: May 16, 2016

Subject: Financial Analysis for Month Ending April 30, 2016

GENERAL FUND

General Fund Revenues:

FY 2016 Budget	Actual 04/30/2016	Allocated Budget	Over/(Under) Allocated Budget
$19,047,107	$15,828,535	$15,482,417	$346,118

The allocated budget is a five year average of the percent of revenue collected as of the end of each month in the fiscal year by major categories. In the seven months ending April 30, 2016 the City has collected 83% of its total budgeted revenues and is over its allocated budget for the seven months ending April 30, 2016 by $346,118.

Approximately 97% of current property taxes are receipted in the months of November through February. The City has collected 98% of its current property tax revenue as of April 30, 2016. However, based on the allocated budget Property tax revenues are under by $57,798.

Sales tax and Franchise fees are right in line with budget with collection rates at 59% and 61% through April. Sales tax revenue received through April is over the allocated budget by $133,019. Franchise fees are over the allocated budget by $42,080.

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Permits, fees and licenses are over the allocated budget by $72,408 due to a permit fee that was received in January for the Episcopal High School Athletic Facility for $105,398.

All other revenues are on target.

General Fund Expenditures:

FY 2016 Budget	Actual 04/30/2016	Allocated Budget	Over/(Under) Allocated Budget
$20,343,095	$11,225,968	$11,616,391	($390,422)

Salary and benefits are 73.0% of the general fund total budget for FY2016. As of April, salary and benefits are slightly under budget to actual at 55% expended.

Purchased services are under the allocated budget by $149,529, however, are right on target with budget at 54%. This category is driven by routine and non-routine maintenance items as well as contract labor.

Supplies are under the allocated budget by $21,977. This category includes fuel which has been fluctuating this fiscal year. Other line items that impact this category are driven by the timing in which departments make purchases.

The "other" category is mainly the transfers from the General Fund to the Capital and Vehicle and Equipment Replacement fund and those transfers are made monthly and are right on target. Other/transfers is over the allocated budget to due to an overpayment in sales tax.

ENTERPRISE FUND

Enterprise Fund Revenues:

FY2016 Budget	Actual 04/30/2016	Allocated Budget	Over/(Under) Allocated Budget
$7,746,600	$4,103,463	$4,232,463	($129,396)

Water revenues are below the allocated budget by $27,436 and wastewater revenues are over the allocated budget by $7,376. Rainfall through April totaled 57.03 inches compared to 37.50 inches in FY2015. Solid Waste fees are slightly above the allocated budget by $4,941. Overall revenue collection in the Enterprise fund compared to the FY2016 adopted budget is on target at 53% of total collections.

Enterprise Fund Expenditures:

FY2016 Budget	Actual as of 04/30/2016	Allocated Budget	Over/(Under) Allocated Budget
$8,726,146	$4,098,564	$4,742,431	($202,743)

Salary and benefits are under the allocated budget due to vacancies. The purchased services & supplies are under the allocated budget which is driven by the timeliness of when items are purchased.

Overall Enterprise Fund Line items are tracking right on target with budget with a total expended through April of 54%.

	FY2016	FY2015	FY2014	FY2013
Cumulative Rainfall thru April	*57.03*	37.50	21.81	20.43
Annual Rainfall		71.70	57.57	30.06

Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

City of Bellaire
General Fund
Revenues and Expenditures (Unaudited)
YTD as of April 2016

	April			Year to Date			
	FY 2016 Budget	Actual	% of Budget	Allocated Budget	Actual	Over/Under Allocation	YTD % to Budget
Revenues							
Property	11,359,339	69,436	1%	11,185,758	11,127,960	(57,798)	98%
Franchise Taxes	1,397,000	172,419	12%	806,148	848,228	42,080	61%
Sales Taxes	2,454,118	177,283	7%	1,325,740	1,458,759	133,019	59%
Permits, Fees, Licenses	1,082,550	91,722	8%	638,768	711,176	72,408	66%
PARD Charges and Fees	904,200	108,351	12%	356,078	488,070	131,992	54%
Public Safety	386,800	38,421	10%	242,121	281,928	39,807	73%
Fines	766,500	68,572	9%	466,301	453,865	(12,436)	59%
All Other	696,600	55,964	8%	461,503	458,548	(2,955)	66%
Total Operating Revenues	$ 19,047,107	782,167	4%	15,482,417	15,828,535	346,118	83%
Expenditures							
Salary & Benefits	13,020,134	926,571	7%	7,475,059	7,106,784	(368,275)	55%
Purchased Services	3,708,907	280,584	8%	2,148,124	1,998,595	(149,529)	54%
Supplies	1,173,054	105,238	9%	610,362	588,385	(21,977)	50%
Other/Transfers	2,430,000	356,553	15%	1,372,000	1,521,358	149,358	63%
Capital Purchases	11,000	-	0%	10,847	10,847	-	100%
Total Operating Expenditures	20,343,095	1,668,946	8%	11,616,391	11,225,968	(390,423)	55%
Net Revenues/(Expenditures	**$ (1,295,988)**	**$ (886,779)**	**$ (0)**	**$ 3,866,026**	**$ 4,602,567**	**$ 736,541**	

Audited Fund Balance 9/30/15	$ 5,604,047
FY 2016 Revenue Budget	19,047,107
FY 2016 Expenditure Budget	20,343,095
Projected Ending Fund Balanc	$ 4,308,059

60 Day Reserve Requirement	$ 3,004,349
ncludes only operating budget)	

Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

City of Bellaire
Enterprise Fund
Revenues and Expenditures (Unaudited)
YTD as of April 2016

		April				*Year to Date*	
	FY 2016 Budget	**Actual**	**% of Budget**	**Allocated Budget**	**Actual**	**Over/Under Allocation**	**YTD % to Budget**
Revenues							
Water	3,595,900	218,362	6%	1,835,152	1,807,715	(27,436)	50%
Wastewater	2,186,000	174,428	8%	1,255,039	1,262,414	7,376	58%
Solid Waste	1,666,000	140,044	8%	972,410	977,351	4,941	59%
All Other	298,700	6,160	2%	170,259	55,982	(114,277)	19%
Total Revenues	$ 7,746,600	$ 538,993	7%	$ 4,232,859	$ 4,103,463	$ (129,396)	53%
Expenditures							
Salary & Benefits	1,811,916	116,533	6%	1,039,164	903,518	(135,646)	50%
Purchased Services	1,652,730	118,438	7%	870,121	826,622	(43,499)	50%
Supplies	2,565,400	187,465	7%	1,485,972	1,462,745	(23,227)	57%
Other	2,696,100	221,390	8%	1,549,917	1,549,546	(371)	57%
Total Expenditures	8,726,146	643,826	7%	4,945,174	4,742,431	(202,743)	54%
Net Revenues/(Expenditures)	**$ (979,546)**	**$ (104,833)**	**$ (0)**	**$ (712,315)**	**$ (638,968)**	**$ 73,347**	

Audited Fund Balance 9/30/15	$ 2,322,769
FY 2016 Revenue Budget	7,746,600
FY 2016 Expenditure Budget	8,726,146
Projected Ending Fund Balance	$ 1,343,223
60 Day Fund Balance (Includes only operating budget)	$ 1,274,024
Budget	8,716,146
Transfers VET & CIP	1,072,000
Total Operating Budget	7,644,146

Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

City of Bellaire
Debt Service Fund
Revenues and Expenditures
YTD as of April 2016

	FY 2016 Budget	Unaudited Actual
Revenues		
Property Taxes	5,883,026	5,782,185
Investment Earnings	3,000	4,894
Total Operating Revenues	5,886,026	5,787,079
Operating Transfer In	950,000	554,167
Bond Premium		.
Total Revenues	**$ 6,836,026**	**$ 6,341,246**
Expenditures		
Principal Payment	4,055,000	4,055,000
Interest Payment	2,768,026	1,399,340
Other Debt Expense	13,000	2,100
Total Expenditures	**$ 6,836,026**	**5,456,440**
Net Revenues/(Expenditures)	**$ -**	**$ 884,806**

Audited Fund Balance 9/30/15	$ 514,125
FY 2016 Revenue Budget	6,836,026
FY 2016 Expenditure Budget	6,836,026
Projected Ending Fund Balance	$ 514,125

Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

City of Bellaire
Vehicle/Equipment Replacement Fund
Revenues and Expenditures
YTD as of April 2016

	FY 2016 Budget	April Actual	YTD Actual	Encumbrance	FY2016 Budget Balance
Revenues					
Transfers - General	1,066,000	88,833	621,833		444,167
Transfers - Enterprise	542,000	45,167	316,167		225,833
Total Operating Revenues	**$ 1,608,000**	**$ 134,000**	**$ 938,000**	**$ -**	**$ 670,000**
Expenditures					
Development Services	25,000	-	-	22,986	2,014
Fire	55,000	29,829	29,829	10,651	14,520
Police	300,000	106,212	143,007	101,561	55,432
Parks & Recreation	50,000	-	-	52,157	(2,157)
Public Works	265,000	-	-	251,215	13,785
Enterprise Public Works	520,000	-	-	441,857	78,143
Total Capital Expenditures	**$ 1,215,000**	**$ 136,041**	**$ 172,836**	**$ 880,427**	**$ 161,737**
Net Revenues/(Expenditures)	**$ 393,000**	**$ (2,041)**	**$ 765,164**	**$ (880,427)**	**$ 508,263**

Audited Fund Balance 9/30/15	$ 419,975
FY 2016 Revenue Budget	1,608,000
FY 2016 Expenditure Budget	1,215,000
Projected Ending Fund Balance	$ 812,975

Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

City of Bellaire
CIP Fund
Revenues and Expenditures
YTD as of April 2016

	FY 2016 Budget	Carryover Funds/Budget	Total Funds/Budget	April Actual	YTD Actual	Encumbrance	FY2016 Budget Balance
Revenues							
General Fund Transfer	1,240,000	534,084	1,774,084	103,333	723,331		516,669
RBB Facilities		751,051	751,051				-
RBB Infrastructure		1,000,000	1,000,000				-
Enterprise Fund Transfer	530,000	1,203,471	1,733,471	44,167	309,167		220,833
Evelyn's Park	138,638	1,488,580	1,627,218		138,638		-
Designated Park Funds		351,200	351,200				-
Insurance - Flood		305,845	305,845		177,334		(177,334)
Insurance - Traffic Signal		33,693	33,693				-
Road Humps		702	702				-
Total Revenues	$ 1,908,638	$ 5,668,626	$ 7,577,264	$ 147,500	$ 1,348,469		**$ 560,169**
Projects							
FY 2014 City Wide Beautification		5,721	5,721	3,221	5,721		-
FY 2014 Street & Drainage Reconstruction - Phase 5B*	614,057	386,862	1,000,919			608,603	392,316
FY 2015 Evelyn's Park	138,638	1,488,580	1,627,218	-		1,623,392	3,826
FY 2015 Municipal Rehab Projects	-	40,860	40,860	-	22,097		18,763
FY 2015 Park Improvements		229,568	229,568	6,425	211,173	10,430	7,965
FY 2015 Traffic Signal Maintenance		33,693	33,693		33,693		422,870
FY 2016 City Wide Beautification	300,000		300,000	-		17,500	282,500
FY 2016 Pavement Mgt Program	830,618		830,618		421		830,198
FY 2016 Playground/Shade Structure	70,000		70,000			69,990	10
FY 2016 PW Facilities Assessment	25,000	305,845	330,845		23,652	348	306,845
FY 2016 ROW	50,000		50,000				50,000
FY 2016 Storm Water Drainage	45,000		45,000	-	4,500	40,500	-
Total General Projects	$ 2,073,313	$ 2,491,129	$ 4,564,442	$ 9,646	$ 301,256	$ 2,370,764	$ 1,892,422
FY 2013 Fine Screen Building		149,408	149,408	1,120	8,370	34,471	106,567
FY 2013 WWT Electrical		8,440	8,440			2,216	6,224
FY 2015 City Wide Scada System	150,000	94,500	244,500			15,950	228,550
FY 2015 Facility Water Barrier		33,000	33,000				33,000
FY 2015 Water/Sanitary Sewer Program		605,875	605,875	54,785	512,206	42,167	51,503
FY 2016 Rehab Renwick Ground Storage	55,000		55,000			43,265	11,735
FY 2016 Wendell-Bellaire Lift Station	55,000		55,000	2,200	21,655	10,495	22,850
FY 2016 WW Collection Line	20,000		20,000			19,750	250
FY 2016 WW System Upgrades	250,000		250,000	16,834	16,834	40,495	192,670
Total Enterprise Projects	$ 530,000	$ 891,223	$ 1,421,223	$ 74,939	$ 559,065	$ 208,809	$ 653,349
Total Expenditures/Encumberances	**$ 2,603,313**	**$ 3,382,352**	**$ 5,985,665**	**$ 84,585**	**$ 860,321**	**$ 2,579,573**	**$ 2,545,771**
Net Revenues/(Expenditures)	**$ (694,675)**	**$ 2,286,274**	**$ 1,591,599**	**$ 62,914**	**$ 488,148**		

*Pay as you Go portion of Bonds in Fund 620

Audited Fund Balance 9/30/15	$ 5,668,626
FY 2016 Revenue Budget	1,908,638
FY 2016 Expenditure Budget	5,985,665
Projected Ending Fund Balance	$ 1,591,599
Designated Funds	1,102,251
ROW	351,200
RBB Facilities	751,051
Future Year Pay As You Go Projects	489,348

Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

City of Bellaire
Bond Fund
Revenues and Expenditures
YTD as of April 2016

	FY 2016 Budget	Carryover Funds/Budget	Total Budget	April Actual	YTD Actual	Encumbrance	FY 2016 Budget Balance
Revenues							
Interest				4,890	26,108		(26,108)
Bond Proceeds		20,995,926	20,995,926				
Total Revenues	**$ -**	$ 20,995,926	$ 20,995,926	$ 4,890	$ 26,108		$ (26,108)
Projects							
FY 2012 Drainage Phase 5		7,462,026	7,462,026	565,808	3,660,443	3,801,582	1
FY 2015 Drainage Phase 5B	7,910,187		7,910,187	-	493	7,909,694	0
FY 2013 New City Hall/Police/Municipal Court		812,611	812,611	44,124	68,976	712,062	31,573
FY 2015 Evelyn's Park		4,687,159	4,687,159	701,472	1,367,587	3,295,259	24,314
FY 2015 Nature Discovery Center		500,000	500,000	-	477	477	499,045
Total Project Expenditures	7,910,187	13,461,796	21,371,983	1,311,404	5,097,976	15,719,074	554,933
Net Revenues/(Expenditures)	$ (7,910,187)	$ 7,534,130	$ (376,057)	$ (1,306,513)	$ (5,071,868)		$ (581,040)

Audited Fund Balance 9/30/15	$ 20,995,927
FY 2016 Revenue Budget	-
FY 2016 Expenditure Budget	21,371,983
Projected Ending Fund Balance	$ (376,056)

Note to ending balance RBB funds from General CIP will be used to reconcile negative balance.

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City of Bellaire
Metro Fund
Revenues and Expenditures
YTD as of April 2016

	FY 2016 Budget	Carryover Funds/Budget	Total Budget	April Actual	YTD Actual	Encumbrance	FY 2016 Budget Balance
Revenues							
Metro Sales Tax	1,200,000	2,901,556	4,101,556	85,856	825,491	-	374,509
Interest	1,700		1,700	738	4,125		(2,425)
Total Revenues	$ 1,201,700	$ 2,901,556	$ 4,103,256	$ 86,594	$ 829,617		$ 372,083
Projects							
FY2014 City Wide Trip Hazard		471,331	471,331	98,431	98,431	372,900	-
FY2014 Sidewalk Projects		456,212	456,212	4,457	238,256	33,826	184,131
FY2015 Street Pavement Mgt Program	1,200,000	1,896,620	3,096,620	250,129	980,300	996,633	1,119,687
FY2015 Street Striping Program		75,793	75,793	-	31,136	43,219	1,439
Total Project Expenditures	1,200,000	2,899,956	4,099,956	353,017	1,348,122	1,446,577	1,305,256
Net Revenues/(Expenditures)	$ 1,700	$ 1,600	$ 3,300	$ (266,422)	$ (518,506)		

Audited Fund Balance 9/30/15	$ 2,901,556
FY 2016 Revenue Budget	1,201,700
FY 2016 Expenditure Budget	4,099,956
Projected Ending Fund Balance	$ 3,300

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Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

CITY OF BELLAIRE
CURRENT PROPERTY TAX COLLECTIONS
FY 2013 - FY2016

Month	FY2013	FY2014	FY2015	FY2016
Oct	$ -	$ -	$ -	$ -
Nov	501,713	652,841	585,025	131,234
Dec	3,558,843	3,908,433	5,450,400	3,881,188
Jan	10,050,022	10,346,813	11,526,041	8,702,108
Feb	12,978,460	13,952,561	15,160,981	4,005,865
Mar	13,101,633	14,090,483	15,457,518	206,525
Apr	13,251,738	14,192,561	15,521,158	90,455
May	13,284,289	14,238,069	15,576,794	
Jun	13,307,908	14,279,764	15,630,176	
Jul	13,319,875	14,282,615	15,634,846	
Aug	13,339,458	14,282,615	15,634,846	
Sep	13,344,243	14,282,615	15,634,846	

YTD Collections	$ 17,017,375
% of Budget	99.34%
% of Total Levy	98.93%

FY 2016 Budget - Total Tax Revenue	$ 17,130,365
2015 Tax Year Taxable Value - Certified Appraisal Roll*	$ 4,061,031,301
2014 Tax Year - Under Protest or not Certified*	459,542,279
Total	4,520,573,580
Total Levy at $0.3805 / $100 =	$ 17,200,782

Ten Largest Taxpayers in City of Bellaire (Tax Year 2015) *

		Taxable Value
Chevron Chemical Company	Oil & Gas	79,604,253
Pin Oak North Parcrel LL LLC	Land/Improvements	49,900,289
KBS SOR 6565 6575 West Loop	Land/Improvements	40,675,000
BRI 1833 6330 LLC	Land/Improvements	39,319,862
Centerpoint Energy Inc.	Electric Utility	29,510,049
SBC Communications	Utility	28,734,297
CHP Houston Tx MOB Owner LLC	Land/Improvements	25,165,006
CHP Houston TX Hospital Land	Hospital	24,940,369
Pin Oak South Parcell LL LLC	Land/Improvements	19,941,588
5909-5959 Realty LTD	Land/Improvements	12,650,000
		$ 350,440,713

Tax Levy @ $0.3805/100	$ 1,333,427
% of Total Levy	7.75%

* Source: Municipal Advisory Council of Texas

Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

CITY OF BELLAIRE
HOUSING INFORMATION
FY2016

April

Houses, Townhomes & Vacant Lots for Sale *

Price Range	
$ 0 - $ 250,000	-
$ 250,001 - $ 500,000	43
$ 500,001 - $ 750,000	19
$ 750,001 - $ 1,000,000	39
> $ 1,000,000	93
Total Units For Sale *	**194**
Total HCAD Residential Units/Lots **	6,018
For Sale as a % of Total Units	3.22%
Highest Listing Price - Home	$ 3,388,888
Lowest Listing Price - TH/Lot	$ 280,000
Houses for Lease *	35
Highest Lease/Month	$ 8,500
Lowest Lease/Month	$ 1,140

Foreclosure History as of end of Quarter Reported by RealtyTrac

	Auction	Bank Owned
At Quarter End 12-31-14	3	2
At Quarter End 03-31-15	4	2
At Quarter End 06-30-15	3	2
At Quarter End 09-30-15	2	2
At Quarter End 12-31-15	3	2
At Quarter End 03-31-16	2	2

New Residential Construction

			Dollar Value	
Fiscal Year		New Units	Construction	Avg/Unit
2007		169	85,632,703	506,702
2008		132	75,405,507	571,254
2009		49	26,026,889	531,161
2010	***	64	34,682,458	541,913
2011		56	30,064,905	536,873
2012	***	93	54,914,376	590,477
2013	***	113	65,491,037	579,567
2014		125	78,420,596	627,365
2015		98	52,190,001	532,551
2016		50	29,741,794	594,836

Average Appraised Value (Tax Year 2015) $ 835,801

* Source: realtor.com does not include for sale or lease by owner

** Based on information provided by the Harris County Tax Assessor-Collector and the Harris County Appraisal District includes estimated values

*** Numbers revised based on system correction

Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

CITY OF BELLAIRE
SUMMARY OF SALES & MIXED BEVERAGE TAX
FY2014 - FY2016

Payment Month	Payment Period	FY2014	FY2015	FY2016
Sales Tax				
Oct	Aug	$ 506,393	$ 168,534	$ 153,643
Nov	Sep	191,544	204,637	236,498
Dec	Oct	186,277	187,620	196,711
Jan	Nov	178,766	168,955	253,578
Feb	Dec	239,214	289,944	253,419
Mar	Jan	180,302	175,468	176,377
Apr	Feb	168,270	168,824	171,712
May	Mar	189,723	201,769	-
Jun	Apr	169,660	174,538	-
Jul	May	159,472	171,111	-
Aug	Jun	253,895	230,014	-
Sep	Jul	186,787	209,043	-
	Sub-Total	$ 2,610,303	$ 2,350,457	$ 1,441,938
Mixed Beverage				
Oct	1st Qtr	4,366	5,493	6,012
Jan	2nd Qtr	4,730	6,053	5,238
Apr	3rd Qtr	4,616	5,839	5,570
Jul	4th Qtr	5,341	6,004	-
	Sub-Total	19,053	23,389	16,820
	Total	**$ 2,629,356**	**$ 2,373,846**	**$ 1,458,758**

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CITY OF BELLAIRE
SUMMARY OF FRANCHISE FEES
FY2014 - FY2016

	Total FY 2014	Total FY 2015	YTD FY 2016
Electric	$ 825,798	$ 823,552	$ 549,072
Gas	144,037	123,933	72,057
Telephone	121,736	115,691	58,160
Cable	308,268	328,259	168,940
Total	**$ 1,399,839**	**$ 1,391,435**	**$ 848,228**

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CITY OF BELLAIRE
SUMMARY OF PURCHASE ORDERS
FY 2016

	Oct-15		Nov-15		Dec-15		1st Qtr	
	Issued	Amount	Issued	Amount	Issued	Amount	Issued	Amount
Total Purchase Orders	315	$ 4,163,768	214	$ 997,313	243	$ 895,582	772	$ 6,056,663
PO for $5,000 - $50,000	35	$ 565,114	27	$ 430,626	13	$ 191,970	75	$ 1,187,710
% of Total Purchase Orders	11.11%	13.57%	12.62%	43.18%	5.35%	21.44%	9.72%	19.61%
$ 5,000 - $ 25,000	30	$ 400,456	21	$ 219,421	10	$ 101,908	61	$ 721,785
$ 25,001 - $ 50,000	5	$ 164,658	6	$ 211,205	3	$ 90,062	14	$ 465,925
	Jan-16		Feb-16		Mar-16		2nd Qtr	
	Issued	Amount	Issued	Amount	Issued	Amount	Issued	Amount
Total Purchase Orders	228	$ 321,509	87	$ 8,979,419	249	$ 2,723,606	564	$ 12,024,534
PO for $5,000 - $50,000	11	$ 147,807	17	$ 296,918	17	$ 329,263	45	$ 773,988
% of Total Purchase Orders	4.82%	45.97%	19.54%	3.31%	6.83%	12.09%	7.98%	6.44%
$ 5,000 - $ 25,000	11	$ 147,807	14	$ 173,228	14	$ 200,346	39	$ 521,381
$ 25,001 - $ 50,000	-	$ -	3	$ 123,690	3	$ 128,917	6	$ 252,607
	Apr-16		May-16		Jun-16		3rd Qtr	
	Issued	Amount	Issued	Amount	Issued	Amount	Issued	Amount
Total Purchase Orders	203	$ 585,380	-	$ -	-	$ -	203	$ 585,380
PO for $5,000 - $50,000	19	$ 260,345	-	$ -	-	$ -	19	$ 260,345
% of Total Purchase Orders	9.36%	44.47%					9.36%	44.47%
$ 5,000 - $ 25,000	16	$ 165,797	-	$ -	-	$ -	16	$ 165,797
$ 25,001 - $ 50,000	3	$ 94,548			-	$ -	3	$ 94,548
	Jul-16		Aug-16		Sep-16		4th Qtr	
	Issued	Amount	Issued	Amount	Issued	Amount	Issued	Amount
Total Purchase Orders	-	$ -	-	$ -	-	$ -	-	$ -
PO for $5,000 - $50,000	-	$ -	-	$ -	-	$ -	-	$ -
% of Total Purchase Orders								
$ 5,000 - $ 25,000	-	$ -	-	$ -	-	$ -	-	$ -
$ 25,001 - $ 50,000	-	$ -	-	$ -	-	$ -	-	$ -

* Purchases include bids, sole source, and cooperative purchasing.

Attachment: Financial Report - April 2016 (1830 : Monthly Financial Report for the Period Ending April 30, 2016)

CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MAY 2, 2016

Council Chamber	Regular Session	6:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

REGULAR SESSION - 6:00 P.M.

A. Call to Order and Announcement of a Quorum - Andrew S. Friedberg, Mayor.

Andrew S. Friedberg, Mayor, called the Regular Session of the City Council of the City of Bellaire, Texas, to order at 6:00 p.m. on Monday, May 2, 2016. The Regular Session was held in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

Mayor Friedberg announced that a quorum of the members of the City Council was present as set forth in the table below. Roman F. Reed, Mayor Pro Tem, and Michael Fife, Council Member, arrived shortly after the Regular Session was called to order. Mayor Friedberg also announced that Gus E. Pappas, Council Member, would arrive later in the evening.

Name	Title	Status
Andrew S. Friedberg	Mayor	Present
Roman F. Reed	Mayor Pro Tem	Present
Trisha S. Pollard	Council Member	Present
Gus E. Pappas	Council Member	Absent
Pat B. McLaughlan	Council Member	Present
Michael Fife	Council Member	Present
David R. Montague	Council Member	Present

Other officials present were Paul A. Hofmann, City Manager; Alan P. Petrov, City Attorney; Tracy L. Dutton, City Clerk, and Brant Gary, Director of Public Works.

B. Inspirational Reading and/or Invocation - David R. Montague, Council Member.

David R. Montague, Council Member, provided the inspirational reading for the evening.

C. Pledges of Allegiance - David R. Montague, Council Member.

David R. Montague, Council Member, led the members of the City Council and the audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

I. PUBLIC HEARING

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

Tracy L. Dutton, City Clerk, read the "Notice of Public Hearing" regarding the permanent installation of traffic control devices (speed humps) along Elm Street into the

record. City Clerk Dutton advised that the "Notice of Public Hearing" had been published in the Southwest News on Tuesday, April 12, 2016, and posted on the City's official bulletin board and website on Tuesday, April 12, 2016. She also advised that 403 notices regarding the public hearing were mailed to real property owners of record abutting Elm Street as well as to real property owners of record on surrounding streets.

B. Summary of Public Hearing Procedure - Paul A. Hofmann, City Manager.

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

C. Presentation:

Presentation in accordance with the City of Bellaire Neighborhood Traffic Improvement Program of the results of the temporary installation of traffic control devices (speed humps) installed along Elm Street from South Rice Avenue to the IH-610 Service Road, as well as a recommendation to make said installation permanent - Submitted by Brant Gary, Director of Public Works.

Brant Gary, Director of Public Works, provided a brief overview of the process followed to date on a petition submitted by more than 80% of the property owners of record abutting Elm Street from South Rice Avenue to the IH-610 Service Road for the installation of speed humps along Elm Street. Following a public hearing held in March of 2015 on the petition, the City Council authorized the installation of speed humps on a temporary basis along Elm Street. Funds were collected from the property owners and temporary speed humps were installed in October of 2015.

Director Gary advised that during the process, the Department worked with residents on concerns related to the placement of signage and the actual location of the speed humps. Efforts were made to ensure that driveways and front yards were impacted as little as possible.

In order to analyze the effectiveness of the temporary speed humps, the Department collected speed and traffic volume data several days prior to and after the installation of the temporary speed humps. Director Gary advised that the Department wanted to ensure that the speed humps had a quantifiable effect concerning the speed and that there was no negative impact on the traffic relative to the surrounding streets. In summary, the Department concluded that there were no negative impacts from either increased speeds or increased relative volume at any of the streets included in the analysis.

D. Public Comment.

Andrew S. Friedberg, Mayor, recognized speakers who had completed a sign-up sheet prior to the commencement of the public hearing. Each speaker was allowed a time limit of up to five (5) minutes, with no extension, and with notice after four (4) minutes that one (1) minute was left.

Seth Tyler:

Mr. Tyler addressed City Council in support of making the speed humps along Elm Street permanent. He cited significant improvements in traffic conditions on Elm Street (i.e., decrease in speed and cut-through traffic) since the installation of the temporary speed humps.

Paul Magaziner:

Mr. Magaziner addressed City Council in support of making the speed humps along Elm Street permanent. He advised that he believed speed humps were effective traffic mitigation devices.

Kyle Simson:

Mr. Simson addressed City Council in support of making the speed humps along Elm Street permanent. He cited improvements in safety and a reduction in speed and cut-through traffic as a result of the speed humps.

Charles Willis:

Mr. Willis addressed City Council in support of making the speed humps along Elm Street permanent. He stated that the speed humps had slowed traffic in the area. He urged City Council to consider installing another speed hump between First Street and the IH-610 Service Road.

After noting no further oral comments, **Mayor Friedberg** continued to agenda item I. E.

E. Questions from the Mayor and City Council.

Mayor Friedberg opened the floor for questions from the Mayor and City Council at approximately 6:22 p.m.

Following questions from the Mayor and City Council, Mayor Friedberg continued to agenda item I. F.

F. Close of Public Hearing.

Mayor Friedberg closed the public hearing at 6:27 p.m. and advised that oral public comment on the subject matter of the public hearing would not be received following the close of the public hearing. The public was invited to submit written comments to the City Council prior to its final deliberation on the matter. It was noted that written comments 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. Final deliberation was anticipated to occur on Monday, May 16, 2016; therefore, written comments should be submitted by noon on Thursday, May 12, 2016.

G. Adjourn.

Mayor Friedberg announced that the Public Hearing before the City Council of the City of Bellaire, Texas, was adjourned at 6:27 p.m. on Monday, May 2, 2016.

II. REGULAR MEETING

A. Call to Order and Announcement of a Quorum - Andrew S. Friedberg, Mayor.

Andrew S. Friedberg, Mayor, called the Regular Meeting of the City Council of the City of Bellaire, Texas, to order at 6:27 p.m. on Monday, May 2, 2016. The Regular Meeting was held in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

Mayor Friedberg announced that a quorum of the members of the City Council was present as set forth in the table below. Mayor Friedberg also announced that Gus E.

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Pappas, Council Member, would arrive later in the evening.

Name	Title	Status
Andrew S. Friedberg	Mayor	Present
Roman F. Reed	Mayor Pro Tem	Present
Trisha S. Pollard	Council Member	Present
Gus E. Pappas	Council Member	Present*
Pat B. McLaughlan	Council Member	Present
Michael Fife	Council Member	Present
David R. Montague	Council Member	Present

Other officials present were Paul A. Hofmann, City Manager; Alan P. Petrov, City Attorney; and Tracy L. Dutton, City Clerk.

*Gus E. Pappas, Council Member, arrived during Personal/Audience Comments (agenda item II. C.) and participated in the remainder of the Regular Meeting.

B. Recognition of Proclamations - Andrew S. Friedberg, Mayor.

1. Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the month of May 2016 as "Older Americans Month" in the City of Bellaire, Texas, in recognition of the contributions that older adults and the people who serve and support them make to the community - Requested by Cheryl Bright, Assistant Director of Parks, Recreation, and Facilities.

   Mayor Friedberg read and presented a proclamation he issued proclaiming the month of May 2016 as "Older Americans Month" in the City of Bellaire, Texas.

   The proclamation was accepted by the following members of the L.I.F.E. Advisory Board of the City of Bellaire, Texas: Chair Jeri Garner and Board Members Barbara Davis, Maxine W. Epstein, Kevin Newman, and Patricia Parrack, as well as Staff Liaisons Cheryl Bright, Assistant Director of Parks, Recreation, and Facilities, and Victoria Arevalo, Recreation Supervisor.

2. Issuance of a proclamation by Andrew S. Friedberg, Mayor, proclaiming the week of May 1-7, 2016, as "Municipal Clerks Week" in the City of Bellaire, Texas, in appreciation to our very own City Clerk, Tracy L. Dutton, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent - Requested by Andrew S. Friedberg, Mayor.

   Mayor Friedberg read and presented the proclamation he issued proclaiming the week of May 1-7, 2016, as "Municipal Clerks Week" in the City of Bellaire, Texas.

   The City Council joined Mayor Friedberg in presenting the proclamation, which was accepted by Tracy L. Dutton, City Clerk.

C. Personal/Audience Comments.

Prior to Personal/Audience Comments, **Mayor Friedberg** announced that agenda item II. E(1)(b), which was a request from the Bellaire Little League for a code suspension to waive alcohol restrictions in Mulberry Park for a fundraising event, had been withdrawn at the request of the Bellaire Little League. Members of the audience were welcomed to comment on the agenda item, if they desired to do so, but it would not be deliberated

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by the City Council this evening.

Paul Magaziner:

Mr. Magaziner addressed City Council regarding his concern that guideways to be constructed by Uptown Houston for a METRO bus rapid transit line down Post Oak Boulevard might be converted to a future rail line with access along Westpark Drive. Reference was made to delays that rail lines could cause at intersections, such as Westpark Drive and South Rice Avenue. In his opinion, that intersection was Bellaire's most important artery to the Galleria. Mr. Magaziner estimated delays at 13 minutes per hour. He closed and urged the Bellaire City Council to encourage METRO to execute a resolution stating that METRO would never put grade-level rail on Westpark Drive.

Lynn McBee:

Ms. McBee referenced a pre-budget planning retreat to be held later in the week for City Council and encouraged Bellaire residents to attend the retreat as hundreds of millions of dollars to be expended over the next five years would be under discussion.

Also referenced were residents with fixed incomes who would face possible hardships if property taxes were increased. Ms. McBee urged City Council to consider increasing the over 65 tax exemption and indicated that she believed this exemption had not been changed in a dozen years or more.

With respect to METRO, Ms. McBee asked the board members to state how long each had served as a METRO board member, the expiration date of their terms, and whether they received compensation for service as a board member.

In closing, Ms. McBee requested that City Council review its rules of procedure, more particularly the rules and/or lack of rules applicable to the role, guidelines, participation, and regulations governing the liaisons between City Council and City boards.

Cindy Siegel:

Ms. Siegel, President of the PATRONS for Bellaire Parks ("PATRONS"), thanked the community, City Council, staff, and sponsors for their assistance with the PATRONS' Wine & Tapas fundraising event. She noted that a great deal of money was raised at the event, the net proceeds of which would benefit Evergreen Park.

In addition, President Siegel thanked each member of City Council for their support in waiving the ordinance to allow alcohol and extend the curfew in Bellaire Town Square for Wine & Tapas and for several upcoming fundraising events to be hosted by the PATRONS.

Upcoming events were noted as follows: Dive-In Movie on August 18, Tents in Town on November 5 and 6, and a Super Bowl 2017 Tailgate Party.

Neil Verma:

Mr. Verma, Chair of the Parks and Recreation Advisory Board (the "Board"), thanked City Council for their recent review and approval of the Evergreen Park Master Plan proposed by the Board and the Parks, Recreation, and Facilities Department. He also publicly thanked the PATRONS for their support of Evergreen Park.

Chair Verma continued and expressed his support of agenda item II. D(4), more

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particularly, the second proposal for LED lighting for Newcastle Trail. He cited two primary reasons for his support: 1) the value of LED lighting (energy savings) and 2) safety. It was noted that six of the City's parks were located along Newcastle Drive or within a block of Newcastle Drive. Better and safer lighting would increase park interconnectivity in that area, in his opinion.

In closing, Chair Verma encouraged the City Council to consider changing all of the City's street lamps to LED.

Vic Gelsomino:

Mr. Gelsomino addressed City Council and referenced boring work that had been done by a contractor for AT&T near his residence in the Boulevard Green townhouse development. He advised that the contractor cut two lines underground, one of which was a water line to Mr. Gelsomino's home. In addition, his sprinkler system was damaged on the west side of his property. In terms of digging to try to find the water line, the City of Bellaire interrupted his sprinkler system on the east side of his property. Mr. Gelsomino thanked the City's maintenance workers for standing by and working to ensure that he had water service that evening.

Mr. Gelsomino stated that the City of Bellaire should be compensated by the drilling or boring company for the City's costs to repair the line (work and material) and suggested using the outside utility company's bond or deposit.

D. Reports:

1. City Manager's Report regarding communication, field and personnel updates, calendar reminders, and notes of appreciation - Submitted by Paul A. Hofmann, City Manager.

   Paul A. Hofmann, City Manager, presented the City Manager's Report dated May 2, 2016, to members of the City Council.

   The City Manager's Report included an overview of communications made to residents during the previous week. Communications included notice of a flood response meeting to be held on Wednesday, May 4, 2016, in the Development Services Department from 4:00 p.m. until 7:00 p.m. to assist those impacted by the April 18th flood event; notice of a possible grant opportunity for federal funds for flood-damaged properties; notice of the PATRONS' Wine & Tapas event; and notice of the postponement of the recycling event hosted by the Environmental and Sustainability Board due to inclement weather.

   Personnel updates included recognition of Project Manager Michelle Jordan, who recently received a professional certification from the Project Management Institute, and recognition of the Bellaire Fire Department for their assistance in training a therapy dog.

   Field updates included a slide depicting the progress made on the utility box art project at the METRO Transit Center; and a slide depicting the progress made on the Alder Court planned residential development.

   In closing, City Manager Hofmann provided calendar reminders and an overview of upcoming City Council meetings and agenda items.

   Mayor Friedberg opened the floor for questions from the City Council. Following questions, Mayor Friedberg continued to agenda item II. D(2).

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2. Metropolitan Transit Authority of Harris County, Texas (METRO), Update - Presented by Cindy Siegel, Second Vice-Chair and Multi-Cities Board Member, and Don Elder, Jr., Multi-Cities Board Member, METRO.

   METRO Multi-Cities Board Members Cindy Siegel (Second Vice-Chair) and **Don Elder, Jr.,** along with **METRO Board Chair Carrin F. Patman**, provided an update of the METRO Solutions Plan (the "Plan") to members of the City Council. Anticipated increases in population and congestion for the region were among the issues that led to the development of METRO's Plan. It was noted that four of the top ten congested roadways in the United States in 2014 were in Houston (two of which related to portions of US 59 and the West Loop).

   Plan solutions for regional transportation included new rail lines, new facilities, new bus networks, a proposed rail line down US 90A (from Missouri City to Fannin Street), and a proposed bus rapid transit center identified as the "Bellaire/Uptown Transit Center."

   With respect to concerns regarding a rail line project near Bellaire, METRO officials advised that funding was not available for such a project at this time, and any future proposals would have to go back to the voters in a referendum.

   Following the presentation, **Mayor Friedberg** opened the floor for questions from the City Council. Questions were answered by the aforementioned METRO officials and John Breeding of the Uptown Houston District. Following questions, Mayor Friedberg continued to agenda item II. D(3).

3. Quarterly Report from the Evelyn's Park Conservancy Board - Submitted by Patricia King-Ritter, President, and Lou Waters, Vice President, Evelyn's Park Conservancy Board.

   Lou Waters, Vice President of the Evelyn's Park Conservancy Board (the "Board"), began his presentation with an introduction of the Board's new Executive Director, Denton Ragland. He turned the floor over to Executive Director Ragland and invited him to say a few words to the City Council.

   Executive Director Denton Ragland, as a means of introduction, provided a few brief statements regarding his passion for parks and excitement for Evelyn's Park. He referenced the wonderful park system the City already had in place and looked forward to opportunities for collaboration with The Nature Discovery Center.

   Executive Director Ragland also expressed his sincere thanks to the members of City Council, staff, and the residents for a warm welcome. He turned the floor back to Vice President Waters.

   Vice President Waters started his presentation with a construction update for Evelyn's Park. He advised that the west parking lot had been poured, as well as the main building foundation. In addition, significant earthworks had been completed, along with site drainage.

   He advised further that weather conditions had delayed the pouring of the east parking lot and maintenance yard, and that those conditions would have an effect on the anticipated timeline for the project.

   Vice President Waters continued his presentation with a financial summary of the Board's first quarter. He advised that from a cash receipts and expenditure

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perspective, the quarter was small. The Board's Statement of Financial Position showed just under $900,000 in cash and pledges. The liability of $10,000 reflected on the statement was noted to be a contract deposit from the cafe operator, which would be applied against rent after the cafe completion.

Reference was made to confusion in the community regarding the amount of funding raised by the Board and the amount of expenditures incurred. To date, the Board had raised $4.4 million for Evelyn's Park, which did not include the original land donation or bond funding of $5 million. Donors from Bellaire, Houston, and beyond amounted to nearly 1,200.

With respect to construction and related costs, it was estimated that $7.2 million would be expended. Upon completion of the project, it was estimated that $300,000 would remain as a maintenance reserve, and the Board planned to raise another $600,000 before the opening of Evelyn's Park. Vice President Waters turned the floor over to Patricia King-Ritter, President of the Evelyn's Park Conservancy Board, for an overview of events and marketing strategies.

President Patricia King-Ritter referenced and described several upcoming events that would benefit Evelyn's Park, such as the 28th Annual Bellaire New Home Showcase and a Wine, Dine, & Design On Wheels.

President King-Ritter next presented new marketing strategies undertaken by the Board, which included a new brand or logo, vision, mission, and tagline for Evelyn's Park, each of which were identified by President King-Ritter.

Mission: "Evelyn's Park connects people to our city, to our surrounding, and to each other."

Vision: "To inspire generations to enrich their every day."

Tagline: "Enrich your every day."

President King-Ritter showed members of City Council a sneak preview of the new logo for Evelyn's Park. The logo was described as the merging of a classic "E" letterform with the wings of a butterfly inside (named "E Fly"). It was noted that the new brand/logo would be launched as the Board ran out of promotional materials.

Mayor Friedberg opened the floor for questions from the City Council. At the conclusion of questions, Mayor Friedberg continued to agenda item II. D(4).

4. Presentation by Director of Public Works Brant Gary to provide an overview of proposed Public Works projects for the upcoming FY17 budget.

Brant Gary, Director of Public Works, briefly introduced two proposed capital projects for the City's upcoming fiscal year 2017 budget.

Capital Project #1:

The first project that the Public Works Department wished to propose for fiscal year 2017 was identified as "Performance Contracting." The concept, as defined by the Texas State Energy Conservation Office (SECO) was a construction method that allowed a facility to complete energy-saving improvements within an existing budget by financing them with money saved through reduced utility expenditures.

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Director Gary advised that the Public Works Department agreed to a Letter of Intent with Siemens to evaluate project opportunities and provide a report of their findings. If Siemens was unable to identify any energy-saving project improvements, the City would not owe Siemens any monies for their work/report. If projects were identified and the City chose not to participate, the City would owe Siemens $25,000 for their work/report. Director Gary indicated that he believed the value of the evaluation by Siemens and products received would exceed $25,000.

Potential projects to be reviewed and evaluated included the City's water meter system, water/wastewater system upgrades, lighting/traffic signal upgrades, water line replacement, and a demand response program.

Capital Project #2:

The second project the Public Works Department wished to propose for fiscal year 2017 was identified as the Newcastle Street Decorative Street Light Pilot Program (the "Decorative Light Program"). Director Gary advised that the City's Parks Master Plan recommended lighting along the Newcastle Trail for safety reasons and as a means to encourage use of the trail. He noted that Newcastle Street was approximately two miles long and he estimated that 85 lights would be needed along the trail (spaced at 125 feet apart). The City would work with CenterPoint Energy on this project. The City would be responsible for paying the net difference between the cost of a standard cobra-head light on a steel pole and the cost of a decorative fixture. Assuming a net difference of $1,500, the net cost to the City would be approximately $65,000 to $75,000 per linear mile. If approved, the Decorative Light Program would be spaced over a period of two years (one linear mile per year).

Director Gary provided estimated costs to replace existing lights with decorative lights along other major thoroughfares in the City as follows:

- Bellaire Boulevard (two miles, with double lighting on both sides) would require 172 fixtures at an estimated cost of $260,000;
- Bissonnet Street (three miles, with double lighting on both sides) would require 258 fixtures at an estimated cost of $390,000;
- South Rice Avenue (1.5 miles, with double lighting on both sides) would require 130 fixtures at an estimated cost of $195,000; and
- City Center Area (4 additional miles, with lighting on one side) would require 170 fixtures at an estimated cost of $260,000.

Director Gary closed by providing City Council with a picture of a decorative light preferred and recommended by the Cultural Arts Board of the City of Bellaire, Texas.

Mayor Friedberg opened the floor for questions from the City Council. Following questions, Mayor Friedberg continued to agenda item II. E(1).

E. New Business:

1. Consent Agenda:

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Items set out in the consent agenda are considered routine and are recommended for approval by the passage of a single motion, without discussion or debate, that the consent agenda be adopted. Upon request of any member of City Council, items shall be removed from the consent agenda and considered separately.

Mayor Friedberg reminded members of the City Council and audience that agenda item II. E(1)(b), which was a request from the Bellaire Little League for a code suspension to waive alcohol restrictions in Mulberry Park for a fundraising event, had been withdrawn at the request of the Bellaire Little League.

a. Approval of Minutes:

Consideration of and possible action on the approval of the minutes of the Special Session of the City Council of the City of Bellaire, Texas, held on Monday, April 25, 2016 - Submitted by Tracy L. Dutton, City Clerk.

Mayor and Council - Special Session - Apr 25, 2016 6:00 PM

b. Code Suspension:

[This item was withdrawn at the request of the Bellaire Little League.]

Consideration of and possible adoption of an ordinance of the City Council of the City of Bellaire, Texas granting a code suspension for Bellaire Little League relating to a request to waive alcohol restrictions in Mulberry Park, 700 Mulberry Lane, Bellaire, Texas, for a fundraising event on May 21, 2016, commencing at 4:00 p.m. and terminating at 10:00 p.m. - Submitted by Cheryl Bright, Assistant Director of Parks, Recreation, and Facilities, on behalf of the Bellaire Little League.

c. Authorized Representatives:

i. Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, amending the authorized representatives for the City of Bellaire, Texas, for purposes of transmitting funds for investment in the Texas Local Government Investment Pool (TexPool/TexPool Prime), withdrawing funds from TexPool/TexPool Prime, issuing letters of instruction, and taking all other actions deemed necessary or appropriate for the investment of local funds - Submitted By Diane K. White, Assistant City Manager.

ii. Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, amending the authorized representatives for the City of Bellaire, Texas, for purposes of transmitting funds for investment in the TexSTAR Local Government Investment Pool (TexSTAR), withdrawing funds from TexSTAR, issuing letters of instruction, and taking all other actions deemed necessary or appropriate for the investment of local funds - Submitted by Diane K. White, Assistant City Manager.

iii. Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, amending the authorized representatives for the City of Bellaire, Texas, for purposes of transmitting funds for investment in the TexasTERM Local Government Investment Pool (TexasTERM), withdrawing funds from TexasTERM, issuing letters of instruction, and taking all other actions deemed necessary or appropriate for the investment of local funds - Submitted by Diane K. White, Assistant City Manager.

Mayor Friedberg inquired as to whether any member of City Council wished to remove any of the remaining items from the Consent Agenda (item II. E(1)(b) having been withdrawn). Hearing none, Mayor Friedberg entertained a motion to adopt the Consent Agenda.

Motion:

To adopt the balance of the Consent Agenda dated May 2, 2016 (item II. E(1)(b) having been withdrawn).

RESULT:	**ADOPTED [7 TO 0]**
MOVER:	Roman F. Reed, Mayor Pro Tem
SECONDER:	Trisha S. Pollard, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague
NAYS:	None
ABSENT	None

2. Item for Individual Consideration:

Consideration and possible action on a request from residents in the 4900 block of Bellview to not construct sidewalks along their block as planned - Submitted by Brant Gary, Director of Public Works, on behalf of the 4900 block of Bellview.

Mayor Friedberg reminded members of City Council and the audience that the agenda item, which was a request from the residents of the 4900 block of Bellview Street to not construct sidewalks along their block as planned, was first considered by the City Council during a Regular Session held on March 21, 2016. After discussion that evening, the City Council postponed action on the request until such time that additional information could be obtained from the City's engineer and arborist, as well as to give consideration to the 4900 block of Welford Drive.

Given that postponement, Mayor Friedberg asked Brant Gary, Director of Public Works, to present the information staff had gathered.

Director Gary indicated that since the postponement, some of the Bellview Street residents had visited with the project engineer and with the project urban forester. Additionally, the subject of sidewalks for the area was further discussed by the Public Works Department with the project engineer and with the project urban forester. The two main concerns expressed by residents

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and reiterated were the driveway slope issues and the trees.

With respect to trees, there were two trees at 4920 Bellview (4" pecan tree and 4" tallow tree in poor condition); one tree at 4906 Bellview (18" tallow tree, which was marked for removal); and one crepe myrtle (12") was scheduled to be removed at 4900 Bellview. Along Welford, there were three trees at 4908 Welford (two 18" maple trees and one 12" maple tree). Director Gary indicated that all of the aforementioned trees were related to street work as opposed to sidewalk work.

With respect to slope issues, Director Gary advised that none of the driveway approaches from the street to the sidewalk portion exceeded 12%. From behind the sidewalk portion to the property line, there were a handful of properties that sloped 13% and 14%. The slope might or might not be an issue depending on the circumstances, and the City was prepared to work with the affected homeowners to accommodate their concerns.

Mayor Friedberg opened the floor for questions of staff from the City Council. Following questions, Mayor Friedberg called for a motion on the floor to either approve or deny the request.

Motion:

To deny the request and proceed with the construction of sidewalks on the 4900 block of Bellview as planned.

Discussion ensued among members of City Council regarding the motion on the floor. Following discussion, **Mayor Friedberg called for action** on the motion on the floor.

RESULT:	**REQUEST DENIED [7 TO 0]**
MOVER:	Roman F. Reed, Mayor Pro Tem
SECONDER:	Pat B. McLaughlan, Council Member
AYES:	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague
NAYS:	None
ABSENT:	None

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

Community interest items from the Mayor and City Council included expressions of thanks to the PATRONS for Bellaire Parks for their recent Wine & Tapas fundraising event and to staff for their assistance with the event; reminder to attend the City's Town Hall Meeting on Municipal Facilities to be held on May 16, 2016; recognition of Teacher Appreciation Week (May 2-6, 2016) and National Nurses Week (May 6-12, 2016); notice of the Mayor's representation of Bellaire at the 41st Annual Greater Houston Prayer Breakfast, the purpose of which was to join in prayer for blessings and wisdom upon the elected and appointed officials who governed our society; and a special thanks to the members of the Ad Hoc Municipal Facilities Committee for all of their work on behalf of the City.

G. Adjourn.

Mayor Friedberg announced that the Regular Meeting of the City Council of the City of Bellaire, Texas, was adjourned at 9:47 p.m. on Monday, May 2, 2016.

III. CLOSED MEETING

A. Call to Order and Announcement of a Quorum - Andrew S. Friedberg, Mayor.

Mayor Friedberg called the Closed Meeting of the City Council of the City of Bellaire, Texas, to order at 9:48 p.m. on Monday, May 2, 2016. The Closed Meeting was held in the Council Chamber (open portions) and Council Conference Room (closed portion), both of which were located on the First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

Mayor Friedberg announced that a quorum of the members of City Council was present as set forth in the table below.

Name	Title	Status
Andrew S. Friedberg	Mayor	Present
Roman F. Reed	Mayor Pro Tem	Present
Trisha S. Pollard	Council Member	Present
Gus E. Pappas	Council Member	Present
Pat B. McLaughlan	Council Member	Present
Michael Fife	Council Member	Present
David R. Montague	Council Member	Present

Other officials present were Paul A. Hofmann, City Manager, and Tracy L. Dutton, City Clerk.

B. Retire into Closed Meeting:

Retire into closed meeting in the Council Conference Room pursuant to the Texas Government Code, Chapter 551, Open Meetings Act, Section 551.074, Personnel Matters, to deliberate the evaluation of the City Clerk of the City of Bellaire, Texas.

Mayor Friedberg advised that the City Council would retire into the closed portion of the meeting pursuant to the Texas Open Meetings Act, Section 551.074, Personnel Matters, to deliberate the evaluation of the City Clerk of the City of Bellaire, Texas. Mayor Friedberg advised that the City Council would not be taking any action in the closed portion of the meeting. Any action City Council might take would be after City Council reconvened in the open portion of the meeting.

The Bellaire City Council retired into the closed portion of the meeting at 9:48 p.m. on Monday, May 2, 2016.

C. Reconvene in Open Meeting:

Reconvene in open meeting in the Council Chamber and take action, if any, on items discussed in the closed meeting.

The City Council of the City of Bellaire, Texas, reconvened in open meeting at 10:33 p.m. on Monday, May 2, 2016. **Mayor Friedberg** advised that the City Council had

Minutes Acceptance: Minutes of May 2, 2016 6:00 PM (Approval of Minutes:)

evaluated the City Clerk's performance and were pleased with the performance. The City Council looked forward to many more productive years. As part of the review, the City Clerk's compensation was considered for the coming year. By consensus of the City Council, the City Clerk's compensation would increase from $120,750 to $124,500, effective May 2, 2016. Formal action to approve the compensation increase will be by ordinance at an upcoming meeting of the City Council.

D. Adjourn.

Mayor Friedberg announced that the Closed Meeting of the City Council of the City of Bellaire, Texas, was adjourned at 10:34 p.m. on Monday, May 2, 2016.

Minutes Acceptance: Minutes of May 2, 2016 6:00 PM (Approval of Minutes:)

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

SCHEDULED
ACTION ITEM (ID # 1900)

Meeting: 05/16/16 06:00 PM
Department: Public Works
Category: Ordinance
Department Head: Brant Gary
DOC ID: 1900

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, relating to the establishment of permanent speed humps along the 4700 to 5000 blocks of Elm Street - Submitted by Brant Gary, Director of Public Works.

Background/Summary:

On April 15, 1996, the City Council of the City of Bellaire, Texas ("City Council") adopted the "Neighborhood Traffic Improvement Program" ("NTIP") for the purpose of establishing procedures governing the application for and review, approval, financing, and construction of projects to minimize or eliminate traffic congestion, cut-through traffic, or other traffic-related problems in a neighborhood area. Based on a construction budget of $11,150; twenty (20) residents contributed funds towards the project. Project costs were collected between April and July 2015.

In accordance with the NTIP, the City Council held the second public hearing on May 2, 2016 at 6:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas. Findings detailing before and after conditions were provided to Council for consideration.

Recent correspondence from residents has involved questions regarding the differences between the asphalt speed hump approach and the rubber humps currently installed. The rubber humps were procured as a result of conversations with residents at the time of project development. There have been questions about the differences between the two. The asphalt humps are originally installed at a peak height of 3.25-3.75". Once compacted, the asphalt height is usually at or below the peak height of the rubber humps (3"). The width of the typical asphalt hump is usually 10-12', while the rubber humps installed are approximately 6' wide. The data has shown that the installed humps are effective and have been securely attached to the concrete street. Additionally, The rubber humps should require less maintenance and maintain their striping longer than the asphalt alternative.

The ordinance before Council tonight, if adopted will make the temporary traffic control devices (rubber speed humps) installed on Elm Street from South Rice Avenue to the IH-610 service road permanent.

Previous Council Action Summary:

NTIP Requirement	Date of Action/Completion
Petition required affirming interest from 80% of residents on or adjacent to the street	Submitted December 18, 2014
After certification from City Clerk, Council accepts petition and sets neighborhood area	Neighborhood area presented to Council on January 22, 2015
Once certified, Council sets public hearing to receive comment	Council set public hearing date on January 26, 2015 for March 2, 2015
After public hearing, Council will approve or	Public hearing held March 2, 2015

disapprove the request	
If approved, a temporary traffic control device will be installed for a trial period of 180 days	Installation approved by Council on March 23, 2015
Funding for Project to be received from petitioners	100% of required funds received in July 2015
Following the trial period, a 2nd Public Hearing will be held	Installation of speed humps was completed in October 2015
After 2nd public hearing, Council will approve or disapprove the request.	Second public hearing scheduled for May 2, 2016 at 6:00 PM

Fiscal Impact:

Costs related to holding the public hearing include the newspaper notification and mailing of notices were $425.

The temporary speed humps were installed at a total cost of $11,150.00. There are not additional costs associated with deeming them permanent.

Recommendation:

Pending the outcome of the Public Hearing, Brant Gary, Director of Public Works, recommends declaring the temporary speed humps permanent.

ATTACHMENTS:

- Property List - Traffic Control Device(s) (Speed Humps) on Elm Street - 2015 (XLS)
- Elm Street Presentation 012215 (PPTX)
- Neighborhood Traffic Improvement Program (PDF)
- Permanent Speed Humps on Elm Street (PDF)
- Establishment of Permanent Speed Humps on Elm Street (DOC)

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
1	**800 Anderson Street** (Lot 9, Block 1, Post Oak Court Amend)	**Donald C. McNaught**	800 Anderson Street Bellaire, TX 77401-2807
2	**801 Anderson Street** (Lot 18, Block 2, Elmhurst Sec 2 Amend)	**Anthony Weaver**	801 Anderson Street Bellaire, TX 77401-2806
3	**802 Anderson Street** (Lot 8, Block 1, Post Oak Court)	**Julie Anderson** **Richard Glaser**	802 Anderson Street Bellaire, TX 77401-2807
4	**803 Anderson Street** (Lot 17, Block 2, Elmhurst Sec 2)	**Ling S. Szeto**	803 Anderson Street Bellaire, TX 77401-2806
5	**804 Anderson Street** (Lot 7, Block 1, Post Oak Court)	**Henry H. Quigley** **Helen H. Quigley**	804 Anderson Street Bellaire, TX 77401-2807
6	**805 Anderson Street** (Lot 16, Block 2, Elmhurst Sec 2)	**Philip R. Cohen** **Razelle Kursrock**	10991 Twinleaf Court San Diego, CA 92131-3643
7	**805 Anderson Street** (Lot 16, Block 2, Elmhurst Sec 2)	**Current Resident** **(Assumed Rental Property)**	805 Anderson Street Bellaire, TX 77401-2806

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
8	**806 Anderson Street** (Lot 6, Block 1, Post Oak Court)	**Stanley Hamilton** **Cheryl Hamilton**	806 Anderson Street Bellaire, TX 77401-2807
9	**807 Anderson Street** (Lot 15, Block 2, Elmhurst Sec 2)	**Laura C. Boudreau** **Paul S. Boudreau**	807 Anderson Street Bellaire, TX 77401-2806
10	**808 Anderson Street** (Lot 5, Block 1, Post Oak Court)	**Walter W. Holm, Jr.** **Jo Holm**	808 Anderson Street Bellaire, TX 77401-2807
11	**809 Anderson Street** (Lot 14, Block 2, Elmhurst Sec 2)	**Randall K. Hawes** **Jennifer Hawes**	809 Anderson Street Bellaire, TX 77401-2806
12	**810 Anderson Street** (Lot 4, Block 1, Post Oak Court)	**Harry J. Sharper, Jr.**	P.O. Box 2247 Bellaire, TX 77402-2247
13	**810 Anderson Street** (Lot 4, Block 1, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	810 Anderson Street Bellaire, TX 77401-2807
14	**811 Anderson Street** (Lot 13, Block 2, Elmhurst Sec 2)	**Clayton Ulrich** **Willie Ulrich**	811 Anderson Street Bellaire, TX 77401-2806

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
15	**812 Anderson Street** (Lot 3, Block 1, Post Oak Court)	**Courtney Wadas** **Brian Wadas**	26619 Wedgewood Park Cypress, TX 77433-1291
16	**812 Anderson Street** (Lot 3, Block 1, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	812 Anderson Street Bellaire, TX 77401-2807
17	**813 Anderson Street** (Lot 12, Block 2, Elmhurst Sec 2)	**Tamyra B. Wells** **Vernon L. Wells**	813 Anderson Street Bellaire, TX 77401-2806
18	**814 Anderson Street** (Lot 2, Block 1, Post Oak Court)	**Current Owner**	2429 Bissonnet Street, Unit 785 Houston, TX 77005-1451
19	**814 Anderson Street** (Lot 2, Block 1, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	814 Anderson Street Bellaire, TX 77401-2807
20	**815 Anderson Street** (Lot 11, Block 2, Elmhurst Sec 2)	**Victor Narcisse, III** **Holly M. Narcisse**	815 Anderson Street Bellaire, TX 77401-2806
21	**816 Anderson Street** (Lot 1, Block 1, Post Oak Court)	**Marcus Durant**	816 Anderson Street Bellaire, TX 77401-2807

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
22	**817 Anderson Street** (Lot 10 and Tract 19, Block 2, Elmhurst Sec 2)	**John N. Weinstein** **P. Juliette Weinstein**	817 Anderson Street Bellaire, TX 77401-2806
23	**800 Circle Drive** (Lot 19, Block 2, Post Oak Court)	**John B. Kennedy** **Ann E. Linsley Kennedy**	800 Circle Drive Bellaire, TX 77401-2835
24	**801 Circle Drive** (Lot 27, Block 2, Post Oak Court)	**Carmen Lozada** **c/o Guillermo J. Lozada**	801 Circle Drive Bellaire, TX 77401-2808
25	**802 Circle Drive** (Lot 20, Block 2, Post Oak Court)	**Louise Vandessel**	802 Circle Drive Bellaire, TX 77401-2835
26	**803 Circle Drive** (Lot 26, Block 2, Post Oak Court)	**Michael Buxbaum** **Karen Buxbaum**	803 Circle Drive Bellaire, TX 77401-2808
27	**804 Circle Drive** (Lot 21, Block 2, Post Oak Court)	**Roland E. Sledge**	3620 Sunset Blvd. Houston, TX 77005-2136
28	**804 Circle Drive** (Lot 21, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	804 Circle Drive Bellaire, TX 77401-2835

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
29	**805 Circle Drive** (Lot 25, Block 2, Post Oak Court)	**Brian D. Webb** **Melissa A. Webb**	805 Circle Drive Bellaire, TX 77401-2808
30	**806 Circle Drive** (Lot 22, Block 2, Post Oak Court)	**Jeffrey L. Spargo**	806 Circle Drive Bellaire, TX 77401-2835
31	**807 Circle Drive** (Lot 24, Block 2, Post Oak Court)	**S. Jeffrey Cannella** **Lisa Cannella**	807 Circle Drive Bellaire, TX 77401-2808
32	**808 Circle Drive** (Lot 23, Block 2, Post Oak Court)	**Amelia F. Aliotadavalle**	3550 McCue Road, Apt. 1602 Houston, TX 77056-7127
33	**808 Circle Drive** (Lot 23, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	808 Circle Drive Bellaire, TX 77401-2835
34	**4803 Elm Street** (Lot 2, Whelshire)	**Kang Chen** **Wei Wang**	1909 Gladewood Drive Midland, TX 79707-5052
35	**4803 Elm Street** (Lot 2, Whelshire	**Current Resident** **(Assumed Rental Property**	4803 Elm Street Bellaire, TX 77401-2809

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
36	**4805 Elm Street** (Lot 1, Whelshire)	**Ed W. Langley**	4805 Elm Street Bellaire, TX 77401-2809
37	**4807 Elm Street** (Lot 6, Block 1, Elmhurst Sec 1)	**John Zodrow** **Helena Zodrow**	4807 Elm Street Bellaire, TX 77401-2809
38	**4809 Elm Street** (Lot 5, Block 1, Elmhurst Sec 1)	**Robert E. Krenzelok**	43 Manor Lake Estates Drive Spring, TX 77379-3720
39	**4809 Elm Street** (Lot 5, Block 1, Elmhurst Sec 1)	**Current Resident** **(Assumed Rental Property)**	4809 Elm Street Belliare, TX 77401-2809
40	**4811 Elm Street** (Lot 4, Block 1, Elmhurst Sec 1)	**Gerald J. Tackett** **Janice Tackett**	4811 Elm Street Belliare, TX 77401-2809
41	**4813 Elm Street** (Lot 3, Block 1, Elmhurst Sec 1)	**Ed Brantley** **Alicia Brantley**	4813 Elm Street Bellaire, TX 77401-2809
42	**4815 Elm Street** (Lot 2, Block 1, Elmhurst Sec 1)	**Stephen Gregory Hecht** **Diane Hecht**	4815 Elm Street Bellaire, TX 77401-2809

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
43	**4817 Elm Street** (Lot 1, Block 1, Elmhurst Sec 1)	**Barbara Jordan Meltzer**	4817 Elm Street Bellaire, TX 77401-2809
44	**4901 Elm Street** (Tract 20C, Block 11, Westmoreland Farms)	**Jessica Dong**	4901 Elm Street Bellaire, TX 77401-2810
45	**4903 Elm Street** (Lot 2, Block 1, Taylor Heights)	**Kyle and Amy Simson**	4903 Elm Street Bellaire, TX 77401-2810
46	**4905 Elm Street** (Lot 1, Block 1, Taylor Heights)	**Edward C. Wade**	16012 Canard Circle Austin, TX 78734
47	**4905 Elm Street** (Lot 1, Block 1, Taylor Heights)	**Current Resident** **(Assumed Rental Property)**	4905 Elm Street Bellaire, TX 77401-2810
48	**4907 Elm Street** (Tract 19C, Block 11, Westmoreland Farms)	**Tucker Burkhart**	P.O. Box 877 Bellaire, TX 77402-0877
49	**4907 Elm Street** (Tract 19C, Block 11, Westmoreland Farms)	**Current Resident** **(Assumed Rental Property)**	4907 Elm Street Bellaire, TX 77401-2810

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
50	**4909 Elm Street** (Tract 19A, Block 11, Westmoreland Farms)	**Tucker Burkhart** **Danielle M. Burkhart**	4911 Elm Street Bellaire, TX 77401-2810
51	**4909 Elm Street** (Tract 19A, Block 11, Westmoreland Farms)	**Current Resident** **(Assumed Rental Property)**	4909 Elm Street Bellaire, TX 77401-2810
52	**4911 Elm Street** (Tract 19B, Block 11, Westmoreland Farms)	**Tucker D. Burkhart** **Danielle M. Burkhart**	P.O. Box 877 Bellaire, TX 77402-0877
53	**4913 Elm Street** (Tract 18C, Block 11, Westmoreland Farms)	**Current Owner**	4913 Elm Street Bellaire, TX 77401-2810
54	**4915 Elm Street** (Tract 18B, Block 11, Westmoreland Farms)	**Jon A. Svaeren** **Tove Ellingsen**	4915 Elm Street Bellaire, TX 77401-2810
55	**4917 Elm Street** (Tract 18A, Block 11, Westmoreland Farms)	**Current Owner**	4917 Elm Street Bellaire, TX 77401-2810
56	**4919 Elm Street** (Tract 17A, Block 11, Westmoreland Farms)	**Bill Wong** **Sue M. Wong**	4919 Elm Street Bellaire, TX 77401-2810

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
57	**4921 Elm Street** (Tract 17C, Block 11, Westmoreland Farms)	**Michael Masciangelo** **Margarita Moreno**	4921 Elm Street Bellaire, TX 77401-2810
58	**4923 Elm Street** (Tract 17B, Block 11, Westmoreland Farms)	**Paul Sheehan**	4923 Elm Street Bellaire, TX 77401-2810
59	**5001 Elm Street** (Tract 16, Block 11, Westmoreland Farms)	**Andrew G. Lee** **Hilary A. Beaver**	5001 Elm Street Bellaire, TX 77401-2811
60	**5003 Elm Street** (Tract 16A, Block 11, Westmore land Farms)	**Current Owner**	5003 Elm Street Bellaire, TX 77401-2811
61	**5005 Elm Street** (Lot 2, McLaughlin Amended)	**Peng Huang** **Min Du Huang**	5005 Elm Street Bellaire, TX 77401-2811
62	**5007 Elm Street** (Lot 1, McLaughlin Amended)	**Joann Higgs Roberts**	5007 Elm Street Bellaire, TX 77401-2811
63	**6300 1st Street** (TH1, Plaza Terrace T/H)	**Claude A. Beasley**	6300 1st Street Bellaire, TX 77401-3402

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
64	**6302 1st Street** (TH 2, Plaza Terrace T/H)	**Stephen Davis** **Patti Davis**	17802 Rocky Cliff Court Houston, TX 77095-4425
65	**6302 1st Street** (TH 2, Plaza Terrace T/H)	**Current Resident** **(Assumed Rental Property)**	6302 1st Street Bellaire, TX 77401-3402
66	**6304 1st Street** (TH 3, Plaza Terrace T/H)	**Ruth Sharma**	6304 1st Street Bellaire, TX 77401-3402
67	**6306 1st Street** (TH 4, Plaza Terrace T/H)	**Pat B. McLaughlan**	5207 Pine Street Bellaire, TX 77401-4820
68	**6306 1st Street** (TH 4, Plaza Terrace T/H)	**Current Resident** **(Assumed Rental Property)**	6306 1st Street Bellaire, TX 77401-3402
69	**6308 1st Street** (TH 5, Plaza Terrace T/H)	**Fang Zhen Zhu Gu**	12922 Memorial Drive Houston, TX 77079-7303
70	**6308 1st Street** (TH 5, Plaza Terrace T/H)	**Current Resident** **(Assumed Rental Property)**	6308 1st Street Bellaire, TX 77401-3402

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
71	**6310 1st Street** (TH 6, Plaza Terrace T/H)	**Brian S. Ladell**	6310 1st Street Bellaire, TX 77401-3402
72	**6312 1st Street** (TH 7, Plaza Terrace T/H)	**Tran D. Kimbel** **John P. Kimbel**	6312 1st Street Bellaire, TX 77401-3402
73	**6314 1st Street** (TH 8, Plaza Terrace T/H)	**Karen D. Lou**	6314 1st Street Bellaire, TX 77401-3402
74	**6316 1st Street** (TH 9, Plaza Terrace T/H)	**Eunice Chou Chen**	6316 1st Street Bellaire, TX 77401-3402
75	**6318 1st Street** (TH 10, Plaza Terrace T/H)	**Amit G. Pawaskar** **Varsha Pawaskar**	6318 1st Street Bellaire, TX 77401-3402
76	**6320 1st Street** (TH 11, Plaza Terrace T/H)	**Donald W. Beckner** **Linda Beckner**	6320 1st Street Bellaire, TX 77401-3402
77	**6322 1st Street** (TH 12, Plaza Terrace T/H)	**Sandra Lloyd**	6322 1st Street Bellaire, TX 77401-3402

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
78	**800 Holton Street** (Lot 1, Block 1, Elmhurst)	**Eddie Debowski, Jr.**	800 Holton Street Bellaire, TX 77401-2813
79	**801 Holton Street** (Lot 11, Frank L Holton, Sec 2)	**Brookstone Homes of Austin, Inc.**	P.O. Box 1411 Dripping Springs, TX 78620-1411
80	**801 Holton Street** (Lot 11, Frank L Holton, Sec 2)	**Current Resident** **(Assumed Rental Property)**	801 Holton Street Bellaire, TX 77401-2812
81	**802 Holton Street** (Lot 2, Block 1, Elmhurst)	**Marissa Yu** **Chris D. Glover**	802 Holton Street Bellaire, TX 77401-2813
82	**803 Holton Street** (Lot 12, Frank L Holton, Sec 2)	**Eric Jon Shafer** **Kimm N. Shafer**	803 Holton Street Bellaire, TX 77401-2812
83	**804 Holton Street** (Lot 3, Block 1, Elmhurst)	**Youngchi Tang** **Ruuliang C. Tang**	804 Holton Street Bellaire, TX 77401-2813
84	**805 Holton Street** (Lot 13, Frank L Holton, Sec 2)	**Christopher H. Reed** **Eve E. Reed**	805 Holton Street Bellaire, TX 77401-2812

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
85	**806 Holton Street** (Lot 4, Block 1, Elmhurst)	**R. C. Taschery**	806 Holton Street Bellaire, TX 77401-2813
86	**807 Holton Street** (Lot 14, Frank L Holton, Sec 2)	**Aaron Gabelnick** **Stephanie Gabelnick**	807 Holton Street Bellaire, TX 77401-2812
87	**808 Holton Street** (Lot 5, Block 1, Elmhurst)	**Thomas A. White** **Janice A. White**	808 Holton Street Bellaire, TX 77401-2813
88	**809 Holton Street** (Lot 15, Frank L Holton, Sec 2)	**Jeffrey S. Woodman** **Constance H. Woodman**	809 Holton Street Bellaire, TX 77401-2812
89	**810 Holton Street** (Lot 6, Block 1, Elmhurst)	**Richard J. Williams** **Margaret S. Williams**	810 Holton Street Bellaire, TX 77401-2813
90	**811 Holton Street** (Lot 16, Frank L Holton, Sec 2)	**John Toubassi** **Lauren Toubassi**	811 Holton Street Bellaire, TX 77401-2812
91	**812 Holton Street** (Lot 7, Block 1, Elmhurst)	**Elaine E. Ende**	812 Holton Street Bellaire, TX 77401-2813

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
92	**813 Holton Street** (Lot 17, Frank L Holton, Sec 2)	**M. C. Debarbieris**	813 Holton Street Bellaire, TX 77401-2812
93	**814 Holton Street** (Lot 8, Block 1, Elmhurst)	**Nick A. Bacile** **Margaret H. Bacile**	814 Holton Street Bellaire, TX 77401-2813
94	**815 Holton Street** (Lot 18, Frank L Holton, Sec 2)	**Peter M. Rozowski** **Deirdre D. Rozowski**	815 Holton Street Bellaire, TX 77401-2812
95	**816 Holton Street** (Lot 9, Block 1, Elmhurst)	**Graig J. Alvarez**	816 Holton Street Bellaire, TX 77401-2813
96	**817 Holton Street** (Lot 19, Frank L Holton, Sec 2)	**W. R. Wiedemann** **Tillie D. Wiedemann**	817 Holton Street Bellaire, TX 77401-2812
97	**819 Holton Street** (Lot 20, Frank L Holton, Sec 2 Amend)	**Earnest Wotring** **Juyong V. Wotring**	819 Holton Street Bellaire, TX 77401-2812
98	**801 Jaquet Drive** (Lot 18, Block 2, Post Oak Court)	**Upendra Sahu**	5018 Berkshire Court Sugar Land, TX 77479-3815

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
99	**801 Jaquet Drive** (Lot 18, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	801 Jaquet Drive Bellaire, TX 77401-2814
100	**803 Jaquet Drive** (Lot 17, Block 2, Post Oak Court)	**Jitendra M. Varma** **Purnima Varma**	P.O. Box 271813 Houston, TX 77277-1813
101	**803 Jaquet Drive** (Lot 17, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	803 Jaquet Drive Bellaire, TX 77401-2814
102	**805 Jaquet Drive** (Lot 16, Block 2, Post Oak Court)	**Current Owner**	4906 Imperial Street Bellaire, TX 77401-2308
103	**805 Jaquet Drive** (Lot 16, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	805 Jaquet Drive Bellaire, TX 77401-2814
104	**807 Jaquet Drive** (Lot 15, Block 2, Post Oak Court)	**Patrick L. Durio**	807 Jaquet Drive Bellaire, TX 77401-2814
105	**809 Jaquet Drive** (Lot 14, Block 2, Post Oak Court)	**John M. Childs**	P.O. Box 1538 Bellaire, TX 77402-1538

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
106	**809 Jaquet Drive** (Lot 14, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	809 Jaquet Drive Bellaire, TX 77401-2814
107	**816 Jaquet Drive** (Tract 28, Block 1, Post Oak Court)	**Doan Trung** **Nhuthuy Le**	7802 Leader Street Houston, TX 77036-5728
108	**816 Jaquet Drive** (Tract 28, Block 1, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	816 Jaquet Drive Bellaire, TX 77401-2815
109	**818 Jaquet Drive** (Lot 27, Block 1, Post Oak Court)	**John G. Hafer** **Aurora E. Hafer**	818 Jaquet Drive Bellaire, TX 77401-2815
110	**819 Jaquet Drive** (Lot 13, Block 2, Post Oak Court)	**Russell Howard Kite**	819 Jaquet Drive Bellaire, TX 77401-2814
111	**820 Jaquet Drive** (Lot 26, Block 1, Post Oak Court)	**James S. Blair** **Courtney W. Blair**	820 Jaquet Drive Bellaire, TX 77401-2815
112	**821 Jaquet Drive** (Lot 12, Block 2, Post Oak Court)	**James D. McNee** **Julie W. McNee**	821 Jaquet Drive Bellaire, TX 77401-2814

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
113	**822 Jaquet Drive** (Lot 25, Block 1, Post Oak Court)	**Louise Ware** **Estate of Henry L. Waire**	11919 Meadow Crest Drive Meadows Place, TX 77477-2112
114	**822 Jaquet Drive** (Lot 25, Block 1, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	822 Jaquet Drive Bellaire, TX 77401-2815
115	**823 Jaquet Drive** (Lot 11, Block 2, Post Oak Court)	**Mohammed M. Salhoot**	3716 Farber Street Houston, TX 77005-3714
116	**823 Jaquet Drive** (Lot 11, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	823 Jaquet Drive Bellaire, TX 77401-2814
117	**824 Jaquet Drive** (Lot 24, Block 1, Post Oak Court)	**Betsy R. Carr**	824 Jaquet Drive Bellaire, TX 77401-2815
118	**825 Jaquet Drive** (Lot 10, Block 2, Post Oak Court)	**Nick Dang** **Christina Nguyen**	825 Jaquet Drive Bellaire, TX 77401-2814
119	**826 Jaquet Drive** (Lot 23, Block 1, Post Oak Court)	**Ajay A. Rege** **Soumya A. Rege**	826 Jaquet Drive Bellaire, TX 77401-2815

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
120	**827 Jaquet Drive** (Lot 9, Block 2, Post Oak Court)	**First American Development Company LLC**	5901 Hillcroft Street, Suite C1 Houston, TX 77036-3332
121	**827 Jaquet Drive** (Lot 9, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	827 Jaquet Drive Bellaire, TX 77401-2814
122	**828 Jaquet Drive** (Lot 22, Block 1, Post Oak Court)	**Charles L. Anstead** **Marie Anstead**	828 Jaquet Drive Bellaire, TX 77401-2815
123	**829 Jaquet Drive** (Lot 8, Block 2, Post Oak Court)	**Julieana Nichols** **Michael S. Lawson**	829 Jaquet Drive Bellaire, TX 77401-2814
124	**830 Jaquet Drive** (Lot 21, Block 1, Post Oak Court)	**Cheng Wang**	830 Jaquet Drive Bellaire, TX 77401-2815
125	**831 Jaquet Drive** (Lot 7, Block 2, Post Oak Court)	**Richard W. Peters**	P.O. Box 271195 Houston, TX 77277-1195
126	**831 Jaquet Drive** (Lot 7, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	831 Jaquet Drive Bellaire, TX 77401-2814

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
127	**832 Jaquet Drive** (Lot 20, Block 1, Post Oak Court)	**Terece S. Holmes**	832 Jaquet Drive Bellaire, TX 77401-2815
128	**833 Jaquet Drive** (Lot 6, Block 2, Post Oak Court)	**James Ong** **Carol D. Ong**	833 Jaquet Drive Bellaire, TX 77401-2814
129	**834 Jaquet Drive** (Lot 19, Block 1, Post Oak Court)	**Dalia Moftah** **Hani Said**	1707 Dart Street Houston, TX 77007-4026
130	**834 Jaquet Drive** (Lot 19, Block 1, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	834 Jaquet Drive Bellaire, TX 77401-2815
131	**836 Jaquet Drive** (Lot 18, Block 1, Post Oak Court)	**Susan Gail Wood**	836 Jaquet Drive Bellaire, TX 77401-2815
132	**837 Jaquet Drive** (Lot 17, Block 1, Post Oak Court)	**Eliz J. Christian**	1301 Walton Drive College Station, TX 77840-2528
133	**837 Jaquet Drive** (Lot 17, Block 1, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	837 Jaquet Drive Bellaire, TX 77401-2814

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
134	**839 Jaquet Drive** (Lot 16, Block 1, Post Oak Court)	**Ioana Moise** **Ovidiu Moise**	839 Jaquet Drive Bellaire, TX 77401-2814
135	**841 Jaquet Drive** (Lot 15, Block 1, Post Oak Court)	**Mitchell F. Veh, Jr.** **Suzanne W. Foret**	841 Jaquet Drive Bellaire, TX 77401-2814
136	**843 Jaquet Drive** (Lot 14, Block 1, Post Oak Court)	**Michael W. McCollum** **Margaret A. McCollum**	P.O. Box 175 Fort Davis, TX 79734-0175
137	**843 Jaquet Drive** (Lot 14, Block 1, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	843 Jaquet Drive Bellaire, TX 77401-2814
138	**844 Jaquet Drive** (Lot 5, Block 2, Post Oak Court)	**Charles Edward Willis**	844 Jaquet Drive Bellaire, TX 77401-2815
139	**845 Jaquet Drive** (Lot 13, Block 1, Post Oak Court)	**John Gajewski** **Elizabeth Gajewski**	845 Jaquet Drive Bellaire, TX 77401-2814
140	**846 Jaquet Drive** (Lot 4, Block 2, Post Oak Court)	**Nicholas A. Fiore, II** **Cecilia G. Fiore**	848 Jaquet Drive Bellaire, TX 77401-2815

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Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
141	**846 Jaquet Drive** (Lot 4, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	846 Jaquet Drive Bellaire, TX 77401-2815
142	**847 Jaquet Drive** (Lot 12, Block 1, Post Oak Court)	**Steven K. Vu**	847 Jaquet Drive Bellaire, TX 77401-2814
143	**848 Jaquet Drive** (Lot 3, Block 2, Post Oak Court)	**LK Custom Homes Inc.**	3411 Sagecircle, Suite E Houston, TX 77056-7037
144	**848 Jaquet Drive** (Lot 3, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	848 Jaquet Drive Bellaire, TX 77401-2815
145	**849 Jaquet Drive** (Lot 11, Block 1, Post Oak Court)	**Edward Massin** **Sherrie Massin**	849 Jaquet Drive Bellaire, TX 77401-2814
146	**850 Jaquet Drive** (Lot 2, Block 2, Post Oak Court)	**Robert J. Henschen**	850 Jaquet Drive Bellaire, TX 77401-2815
147	**851 Jaquet Drive** (Lot 10, Block 1, Post Oak Court)	**Vera M. Burke**	851 Jaquet Drive Bellaire, TX 77401-2814

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
148	**852 Jaquet Drive** (Lot 1, Block 2, Post Oak Court)	**Clement Y. Chen** **Flora Chen**	3968 Dalston Lane Plano, TX 75023-1027
149	**852 Jaquet Drive** (Lot 1, Block 2, Post Oak Court)	**Current Resident** **(Assumed Rental Property)**	852 Jaquet Drive Bellaire, TX 77401-2815
150	**4800 Palmetto Street** (TH 19, Plaza Terrace T/H)	**Seba Kurian**	4118 Hidden Fort Lane Missouri City, TX 77459-6818
151	**4800 Palmetto Street** (TH 19, Plaza Terrace T/H)	**Current Resident** **(Assumed Rental Property)**	4800 Palmetto Street Bellaire, TX 77401-3414
152	**4801 Palmetto Street** (Lots 1, 2 and 3, Tract 4A, Block 1 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Jehovah's Witnesses** **Bellaire Congregation**	6701 Sands Point Drive, Apt. 131 Houston, TX 77074-3746
153	**4801 Palmetto Street** (Lots 1, 2 and 3, Tract 4A, Block 1 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Jehova's Witnesses** **Bellaire Congregation**	4801 Palmetto Street Bellaire, TX 77401-3413
154	**4802 Palmetto Street** (TH 18, Plaza Terrace T/H)	**Sue Pierce Osburn**	212 Woodcrest Street Hot Springs National Park, AR 71913-6513

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
155	**4802 Palmetto Street** (TH 18, Plaza Terrace T/H)	**Current Resident** **(Assumed Rental Property)**	4802 Palmetto Street Bellaire, TX 77401-3414
156	**4804 Palmetto Street** (TH 17, Plaza Terrace T/H)	**Barbara A. Hartsock**	4804 Palmetto Street Bellaire, TX 77401-3414
157	**4806 Palmetto Street** (TH 16, Plaza Terrace T/H)	**Stephanie Goldfield**	4806 Palmetto Street Bellaire, TX 77401-3414
158	**4808 Palmetto Street** (TH 15, Plaza Terrace T/H)	**Palmetto Rental LLC**	800 Anderson Street Bellaire, TX 77401-2807
159	**4808 Palmetto Street** (TH 15, Plaza Terrace T/H)	**Current Resident** **(Assumed Rental Property)**	4808 Palmetto Street Bellaire, TX 77401-3414
160	**4810 Palmetto Street** (TH 14, Plaza Terrace T/H)	**Tianmin Jiang**	4810 Palmetto Street Bellaire, TX 77401-3414
161	**4811 Palmetto Street** (Lot 5A, Block 1, Winston Estate)	**Eric Winston**	4811 Palmetto Street Bellaire, TX 77401-3413

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Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
162	**4812 Palmetto Street** (TH 13, Plaza Terrace T/H)	**Diana C. Tidwell**	4812 Palmetto Street Bellaire, TX 77401-3414
163	**4813 Palmetto Street** (Lot 7 and Tract 8A, Block 1 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**John R. Payne** **Karen L. Payne**	4813 Palmetto Street Bellaire, TX 77401-3413
164	**4814 Palmetto Street** (Tract 31C, Block 11, Westmoreland Farms)	**Liqian Chen** **Weihong Chen**	4814 Palmetto Street Bellaire, TX 77401-3414
165	**4815 Palmetto Street** (Tracts 8 and 9, Block 1 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Melinda Stephenson**	4815 Palmetto Street Bellaire, TX 77401-3413
166	**4816 Palmetto Street** (Tract 31B, Block 11, Westmoreland Farms)	**Shamsher S. Sidhu** **Navdeep Sidhu**	4816 Palmetto Street Bellaire, TX 77401-3414
167	**4817 Palmetto Street** (Lot 9, Block 1, Bellaire Amend)	**Travis J. Kozar** **Deborah L. Kozar**	4817 Palmetto Street Bellaire, TX 77401-3413
168	**4818 Palmetto Street** (Tract 31A, Block 11, Westmoreland Farms)	**Current Owner**	4818 Palmetto Street Bellaire, TX 77401-3414

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
169	**4820 Palmetto Street** (Tract 30D, Block 11, Westmoreland Farms)	**Benito L. Remedios** **Karen Remedios**	4820 Palmetto Street Bellaire, TX 77401-3414
170	**4821 Palmetto Street** (Tracts 10A and 11A, Block 1 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Steven Gerguis**	4821 Palmetto Street Bellaire, TX 77401-3413
171	**4822 Palmetto Street** (Tract 30C, Block 11, Westmoreland Farms)	**Eugene G. Kubelka** **Jacqueline Kubelka**	4822 Palmetto Street Bellaire, TX 77401-3414
172	**4823 Palmetto Street** (Lot 12 and Tract 11, Block 1 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Joseph Patrick Smith** **Jean Bernice Ruggles** **Ruggles Smith Family Trust**	4823 Palmetto Street Bellaire, TX 77401-3413
173	**4824 Palmetto Street** (Tract 30B, Block 11, Westmoreland Farms)	**Randall Wade** **Kristina Wade**	4824 Palmetto Street Bellaire, TX 77401-3414
174	**4826 Palmetto Street** (Tract 30A, Block 11, Westmoreland Farms)	**Joseph S. Lloyd** **Sandy J. Lloyd**	4826 Palmetto Street Bellaire, TX 77401-3414
175	**4900 Palmetto Street** (Tract 29A, Block 11, Westmoreland Farms)	**R. H. Stockton**	4900 Palmetto Street Bellaire, TX 77401-3416

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
176	**4901 Palmetto Street** Lot 1 and Tract 2A, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Thomas Steven Roosth**	4901 Palmetto Street Bellaire, TX 77401-3415
177	**4902 Palmetto Street** (Tract 29B, Block 11, Westmoreland Farms)	**Bruno D. Fornage** **Marie B. Fornage**	4902 Palmetto Street Bellaire, TX 77401-3416
178	**4903 Palmetto Street** (Tracts 2 and 3A, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Lloyd B. Swaim, III** **Laurie Swaim**	4903 Palmetto Street Bellaire, TX 77401-3415
179	**4904 Palmetto Street** (Tract 29, Block 11, Westmoreland Farms)	**Nizar A. Dholakia** **Heidi O. Dholakia**	4904 Palmetto Street Bellaire, TX 77401-3416
180	**4905 Palmetto Street** (Tracts 3 and 4A, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Greg S. Orsak** **Carol S. Orsak** **c/o ABB Lummus**	4905 Palmetto Street Bellaire, TX 77401-3415
181	**4906 Palmetto Street** (Tract 28, Block 11, Westmoreland Farms)	**George M. Nassar** **Emily M. Zakhem**	4906 Palmetto Street Bellaire, TX 77401-3416
182	**4909 Palmetto Street** (Tracts 4 and 5A, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Robert Kayl** **Anne Kayl**	4909 Palmetto Street Bellaire, TX 77401-3415

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
183	**4910 Palmetto Street** (Tract 28A, Block 11, Westmoreland Farms)	**Sue Kelly Fisher**	4910 Palmetto Street Bellaire, TX 77401-3416
184	**4911 Palmetto Street** (Lot 6 and Tract 5, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire Amend)	**Paul Chiao** **Jane Shao**	4911 Palmetto Street Bellaire, TX 77401-3415
185	**4913 Palmetto Street** (Lot 7 and Tract 8, Block 20 and Adj N 10 Ft and Adj W 12.5 Ft of Abandoned Alley, Bellaire A)	**Douglas K. Christians** **Linda M. Christians**	4913 Palmetto Street Bellaire, TX 77401-3415
186	**4914 Palmetto Street** (Tracts 27B and 27C, Block 11, Westmoreland Farms)	**Christine J. P. Drusch**	4914 Palmetto Street Bellaire, TX 77401-3416
187	**4915 Palmetto Street** (Tracts 8 and 9A, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Wilbur L. Aymond** **Stuti S. Aymond**	4915 Palmetto Street Bellaire, TX 77401-3415
188	**4916 Palmetto Street** (Tract 27A, Block 11, Westmoreland Farms)	**Howard M. Jares**	4916 Palmetto Street Bellaire, TX 77401-3416
189	**4917 Palmetto Street** (Tracts 9 and 10A, Block 20 and Adj N 10 Ft of Abandoned Alley Bellaire)	**Robert Lopez** **Gilda Lopez**	4917 Palmetto Street Bellaire, TX 77401-3415

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Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
190	**4919 Palmetto Street** (Tracts 10 and 11A, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Piotr A. Kwater** **Beata G. Kwater**	4919 Palmetto Street Bellaire, TX 77401-3415
191	**4920 Palmetto Street** (Tract 26B, Block 11, Westmoreland Farms)	**Simon Wachsberg** **Audrey Wachsberg**	338 S. 2nd Street Bellaire, TX 77401-4452
192	**4920 Palmetto Street** (Tract 26B, Block 11, Westmoreland Farms)	**Current Resident** **(Assumed Rental Property)**	4920 Palmetto Street Bellaire, TX 77401-3416
193	**4921 Palmetto Street** (Tracts 11 and 12A, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**H K Realty LLC**	4921 Palmetto Street Bellaire, TX 77401-3415
194	**4922 Palmetto Street** (Tract 26, Block 11, Westmoreland Farms)	**Lisa A. Crispin**	4922 Palmetto Street Bellaire, TX 77401-3416
195	**4923 Palmetto Street** (Tracts 12 and 13A, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Christine Drusch**	4914 Palmetto Street Bellaire, TX 77401-3416
196	**4923 Palmetto Street** (Tracts 12 and 13A, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Current Resident** **(Assumed Rental Property)**	4923 Palmetto Street Bellaire, TX 77401-3415

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Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
197	**4924 Palmetto Street** (Tract 26A, Block 11, Westmoreland Farms)	**Elizabeth Anne Hunsaker**	4924 Mimosa Drive Bellaire, TX 77401-5734
198	**4924 Palmetto Street** (Tract 26A, Block 11, Westmoreland Farms)	**Current Resident** **(Assumed Rental Property)**	4924 Palmetto Street Bellaire, TX 77401-3415
199	**4925 Palmetto Street** (Tract 13, Block 20 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**Current Owner**	4925 Palmetto Street Bellaire, TX 77401-3416
200	**5000 Palmetto Street** (Tract 25, Block 11, Westmoreland Farms)	**Harold Richard Gras** **Sonia A. Gras**	5000 Palmetto Street Bellaire, TX 77401-3418
201	**5001 Palmetto Street** (Tracts 1, 2, 3 and 4, Block 21 and Adj N 10 Ft of Abandoned Alley, Bellaire)	**John H. Compton** **Kristy O. Compton**	5001 Palmetto Street Bellaire, TX 77401-3417
202	**5002 Palmetto Street** (Tract 25A, Block 11, Westmoreland Farms)	**Harold Richard Gras**	5000 Palmetto Street Bellaire, TX 77401-3418
203	**5002 Palmetto Street** (Tract 25A, Block 11, Westmoreland Farms)	**Current Resident** **(Assumed Rental Property)**	5002 Palmetto Street Bellaire, TX 77401-3418

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Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
204	**5003 Palmetto Street** (Tracts 1A, 2A, 3A and 4A, Block 21 and Adj N 10 Ft of Abandoned Alley, Bellaire A)	**Nathan Levy** **Jill M. Levy**	5003 Palmetto Street Bellaire, TX 77401-3417
205	**5006 Palmetto Street** (Lot 6, McLaughlin R/P)	**Michael Lambert** **Kimela Lambert**	5006 Palmetto Street Bellaire, TX 77401-3418
206	**5007 Palmetto Street** (Tracts 15A, 16A, 17A and 18A, Block 21 and Adj N 10 Ft of Abandoned Alley, Bellaire A)	**Diane Seaton**	5007 Palmetto Street Bellaire, TX 77401-3417
207	**5008 Palmetto Street** (Lot 5, McLaughlin R/P)	**Current Owner**	5008 Palmetto Street Bellaire, TX 77401-3418
208	**5009 Palmetto Street** (Lot 15A, Block 21, Bellaire Amend)	**Current Owner**	5009 Palmetto Street Bellaire, TX 77401-3417
209	**800 N. 2nd Street** (Lot 1, Block 2, Elmhurst Amend)	**Keith Benson** **Stacy H. Benson**	800 N. 2nd Street Bellaire, TX 77401-2802
210	**801 N. 2nd Street** (Lot 18, Block 1, Elmhurst)	**Seth D. Tyler**	801 N. 2nd Street Bellaire, TX 77401-2801

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Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
211	**802 N. 2nd Street** (Lot 2, Block 2, Elmhurst)	**Second GD LLC**	3800 Southwest Fwy., Suite 302 Houston, TX 77027-7587
212	**802 N. 2nd Street** (Lot 2, Block 2, Elmhurst)	**Current Resident** **(Assumed Rental Property)**	802 N. 2nd Street Bellaire, TX 77401-2802
213	**803 N. 2nd Street** (Lot 17, Block 1, Elmhurst)	**Ricardo Scionti**	803 N. 2nd Street Bellaire, TX 77401-2801
214	**804 N. 2nd Street** (Lot 3, Block 2, Elmhurst)	**David L. Connolly**	804 N. 2nd Street Bellaire, TX 77401-2802
215	**805 N. 2nd Street** (Lot 16, Block 1, Elmhurst)	**Elizabeth E. McClenny** **c/o Frank B. McClenny Estate**	805 N. 2nd Street Bellaire, TX 77401-2801
216	**806 N. 2nd Street** (Lot 4, Block 2, Elmhurst)	**Daniel W. Jackson**	806 N. 2nd Street Bellaire, TX 77401-2802
217	**807 N. 2nd Street** (Lot 15, Block 1, Elmhurst)	**Clifford C. Williams** **Stacie H. Williams**	807 N. 2nd Street Bellaire, TX 77401-2801

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Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
218	**808 N. 2nd Street** (Lot 5, Block 2, Elmhurst)	**Evelyn Wehrens**	5506 Indigo Street Houston, TX 77096-1124
219	**808 N. 2nd Street** (Lot 5, Block 2, Elmhurst)	**Current Resident** **(Assumed Rental Property)**	808 N. 2nd Street Bellaire, TX 77401-2802
220	**809 N. 2nd Street** (Lot 14, Block 1, Elmhurst)	**Miranda J. Rajevac** **Vuk Rajevac**	809 N. 2nd Street Bellaire, TX 77401-2801
221	**810 N. 2nd Street** (Lot 6, Block 2, Elmhurst)	**Stephen T. Dwyer** **Sharyn Dwyer**	810 N. 2nd Street Bellaire, TX 77401-2802
222	**811 N. 2nd Street** (Lot 13, Block 1, Elmhurst)	**James Kimble** **Angela Kimble**	811 N. 2nd Street Bellaire, TX 77401-2801
223	**812 N. 2nd Street** (Lot 7, Block 2, Elmhurst)	**Ramachandra Tekumalla** **Sindhu Balan**	812 N. 2nd Street Bellaire, TX 77401-2802
224	**813 N. 2nd Street** (Lot 12, Block 1, Elmhurst)	**C. John Thompson** **Kimberly Thompson**	813 N. 2nd Street Bellaire, TX 77401-2801

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Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
225	**814 N. 2nd Street** (Lot 8, Block 2, Elmhurst)	**Luke B. Mandola, Jr.** **Laura Mandola**	814 N. 2nd Street Bellaire, TX 77401-2802
226	**815 N. 2nd Street** (Lot 11, Block 1, Elmhurst)	**Malaquias Carrillo**	815 N. 2nd Street Bellaire, TX 77401-2801
227	**816 N. 2nd Street** (Lot 9, Block 2, Elmhurst)	**Patricia B. Bell** **Doug A. Berry**	816 N. 2nd Street Bellaire, TX 77401-2802
228	**817 N. 2nd Street** (Lot 10, Block 1, Elmhurst)	**Helen Y. Shiozawa** **Gregory A. Cotton**	817 N. 2nd Street Bellaire, TX 77401-2801
229	**4708 Tamarisk Street** (Lot 5, Block 1, West Post Oak)	**Sepulveda Living Trust**	3808 Glen Arbor Drive Houston, TX 77025-3105
230	**4708 Tamarisk Street** (Lot 5, Block 1, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4708 Tamarisk Street Bellaire, TX 77401-2820
231	**4709 Tamarisk Street** (Lot 5, Block 2, West Post Oak)	**Sepulveda Living Trust**	3808 Glen Arbor Drive Houston, TX 77025-3105

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
232	**4709 Tamarisk Street** (Lot 5, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4709 Tamarisk Street Bellaire, TX 77401-2819
233	**4710 Tamarisk Street** (Lot 6, Block 1, West Post Oak)	**Alan L. MacAdams**	4710 Tamarisk Street Bellaire, TX 77401-2820
234	**4711 Tamarisk Street** (Lot 6, Block 2, West Post Oak)	**Current Owner**	P.O. Box 574 Bellaire, TX 77402-0574
235	**4711 Tamarisk Street** (Lot 6, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4711 Tamarisk Street Bellaire, TX 77401-2819
236	**4712 Tamarisk Street** (Lot 7, Block 1, West Post Oak)	**Dee L. Staudt**	4712 Tamarisk Street Bellaire, TX 77401-2820
237	**4713 Tamarisk Street** (Lot 7, Block 2, West Post Oak)	**William B. Swingle** **Stephanie H. Swingle**	4713 Tamarisk Street Bellaire, TX 77401-2819
238	**4714 Tamarisk Street** (Lot 8, Block 1, West Post Oak)	**Jo Ann Best**	4714 Tamarisk Street Bellaire, TX 77401-2820

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
239	**4715 Tamarisk Street** (Lot 8, Block 2, West Post Oak)	**Howard J. Waldman** **Linda S. Waldman**	4715 Tamarisk Street Bellaire, TX 77401-2819
240	**4716 Tamarisk Street** (Lot 9, Block 1, West Post Oak)	**Sabrina Sartori** **Andres Ferro**	4716 Tamarisk Street Bellaire, TX 77401-2820
241	**4717 Tamarisk Street** (Lot 9, Block 2, West Post Oak)	**Michael C. Chen** **Sherie M. Chen**	4717 Tamarisk Street Bellaire, TX 77401-2819
242	**4800 Tamarisk Street** (Lot 10, Block 1, West Post Oak)	**Kah K. Tan**	3338 Vista Lake Drive Sugar Land, TX 77478-4425
243	**4800 Tamarisk Street** (Lot 10, Block 1, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4800 Tamarisk Street Bellaire, TX 77401-2822
244	**4801 Tamarisk Street** (Lot 10, Block 2, West Post Oak)	**Robert L. Cullen**	601 Jefferson Street, Suite 4000 Houston, TX 77002-7913
245	**4801 Tamarisk Street** (Lot 10, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4801 Tamarisk Street Bellaire, TX 77401-2821

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
246	**4802 Tamarisk Street** (Lot 11, Block 1, West Post Oak)	**Jose B. Sanchez**	4802 Tamarisk Street Bellaire, TX 77401-2822
247	**4803 Tamarisk Street** (Lot 11, Block 2, West Post Oak)	**Robert E. Charles, Jr.**	4805 Tamarisk Street Bellaire, TX 77401-2821
247	**4803 Tamarisk Street** (Lot 11, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4803 Tamarisk Street Bellaire, TX 77401-2821
248	**4804 Tamarisk Street** (Lot 12, Block 1, West Post Oak)	**John D. Go** **Joanne J. Go**	4804 Tamarisk Street Bellaire, TX 77401-2822
249	**4805 Tamarisk Street** (Lot 12, Block 2, West Post Oak)	**Robert E. Charles, Jr.**	4805 Tamarisk Street Bellaire, TX 77401-2821
250	**4806 Tamarisk Street** (Lot 13, Block 1, West Post Oak)	**Jonathan Hsu** **Christina Hsu**	4806 Tamarisk Street Bellaire, TX 77401-2822
251	**4807 Tamarisk Street** (Lot 13, Block 2, West Post Oak)	**Donald N. Peterson** **Judith A. Peterson**	4807 Tamarisk Street Bellaire, TX 77401-2821

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
252	**4809 Tamarisk Street** (Lot 14, Block 2, West Post Oak)	**J. J. Moran**	5315 Holly Street Bellaire, TX 77401-4805
253	**4809 Tamarisk Street** (Lot 14, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4809 Tamarisk Street Bellaire, TX 77401-2821
254	**4810 Tamarisk Street** (Lots 14 and 15, Block 1 West Post Oak)	**Harold L. Goldberg**	4810 Tamarisk Street Bellaire, TX 77401-2822
255	**4811 Tamarisk Street** (Lot 15, Block 2, West Post Oak)	**Li Zhu** **Guang Li**	4811 Tamarisk Street Bellaire, TX 77401-2821
256	**4812 Tamarisk Street** (Lot 16, Block 1, West Post Oak)	**Sarah X. Chen** **Nick X. Zhou**	4812 Tamarisk Street Bellaire, TX 77401-2822
257	**4813 Tamarisk Street** (Lot 16, Block 2, West Post Oak)	**Samuel J. Mishael** **Deborah Mishael**	4813 Tamarisk Street Belliare, TX 77401-2821
258	**4814 Tamarisk Street** (Lot 17, Block 1, West Post Oak)	**William Kuehn**	5004 Tamarisk Street Bellaire, TX 77401-2826

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
259	**4814 Tamarisk** (Lot 17, Block 1, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4814 Tamarisk Street Bellaire, TX 77401-2822
260	**4815 Tamarisk Street** (Lot 17, Block 2, West Post Oak)	**Michael S. Netzel** **Jeanice Netzel**	4815 Tamarisk Street Bellaire, TX 77401-2821
261	**4816 Tamarisk Street** (Lot 18, Block 1, West Post Oak)	**Alice Pauline McRae**	4816 Tamarisk Street Bellaire, TX 77401-2822
262	**4817 Tamarisk Street** (Lot 18, Block 2, West Post Oak)	**Dennis N. Benevides**	4817 Tamarisk Street Bellaire, TX 77401-2821
263	**4818 Tamarisk Street** (Lot 19, Block 1, West Post Oak)	**Current Owner**	4818 Tamarisk Street Bellaire, TX 77401-2822
264	**4819 Tamarisk Street** (Lot 19, Block 2, West Post Oak)	**Clarence Liang** **Clara Liang**	5004 Maple Street Bellaire, TX 77401-5733
265	**4819 Tamarisk Street** (Lot 19, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4819 Tamarisk Street Bellaire, TX 77401-2821

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
266	**4900 Tamarisk Street** (Lot 9, Block 1, Blume Acres)	**Paul Ferraresi**	4900 Tamarisk Street Bellaire, TX 77401-2824
267	**4901 Tamarisk Street** (Lot 9, Block 2, Blume Acres)	**Charles T. Mann** **June Mann**	4901 Tamarisk Street Bellaire, TX 77401-2823
268	**4902 Tamarisk Street** (Lot 8, Block 1, Blume Acres)	**Elegant Urban Homes LLC**	5313 Fayette Street Houston, TX 77056-5928
269	**4902 Tamarisk Street** (Lot 8, Block 1, Blume Acres)	**Current Resident** **(Assumed Rental Property)**	4902 Tamarisk Street Bellaire, TX 77401-2824
270	**4903 Tamarisk Street** (Lot 8, Block 2, Blume Acres)	**Ronald J. Desimone**	4903 Tamarisk Street Bellaire, TX 77401-2823
271	**4904 Tamarisk Street** (Lot 7, Block 1, Blume Acres)	**Ping Wen Lai**	4713 Wedgewood Drive Bellaire, TX 77401-2827
272	**4904 Tamarisk Street** (Lot 7, Block 1, Blume Acres)	**Current Resident** **(Assumed Rental Property)**	4904 Tamarisk Street Bellaire, TX 77401-2824

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
273	**4905 Tamarisk Street** (Lot 7, Block 2, Blume Acres)	**Barbara A. Lawrence Toombs**	4905 Tamarisk Street Bellaire, TX 77401-2823
274	**4906 Tamarisk Street** (Lot 6, Block 1, Blume Acres)	**Richard D. Pham** **Tuyet V. Pham**	4906 Tamarisk Street Bellaire, TX 77401-2824
275	**4907 Tamarisk Street** (Lot 6, Block 2, Blume Acres)	**Kim T. McAuliffe** **James R. McAuliffe**	4907 Tamarisk Street Bellaire, TX 77401-2823
276	**4908 Tamarisk Street** (Lot 5, Block 1, Blume Acres)	**Joseph P. Perot, Sr.**	4908 Tamarisk Street Bellaire, TX 77401-2824
277	**4909 Tamarisk Street** (Lot 5, Block 2, Blume Acres)	**Sibtain H. Ali** **Nazli Ali** **Ali Trust**	4909 Tamarisk Street Bellaire, TX 77401-2823
278	**4910 Tamarisk Street** (Lot 4, Block 1, Blume Acres)	**Jean P. Gleason**	4910 Tamarisk Street Bellaire, TX 77401-2824
279	**4911 Tamarisk Street** (Lot 4, Block 2, Blume Acres)	**Hazel E. Godhelp** **Gus F. Godhelp** **Revocable Trust**	4911 Tamarisk Street Bellaire, TX 77401-2823

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
280	**4912 Tamarisk Street** (Lot 3, Block 1, Blume Acres)	**Spencer S. Kee** **Louise Kee**	4912 Tamarisk Street Bellaire, TX 77401-2824
281	**4913 Tamarisk Street** (Lot 3, Block 2, Blume Acres)	**Antonio G. Fernandez** **Letty P. Fernandez**	4913 Tamarisk Street Bellaire, TX 77401-2823
282	**4914 Tamarisk Street** (Lot 2, Block 1, Blume Acres)	**David Crump**	4914 Tamarisk Street Bellaire, TX 77401-2824
283	**4915 Tamarisk Street** (Lot 2, Block 2, Blume Acres)	**Jennifer E. Takagi** **Brian Taylor**	4915 Tamarisk Street Bellaire, TX 77401-2823
284	**4916 Tamarisk Street** (Lot 1, Block 1, Blume Acres)	**Swam Holdings LLC Series 4916 Tamarisk**	11 Hammock Dunes Place Spring, TX 77389-4235
285	**4916 Tamarisk Street** (Lot 1, Block 1, Blume Acres)	**Current Resident** **(Assumed Rental Property)**	4916 Tamarisk Street Bellaire, TX 77401-2824
286	**4917 Tamarisk Street** (Lot 1, Block 2, Blume Acres)	**Current Owner**	P.O. Box 773104 Houston, TX 77215-3104

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
287	**4917 Tamarisk Street** (Lot 1, Block 2, Blume Acres)	**Current Resident** **(Assumed Rental Property)**	4917 Tamarisk Street Bellaire, TX 77401-2823
288	**5000 Tamarisk Street** (Lot 9, Block 1, Oak Terrace)	**Kuos Family LP**	5000 Tamarisk Street Bellaire, TX 77401-2826
289	**5001 Tamarisk Street** (Lot 9, Block 2, Oak Terrace)	**Shelly Elaine Webb** **Thomas G. Moen**	5001 Tamarisk Street Bellaire,TX 77401-2825
290	**5002 Tamarisk Street** (Lot 8, Block 1, Oak Terrace)	**Matthew T. Pridgen**	5002 Tamarisk Street Bellaire, TX 77401-2826
291	**5003 Tamarisk Street** (Lot 8, Block 2, Oak Terrace)	**John Thomas Parker**	5003 Tamarisk Street Bellaire, TX 77401-2825
292	**5004 Tamarisk Street** (Lot 7, Block 1, Oak Terrace)	**W. A. Kuehn, Jr.**	5004 Tamarisk Street Bellaire, TX 77401-2826
293	**5005 Tamarisk Street** (Lot 7, Block 2, Oak Terrace)	**Weekley Homes LLC**	1111 N. Post Oak Road Houston, TX 77055-7310

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
294	**5005 Tamarisk Street** (Lot 7, Block 2, Oak Terrace)	**Current Resident** **(Assumed Rental Property)**	5005 Tamarisk Street Bellaire, TX 77401-2825
295	**5006 Tamarisk Street** (Lot 6, Block 1, Oak Terrace)	**Marguerite Walsh**	5006 Tamarisk Street Bellaire, TX 77401-2826
296	**5007 Tamarisk Street** (Lot 6, Block 2, OaK Terrace)	**Kevin P. Leonard** **Lucia A. Leonard**	5007 Tamarisk Street Bellaire, TX 77401-2825
297	**5008 Tamarisk Street** (Lot 5, Block 1, Oak Terrace)	**Carl Glenn Becker**	5008 Tamarisk Street Bellaire, TX 77401-2826
298	**5009 Tamarisk Street** (Lot 5, Block 2, Oak Terrace)	**Bharat Punj**	5009 Tamarisk Street Bellaire, TX 77401-2825
299	**5010 Tamarisk Street** (Lot 4, Block 1, Oak Terrace)	**Christopher T. Perot**	5010 Tamarisk Street Bellaire, TX 77401-2826
300	**5011 Tamarisk Street** (Lot 4, Block 2, Oak Terrace)	**Jay Abramson** **Joan Abramson**	5011 Tamarisk Street Bellaire, TX 77401-2825

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
301	**5012 Tamarisk Street** (Lot 3, Block 1, Oak Terrace)	**Caroline A. Baker** **Nathan L. Childress**	5012 Tamarisk Street Bellaire, TX 77401-2826
302	**5013 Tamarisk Street** (Lot 3, Block 2, Oak Terrace)	**Youli Zu** **Fang Fang**	5013 Tamarisk Street Bellaire, TX 77401-2825
303	**5014 Tamarisk Street** (Lot 2, Block 1, Oak Terrace)	**Luisa F. Beltran** **Herman Torres**	13427 Sundowner Drive Houston, TX 77041-6570
304	**5014 Tamarisk Street** (Lot 2, Block 1, Oak Terrace)	**Current Resident** **(Assumed Rental Property)**	5014 Tamarisk Street Bellaire, TX 77401-2826
305	**5015 Tamarisk Street** (Lot 2, Block 2, Oak Terrace)	**Jason Garcia**	P.O. Box 5095 Bellaire, TX 77402-5095
306	**5015 Tamarisk Street** (Lot 2, Block 2, Oak Terrace)	**Current Resident** **(Assumed Rental Property)**	5015 Tamarisk Street Bellaire, TX 77401-2825
307	**5016 Tamarisk Street** (Lot 1, Block 1, Oak Terrace)	**Han Nguyen** **Kevin Nguyen**	5016 Tamarisk Street Bellaire, TX 77401-2826

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
308	**5017 Tamarisk Street** (Lot 1, Block 2, Oak Terrace)	**Craig R. Flom**	5017 Tamarisk Street Bellaire, TX 77401-2825
309	**800 N. 3rd Street** (Lot 10, Block 2, Frank L Holton)	**Linda Nell Kendziora**	800 N. 3rd Street Bellaire, TX 77401-2804
310	**801 N. 3rd Street** (Lot 19, Block 1, Frank L Holton)	**Dave Cunningham**	801 N. 3rd Street Bellaire, TX 77401-2803
311	**802 N. 3rd Street** (Lot 9, Block 2, Frank L Holton)	**Thomas L. Kaleekal** **Tilottama Majumdar**	802 N. 3rd Street Bellaire, TX 77401-2804
312	**803 N. 3rd Street** (Lot 18, Block 1, Frank L Holton)	**Christopher E. Weatherford** **Madelyn Weatherford**	803 N. 3rd Street Bellaire, TX 77401-2803
313	**804 N. 3rd Street** (Lot 8, Block 2, Frank L Holton)	**Frred F. Williamette** **Carol L. Williamette**	804 N. 3rd Street Bellaire, TX 77401-2804
314	**805 N. 3rd Street** (Lot 15, Block 1, Frank L Holton)	**Manuel Prieto** **Pamela L. Prieto**	805 N. 3rd Street Bellaire, TX 77401-2803

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
315	**806 N. 3rd Street** (Lot 7, Block 2, Frank L Holton)	**Garland W. Gossett, et ux.**	806 N. 3rd Street Bellaire, TX 77401-2804
316	**807 N. 3rd Street** (Lot 14, Block 1, Frank L Holton)	**Ivonne Chiok** **Kal Yeau Chiok**	807 N. 3rd Street Bellaire, TX 77401-2803
317	**808 N. 3rd Street** (Lot 6, Block 2, Frank L Holton)	**Susan A. Eicher**	808 N. 3rd Street Bellaire, TX 77401-2804
318	**809 N. 3rd Street** (Lot 11, Block 1, Frank L Holton)	**Keith Taylor** **Gina A. Taylor**	809 N. 3rd Street Bellaire, TX 77401-2803
319	**810 N. 3rd Street** (Lot 5, Block 2, Frank L Holton)	**Gregory Homes Inc.**	16242 Grant Road Cypress, TX 77429-7161
320	**810 N. 3rd Street** (Lot 5, Block 2, Frank L Holton)	**Current Resident** **(Assumed Rental Property)**	810 N. 3rd Street Bellaire, TX 77401-2804
321	**811 N. 3rd Street** (Lot 10, Block 1, Frank L Holton)	**Michael E. Jackson** **Kathy Jackson**	811 N. 3rd Street Bellaire, TX 77401-2803

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Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
322	**812 N. 3rd Street** (Lot 4, Block 2, Frank L Holton)	**Hector J. Arismendi**	812 N. 3rd Street Bellaire, TX 77401-2804
323	**813 N. 3rd Street** (Lot 7, Block 1, Frank L Holton)	**David J. Sederis** **Stacey A. Sederis**	813 N. 3rd Street Bellaire, TX 77401-2803
324	**814 N. 3rd Street** (Lot 3, Block 2, Frank L Holton)	**Ronald S. Caress** **Amanda Caress**	814 N. 3rd Street Bellaire, TX 77401-2804
325	**815 N. 3rd Street** (Lot 6, Block 1, Frank L Holton)	**Cynthia Lee Preble** **Susan S. Wiggans**	815 N. 3rd Street Bellaire, TX 77401-2803
326	**816 N. 3rd Street** (Lot 2, Block 2, Frank L Holton)	**Jonathan D. Risch** **Alisha Risch**	816 N. 3rd Street Bellaire, TX 77401-2804
327	**817 N. 3rd Street** (Lot 3, Block 1, Frank L Holton)	**Hugh A. Girard**	817 N. 3rd Street Bellaire, TX 77401-2803
328	**818 N. 3rd Street** (Lot 1, Block 2, Frank L Holton Par Amend)	**Gregory K. Burton**	818 N. 3rd Street Bellaire, TX 77401-2804

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
329	**819 N. 3rd Street** (Lot 2, Block 1, Frank L Holton)	**John T. Warley, Jr.** **Carol G. Warley**	819 N. 3rd Street Bellaire, TX 77401-2803
330	**823 N. 3rd Street** (Lot 1, Laguarta)	**Current Owner**	823 N. 3rd Street Bellaire, TX 77401-2803
331	**901 N. 3rd Street** (Lot 2, Laguarta)	**Marcela C. Martinoya** **Ricardo E. Jorge**	901 N. 3rd Street Bellaire, TX 77401-2805
332	**903 N. 3rd Street** (Lot 2, Tineralla)	**Andy Chen** **Wendy K. Chung**	903 N. 3rd Street Bellaire, TX 77401-2805
333	**4708 Wedgewood Drive** (Lot 34, Block 2, West Post Oak)	**Martha J. Sepulveda Family Trust**	3808 Glen Arbor Drive Houston, TX 77025-3105
334	**4708 Wedgewood Drive** (Lot 34, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4708 Wedgewood Drive Bellaire, TX 77401-2828
335	**4709 Wedgewood Drive** (Lot 5, Block 3, West Post Oak)	**Charles L. Hinkle** **Deborah E. Hinkle**	12310 Ashford Green Court Sugar Land, TX 77478-6174

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Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
336	**4709 Wedgewood Drive** (Lot 5, Block 3, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4709 Wedgewood Drive Bellaire, TX 77401-2827
337	**4710 Wedgewood Drive** (Lot 33, Block 2, West Post Oak)	**Sepulveda Trust**	3808 Glen Arbor Drive Houston, TX 77025-3105
338	**4710 Wedgewood Drive** (Lot 33, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4710 Wedgewood Drive Bellaire, TX 77401-2828
339	**4711 Wedgewood Drive** (Lot 6, Block 3, West Post Oak)	**Peter R. Calkins** **Elizabeth P. Calkins**	4711 Wedgewood Drive Bellaire, TX 77401-2827
340	**4712 Wedgewood Drive** (Lot 32, Block 2, West Post Oak)	**Current Owner**	P.O. Box 667 Bellaire, TX 77402-0667
341	**4712 Wedgewood Drive** (Lot 32, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4712 Wedgewood Drive Bellaire, TX 77401-2828
342	**4713 Wedgewood Drive** (Lot 7, Block 3, West Post Oak)	**Paul P. Lai**	4713 Wedgewood Drive Bellaire, TX 77401-2827

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
343	**4714 Wedgewood Drive** (Lot 31, Block 2, West Post Oak)	**John Thomas Causey**	4714 Wedgewood Drive Bellaire, TX 77401-2828
344	**4715 Wedgewood Drive** (Lot 8, Block 3, West Post Oak)	**Owen S. Maat**	4715 Wedgewood Drive Bellaire, TX 77401-2827
345	**4716 Wedgewood Drive** (Lot 30, Block 2, West Post Oak)	**Jean A. Rupert**	4716 Wedgewood Drive Bellaire, TX 77401-2828
346	**4717 Wedgewood Drive** (Lot 9, Block 3, West Post Oak)	**Reginald P. Black** **Portia Black**	4717 Wedgewood Drive Bellaire, TX 77401-2827
347	**4800 Wedgewood Drive** (Lot 29, Block 2, West Post Oak)	**James M. Cross** **Jennifer Cross**	4800 Wedgewood Drive Bellaire, TX 77401-2830
348	**4801 Wedgewood Drive** (Lot 10, Block 3, West Post Oak)	**Emily Jane Hail**	4801 Wedgewood Drive Bellaire, TX 77401-2829
349	**4802 Wedgewood Drive** (Lot 28, Block 2, West Post Oak)	**Wade R. Paulson** **Megan J. Paulson**	4802 Wedgewood Drive Bellaire, TX 77401-2830

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Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
350	**4803 Wedgewood Drive** (Lot 11, Block 3, West Post Oak)	**Craig James Peldo**	4803 Wedgewood Drive Bellaire, TX 77401-2829
351	**4804 Wedgewood Drive** (Lot 27, Block 2, West Post Oak)	**Sarah Eshelman** **Erick Eshelman**	4804 Wedgewood Drive Bellaire, TX 77401-2830
352	**4805 Wedgewood Drive** (Lot 12, Block 3, West Post Oak)	**Current Owner**	4805 Wedgewood Drive Bellaire, TX 77401-2829
353	**4806 Wedgewood Drive** (Lot 26, Block 2, West Post Oak)	**Rene S. Haas**	4806 Wedgewood Drive Bellaire, TX 77401-2830
354	**4807 Wedgewood Drive** (Lot 13, Block 3, West Post Oak)	**Thorsten Schueler** **Ngoc Thi Anh Nguyen**	4807 Wedgewood Drive Bellaire, TX 77401-2829
355	**4808 Wedgewood Drive** (Lot 25, Block 2, West Post Oak)	**Jeffrey H. Pasternak** **Rachel J. Pasternak**	4804 Wedgewood Drive Bellaire, TX 77401-2830
356	**4809 Wedgewood Drive** (Lot 14, Block 3, West Post Oak)	**William W. Halliday** **Karey Halliday**	4809 Wedgewood Drive Bellaire, TX 77401-2829

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Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
357	**4810 Wedgewood Drive** (Lot 24, Block 2, West Post Oak)	**Kathryn V. Zinkgraf** **c/o Kathy Hill**	308 Crestwater Trail Houston, TX 77082-1524
358	**4810 Wedgewood Drive** (Lot 24, Block 2, West Post Oak)	**Current Resident** **(Assumed Rental Property)**	4810 Wedgewood Drive Bellaire, TX 77401-2830
359	**4811 Wedgewood Drive** (Lot 15, Block 3, West Post Oak)	**Tina Y. Kuo** **Cheyu Lin**	2468 Franciscan Court Santa Clara, CA 95051-1850
360	**4811 Wedgewood Drive** (Lot 15, Block 3, West Post OaK)	**Current Resident** **(Assumed Rental Property)**	4811 Wedgewood Drive Bellaire, TX 77401-2829
361	**4812 Wedgewood Drive** (Lot 23, Block 2, West Post Oak)	**Bruce S. Appelbaum** **Carol E. Appelbaum**	4812 Wedgewood Drive Bellaire, TX 77401-2830
362	**4813 Wedgewood Drive** (Lot 16, Block 3, West Post Oak)	**Ann Kong**	4813 Wedgewood Drive Bellaire, TX 77401-2829
363	**4814 Wedgewood Drive** (Lot 22, Block 2, West Post Oak)	**Edouard Hallais**	4814 Wedgewood Drive Bellaire, TX 77401-2830

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
364	**4815 Wedgewood Drive** (Lot 17, Block 3, West Post Oak)	**Ruomin Dong** **Annabelle Bitter**	4815 Wedgewood Drive Bellaire, TX 77401-2829
365	**4816 Wedgewood Drive** (Lot 21, Block 2, West Post Oak)	**John D. Luther** **Carol Ruth Helliker**	4816 Wedgewood Drive Bellaire, TX 77401-2830
366	**4817 Wedgewood Drive** (Lot 18, Block 3, West Post Oak)	**Janice C. Drye**	4817 Wedgewood Drive Bellaire, TX 77401-2829
367	**4818 Wedgewood Drive** (Lot 20, Block 2, West Post Oak)	**Juan C. Echeverri** **Elsa A. Echeverri**	4818 Wedgewood Drive Bellaire, TX 77401-2830
368	**4819 Wedgewood Drive** (Lot 19, Block 3, West Post Oak)	**Andrew H. Yu** **Janice E. Yu**	4819 Wedgewood Drive Bellaire, TX 77401-2829
369	**4900 Wedgewood Drive** (Lot 10, Block 2, Blume Acres)	**Diane J. Soffar**	11734 N. Nottingham Circle Houston, TX 77071-3306
370	**4900 Wedgewood Drive** (Lot 10, Block 2, Blume Acres)	**Current Resident** **(Assumed Rental Property)**	4900 Wedgewood Drive

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
371	**4901 Wedgewood Drive** (Lot 9 and Tract 12, Block 3, Blume Acres)	**Linda Mazzagatti**	4901 Wedgewood Drive Bellaire, TX 77401-2831
372	**4902 Wedgewood Drive** (Lot 11, Block 2, Blume Acres)	**V. Curtis Williams, Jr.**	4902 Wedgewood Drive Bellaire, TX 77401-2832
373	**4903 Wedgewood Drive** (Lot 8 and Tract 11, Block 3, Blume Acres)	**Sri R. Lestarinie** **Claude E. Durocher**	4903 Wedgewood Drive Bellaire, TX 77401-2831
374	**4904 Wedgewood Drive** (Lot 12, Block 2, Blume Acres)	**James P. Houstoun, III** **Bernice C. Houstoun**	4904 Wedgewood Drive Bellaire, TX 77401-2832
375	**4905 Wedgewood Drive** (Lot 7 and Tract 10, Block 3, Blume Acres)	**Nicol G. Graham** **Georgia Graham**	4905 Wedgewood Drive Bellaire, TX 77401-2831
376	**4906 Wedgewood Drive** (Lot 13, Block 2, Blume Acres)	**Michael Eisenberg**	4906 Wedgewood Drive Bellaire, TX 77401-2832
377	**4907 Wedgewood Drive** (Lot 6 and Tract 13, Block 3, Blume Acres)	**Gus Pappas** **Pamela Pappas**	4907 Wedgewood Drive Bellaire, TX 77401-2831

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
378	**4908 Wedgewood Drive** (Lot 14, Block 2, Blume Acres)	**John De Leon**	4908 Wedgewood Drive Bellaire, TX 77401-2832
379	**4909 Wedgewood Drive** (Lot 5, Block 3, Blume Acres)	**Timothy D. Evans**	4909 Wedgewood Drive Bellaire, TX 77401-2831
380	**4910 Wedgewood Drive** (Lot 15, Block 2, Blume Acres)	**Nicolas M. Nammour** **Dona S. Nammour**	4910 Wedgewood Drive Bellaire, TX 77401-2832
381	**4911 Wedgewood Drive** (Lot 4, Block 3, Blume Acres)	**Rajesh Chelapurath** **Deepa Poduval**	4911 Wedgewood Drive Bellaire, TX 77401-2831
382	**4912 Wedgewood Drive** (Lot 16, Block 2, Blume Acres)	**Eva M. Cosa**	4912 Wedgewood Drive Bellaire, TX 77401-2832
383	**4913 Wedgewood Drive** (Lot 3, Block 3, Blume Acres)	**Marjorie Jane Frances**	4913 Wedgewood Drive Bellaire, TX 77401-2831
384	**4914 Wedgewood Drive** (Lot 17, Block 2, Blume Acres)	**Brookstone Homes LLC**	P.O. Box 540466 Houston, TX 77254-0466

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
385	**4914 Wedgewood Drive** (Lot 17, Block 2, Blume Acres)	**Current Resident** **(Assumed Rental Property)**	4914 Wedgewood Drive Bellaire, TX 77401-2832
386	**4915 Wedgewood Drive** (Lot 2, Block 3, Blume Acres)	**Jeffrey A. West** **Karin E. West**	4915 Wedgewood Drive Bellaire, TX 77401-2831
387	**4916 Wedgewood Drive** (Lot 18, Block 2, Blume Acres)	**LK Custom Homes Inc.**	3411 Sagecircle, Suite E Houston, TX 77056-7037
388	**4916 Wedgewood Drive** (Lot 18, Block 2, Blume Acres)	**Current Resident** **(Assumed Rental Property)**	4916 Wedgewood Drive Bellaire, TX 77401-2832
389	**4917 Wedgewood Drive** (Lot 1, Block 3, Blume Acres Amend)	**Carin C. Thorn** **Edward F. Jones, III**	4917 Wedgewood Drive Bellaire, TX 77401-2831
390	**5000 Wedgewood Drive** (Lot 5, Wedgewood Manor)	**Ross M. Reul** **Terri D. Reul**	5000 Wedgewood Drive Bellaire, TX 77401-2834
391	**5001 Wedgewood Drive** (Lot 6 and Tract 10, Wedgewood Manor)	**Kenneth Frances Jones** **c/o Jones Survivors Trust**	5001 Wedgewood Drive Bellaire, TX 77401-2833

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
392	**5002 Wedgewood Drive** (Lot 4, Wedgewood Manor)	**Gary K. Carson** **Charles R. Moore**	5002 Wedgewood Drive Bellaire, TX 77401-2834
393	**5003 Wedgewood Drive** (Lot 7 and Tract 11, Wedgewood Manor)	**Steven L. White** **Carol B. White**	5003 Wedgewood Drive Bellaire, TX 77401-2833
394	**5004 Wedgewood Drive** (Lot 3, Wedgewood Manor)	**James A. Funkhouser** **Shanna L. Funkhouser**	5004 Wedgewood Drive Bellaire, TX 77401-2834
395	**5005 Wedgewood Drive** (Lot 8, Wedgewood Manor)	**Richard Frisk**	5005 Wedgewood Drive Bellaire, TX 77401-2833
396	**5006 Wedgewood Drive** (Lot 2, Wedgewood Manor)	**Franklin C. Wong**	5006 Wedgewood Drive Bellaire, TX 77401-2834
397	**5007 Wedgewood Drive** (Lot 9A, Block 1, Wedgewood Manor Amend)	**Christopher M. Kastner**	5007 Wedgewood Drive Bellaire, TX 77401-2833
398	**5008 Wedgewood Drive** (Tract 12D, Westmoreland Farms, Wedgewood Manor)	**Thomas Dunn** **Barbara Dunn**	5008 Wedgewood Drive Bellaire, TX 77401-2834

City of Bellaire

Property Owner List - Public Hearing
Traffic Control Device(s) (Speed Humps)
Elm Street (from South Rice Avenue to the IH-610 Service Road)

	Property Address	Property Owner	Mailing Address
399	**6209 S Rice Avenue** (Lot 20, Block 1, Frank L Holton)	**NYCE LLC**	P.O. Box 1614 Bellaire, TX 77402-1614
400	**6209 S Rice Avenue** (Lot 20, Block 1, Frank L Holton)	**Current Resident** **(Assumed Rental Property)**	6209 S Rice Avenue Bellaire, TX 77401
401	**6300 West Loop South** (Tract 6D, Block 11, Westmoreland Farms)	**6300 WLC LLC**	3810 W. Alabama Street Houston, TX 77027-5204

ELM STREET SPEED / TRAFFIC CITY COUNCIL PETITION REQUEST

MONDAY, JANUARY 26, 2015
7008 S RICE AVENUE, BELLAIRE, TX 77401

PRESENTERS

- Kyle Simson, Elm Street Resident (Applicant)
- Seth Tyler, Elm Street Resident (Applicant)

BACKGROUND

- Elm Street is a very unique street in Bellaire, as it is the only residential street with Chimney Rock to 610 access that does not have stop signs.
  - The stoplight at South Rice and Elm does not lower speeds between South Rice and 610.

WHY ARE ELM STREET RESIDENTS CONCERNED

- **SAFETY ISSUE** – Multiple near misses involving children and vehicles speeding on Elm Street.
- **SAFETY ISSUE** – Accidents @ 1st and Elm Street.
- **SAFETY ISSUE** – Elm Street used as a cut-through. Speeding drivers frequently pass drivers going the speed limit.
  - Verbal altercations have occurred on a number of instances.
  - Near misses have occurred when residents turning into driveways.
- **SAFETY ISSUE** – Pets have been killed & seriously injured.
- **SAFETY ISSUE** – Parked cars have been struck & damaged by speeding vehicles (hit and run).

Other Examples Events:

- One high speed chase involving police and a driver fleeing the scene of an accident on 610 (also ran the stoplight at South Rice).
- Exotic sports cars traveling at high rates of speed.
- Racing motorcycle doing high speed warm-ups on Elm Street

OVERVIEW OF PUBLIC MEETING HELD IN EARLY DECEMBER

- The focus of the meeting was to discuss speed humps along Elm St.
  - Attended by ~20 residents.
  - Strong support for speed humps.
- Reviewed actions/decisions made prior to that meeting.
- Overviewed Neighborhood Traffic Improvement Program previously adopted by Council
- Presented proposed next steps
- Reviewed related items
  - Area map
  - Potential speed hump/data collection locations & designs
- Questions & Answers

ACTIONS TAKEN BY CITY IN LAST 18 MONTHS

- Initial resident concerns were heard by the City at various times (Over numerous years).
- Most recent discussions began in June 2013
- A Traffic Study was conducted in August 2013
  - Based on results, stop signs were not warranted
- Speed limit signage was installed and bushes removed to help with visibility in January 2014
  - 1st Street & Elm Street (numerous prior accidents)
- Initial costs for speed humps and radar signs were gathered in February 2014
- Street Striping was installed in July 2014
  - Intent was to calm traffic via lane striping

LIMITATIONS OF STOP SIGNS

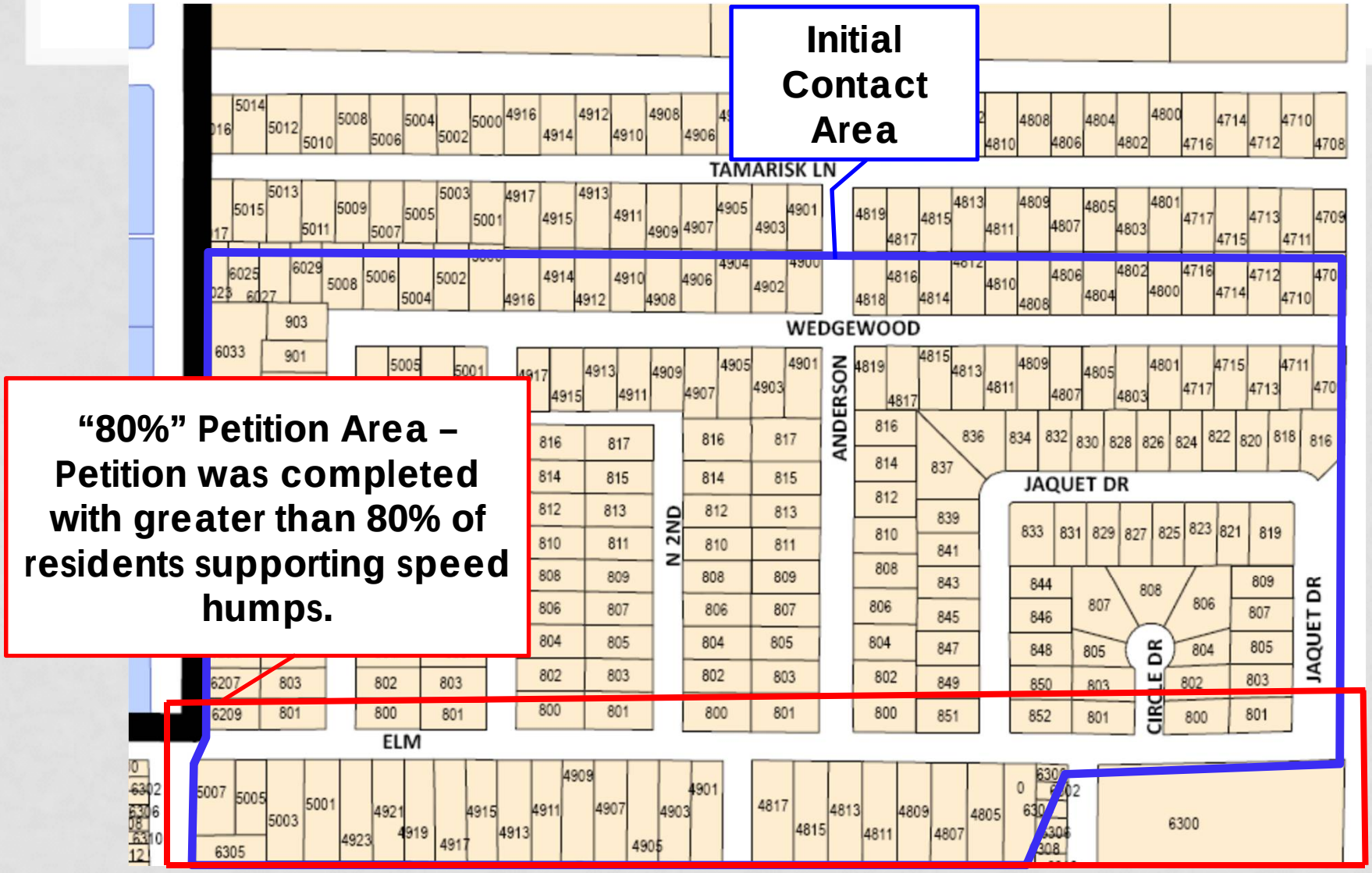
- Based on the August 2013 Traffic Study, according to the City, the installation of stop signs is not warranted.
  - Non-warranted stop signs can pose a risk for motorists and pedestrians
  - The City could face potential legal liabilities by installing such signs

- Some residents favor stop signs over speed humps; however, most residents have accepted City's position that stop signs are not an option for Elm Street; hence the high level of support for speed humps.

ELM STREET RESIDENTS REQUEST THAT THE CITY OF BELLAIRE::

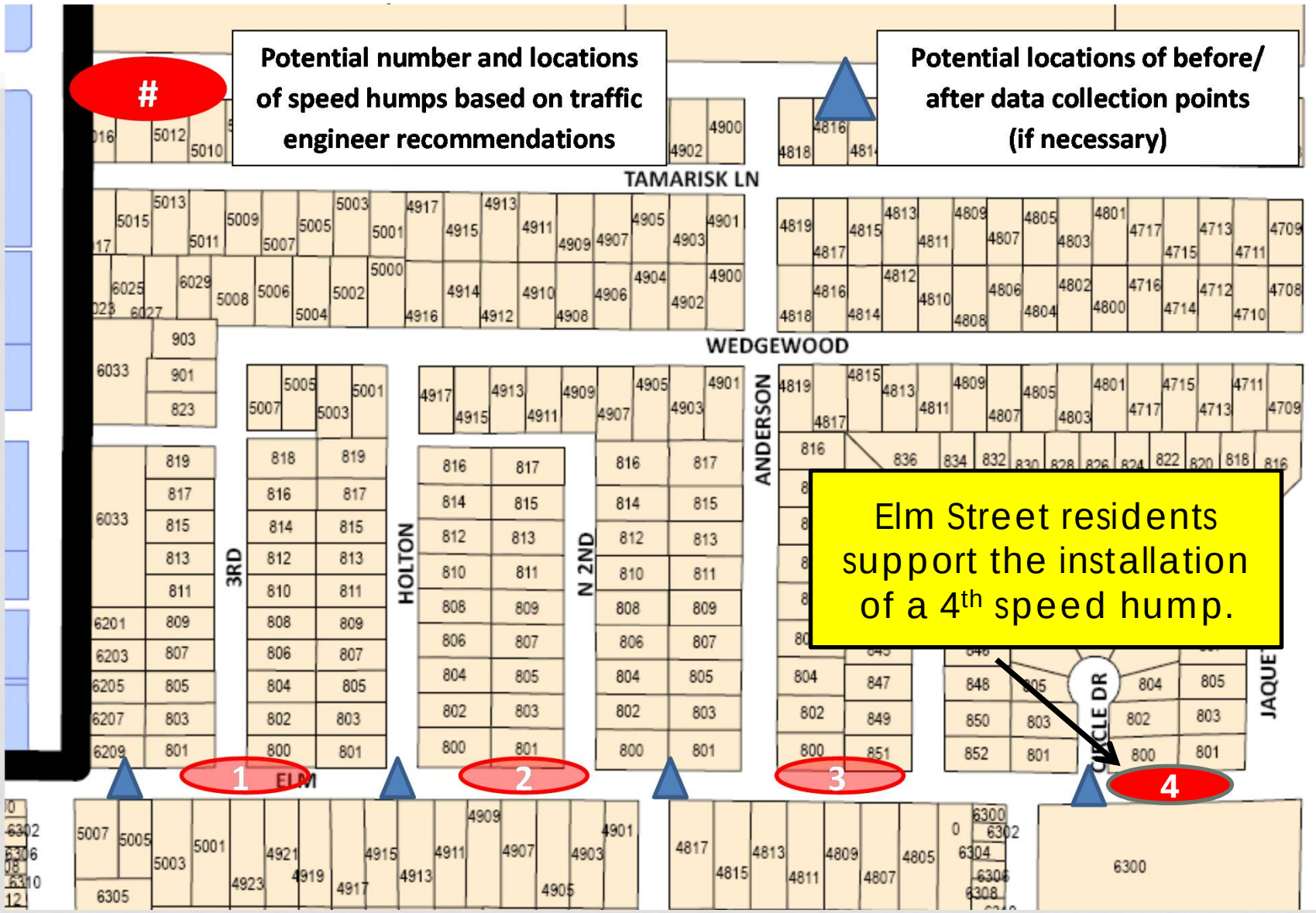
- Fast track the installation of speed humps to resolve the stated **Safety Issues**.
  - It goes without saying that no one in this Chamber is okay with any injury or worse.
- Share the cost of installing speed humps with residents
  - The Safety Issues on Elm Street are the result of numerous infrastructure changes (over many years) made by both the City of Houston and the City of Bellaire.
    - This is a wider Bellaire public safety issue, not just a local nuisance
  - If action is not taken now, the problem will get worse soon given the development underway on South Rice, near Sam's Club.

INITIAL CONTACT AREA / 80% PETITION AREA



"80%" Petition Area – Petition was completed with greater than 80% of residents supporting speed humps.

INITIAL RECOMMENDATIONS ON POSSIBLE SPEED HUMP/DATA COLLECTION LOCATIONS



ESTIMATED COSTS OF SPEED HUMPS

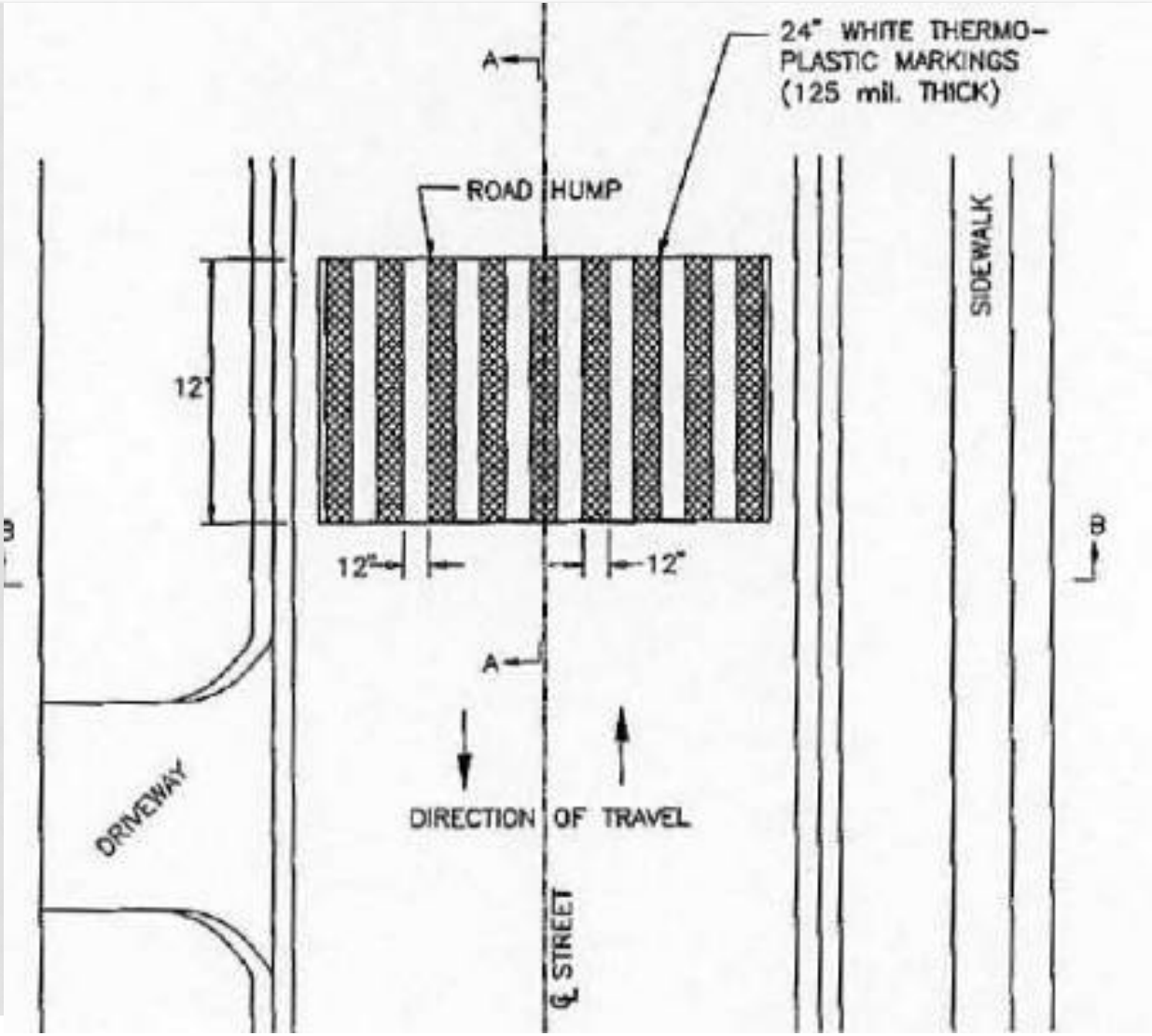
- Temporary speed humps for trial period(s)
  - $3,000 – 4,000 estimate per location
  - Speed humps are reusable on other projects.
  - Assumes City crews would install and remove
  - The speed bumps proposed as "temporary" could serve as the permanent solution. Surrounding communities have used this approach (See next slide).
    - West University/Southampton
    - Afton Oaks
    - Briargrove
- Permanent Asphalt Speed Hump Installation
  - $4,000 - $6,000 estimate per location
  - Includes signage and installation
- Permanent Project Engineering Costs
  - $3,000 - $5,000 total project estimate

SPEED HUMP DESIGNS

- Proposed Temporary Speed Humps

SPEED HUMP DESIGNS

- Potential Detail for Asphalt Speed Humps



Attachment: Elm Street Presentation 012215 (1900 : Consideration of Speed Humps on Elm Street)

RECEIVED
JUL 08 2003
CITY OF BELLAIRE
DEPT. OF PUBLIC WORKS

City of Bellaire, Texas

Neighborhood Traffic Improvement Program

Instructions and Application Petition Form

Adopted 4-15-96

NEIGHBORHOOD TRAFFIC

IMPROVEMENT PROGRAM

DEFINITIONS

APPLICANT means one or more property owners within a neighborhood area who makes a request for the construction or installation of a project.

DESIGNATED STREET means that portion of a street, within the right-of-way of which a project is proposed to be constructed under this article. Designated streets includes entire length of the block unless separated by an intervening thoroughfare or an existing traffic device.

DEVICE means a traffic mitigation device, consisting of the physical structure or other improvement constructed, placed or located, whether on a temporary or a permanent basis, upon a designated street pursuant to this article.

NEIGHBORHOOD AREA shall be designated by the City Council at its own discretion.

NEIGHBORHOOD TRAFFIC PROJECT OR PROJECT means one or more devices may be placed upon a designated street in a neighborhood area.

PROPERTY OWNER means one representative owner of any single parcel of real property within a neighborhood area.

PURPOSE

The purpose of this program is to establish the procedures governing the application for and review, approval, financing and construction of projects to minimize or eliminate traffic congestion, cut-through traffic or other traffic-related problems in a neighborhood area. In accordance with the provisions of this article, the City Manager shall prepare and make available to the public appropriate forms to request a project.

Attachment: Neighborhood Traffic Improvement Program (1900 : Consideration of Speed Humps on Elm Street)

REQUEST FOR PROJECT

(a) A request for a project must be initiated by an applicant.

(b) The City Manager shall, from time to time prepare and submit for approval by motion of the City Council a schedule of estimated reimbursable costs for the installation or construction of each traffic device. Payment of any applicable fees when due is a condition of the installation of an approved traffic device. The total fee amount will be determined by the approved bid accepted by the City for each traffic device.

PRELIMINARY REVIEW PROCESS

(a) Each request for a project shall be made or forwarded by the applicant to the City Clerk upon a petition form promulgated for that purpose and shall include, at a minimum, the following:

(1) A general description of the traffic problem or condition to be remedied.

(2) A petition from 80% of the property owners of the designated street. The petition shall contain the names, addresses and telephone numbers of the individuals comprising the applicant.

(3) Data concerning the proposed neighborhood area, including, but not limited to, such factors as the location and nature of businesses, schools, parks, churches or other non-residential traffic generators within or in close proximity to the neighborhood area.

(4) Commitment by the petitioners to pay the final fee for the installation or construction cost of each project. Fee to be determined by the final approved bid accepted by the City for the approved project.

(5) Any other information reasonably required by rule or regulation of the City Manager in order to make any determination specified under this program.

(b) Each request shall be reviewed by the City Manager or his designee for completeness. If determined to be complete, the request shall be considered to have been filed when received in the City Clerk's Office and shall be acted upon as further provided in this article. If determined to be incomplete, the request shall be returned to the applicant with written notice of the deficiencies.

NEIGHBORHOOD AREA

(a) Following the receipt of the petition from the designated street, the City Council shall at its own discretion designate the neighborhood area.

(b) Following the designation of the neighborhood area, a petition from the majority of the residents shall be forwarded by the applicant to the City Clerk upon the same form as required for the designated street.

INITIAL PUBLIC HEARING

(a) Following the receipt of a completed petition, a time and date of the initial public hearing will be set by City Council.

(b) Following the setting of the date and time, a written notice shall be mailed to all property owners and residents within the neighborhood area setting forth the date, time and location of a public meeting to receive public input on a proposed project. The notice shall specify the location and general nature of the proposed project and shall solicit public comments on the project.

(c) Each notice shall be effective when deposited in the U.S. mail addressed to the property owner, resident or representative of a neighborhood association. Failure of any person to receive actual notice of the public hearing required by this section shall not affect the validity of any action taken by the City in connection with the project.

(d) At the initial public hearing:

(1) Public comments shall be received on the proposed project; and

(2) Written comments concerning the project shall not be considered in evaluating any project unless received in the offices of the City Clerk. All comments must be received by the City Clerk by 12:00 noon on the Thursday preceding the date of the initial public hearing.

TRIAL PERIOD

(a) Following the initial public hearing, Council will consider in a regular Council meeting whether the proposed project is approved or disapproved in accordance with these procedures.

(b) Each approved project must be tested with a temporary traffic control device for a period of not less than 180 days.

(c) Any applicant whose project is declared disapproved shall not be permitted to file a new request for a similar project for a period of two years from the date of such disapproval.

SECOND PUBLIC HEARING

Following the completion of the 180 day trial period, a second public hearing will be held. The same procedures described for the initial public hearing will be followed for the second public hearing.

FINAL ACTION BY CITY COUNCIL

(a) A decision by City Council to approve or disapprove a request shall be final and shall not be subject to further appeal or rehearing. If the City Council denies the request, the applicant shall not be permitted to file a new request for the same or a similar project for a period of two years from such date of denial.

(b) If Council approves the request, such approval shall be by ordinance containing findings of fact.

CONSTRUCTION

The City Manager shall be responsible for the construction, or shall direct and oversee the construction by a private contractor or contractors, of approved projects.

REMOVAL

(a) Nothing contained in this article shall be construed to prohibit the City from removing any device or portion thereof at any time.

(b) The City Clerk shall maintain an accurate record of each approved project, which shall be reviewed by the City Council every five years to determine its continued viability.

LIMITATION ON ACTION OF CITY

The approval, installation and maintenance of a project and associated devices, as provided for by this article, shall never be construed to cause an abandonment or relinquishment of any street or public property or to authorize the installation of a device upon any right-of-way not under the control of the City.

REQUEST FOR
TRAFFIC DEVICE PETITION

The undersigned hereby petition for _____ (describe device) on _____ between _____ and _____. I understand that the Neighborhood Improvement Program contains provisions for the installation cost to be paid by the petitioner(s) and that the traffic device(s) will not be installed if funds are not received by the City for the project.

ADDRESS	NAME (PRINT)	SIGNATURE	PHONE

Who is the contact person for this request?

NAME: _____ ADDRESS: _____ PHONE: _____

PLEASE RECORD ALL UNOCCUPIED (VACANT) DWELLINGS IN THE PETITION AREA AND IF THERE ARE ANY SCHOOLS, PARKS, CHURCHES OR INSTITUTIONS ON THE STREET. THANK YOU.

City of Bellaire

Written Comment Log

Issue: Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, relating to the establishment of permanent speed humps along the 4700 to 5000 blocks of Elm Street.

*Written comments **supporting** permanent speed humps along Elm Street, with recommended changes such as taller speed humps and the addition of another speed hump (in alphabetical order):*

1) Bob Henschen;

2) Martha Henschen;

3) Barbara Meltzer; and

4) Steven D. Meltzer, M.D., P.A.

Tracy Dutton

From: Bob [redacted]
Sent: Wednesday, May 11, 2016 3:42 PM
To: Pat McLaughlan; Gus Pappas; Roman Reed; David Montague; Michael Fife; Trisha Pollard; Andrew Friedberg
Cc: Tracy Dutton
Subject: Council submission: Written public comment on "Speed Humps on Elm Street" issue

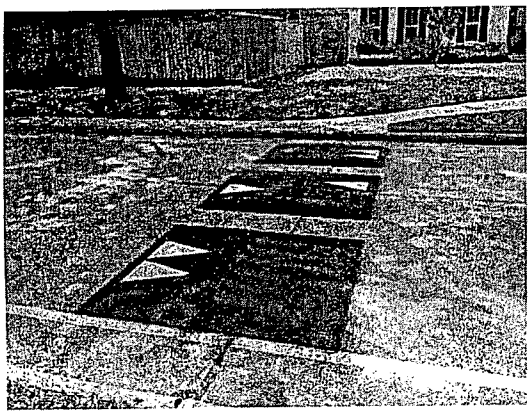
Re: Speed Humps on Elm Street Proposal

Dear Mayor and City Council Members,

My wife and I have appreciated the efforts of the City, especially Pubic Works Director Brant Gary, in working constructively with residents in area around Elm Street in addressing the problem of speeding motorists.

The temporary speed humps installed on Elm Street have been effective in reducing speeding over the six month testing period, as the test results analysis provided by Mr. Gary at the last Council discussion showed. So we would support having the speed humps declared permanent by the Council.

However, we have some serious concerns with the type of speed devices currently installed and believe that an upgrading from the rubber devices to more substantial and effective asphalt speed humps is what is really needed for the long term.


Elm Street

We believe there are two main problems with the rubber devices now installed:

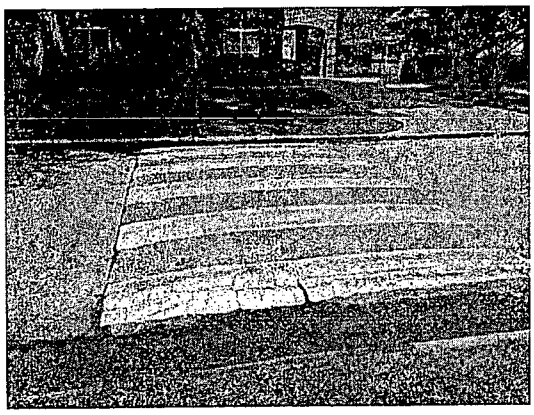
1. Because they are discontinuous across the roadway (three separate devices with a large gap between), speeding motorcyclists can avoid them entirely and drivers can avoid them on one side of their vehicles, substantially lessening their effect.

2. And, more importantly, because the the rubber devices are not very wide to cross (6' compared with 12' on asphalt installations) and not sufficiently high (3' compared with 3.5'), their impact actually becomes less onerous at 30-40 mph and much more onerous as one slows to 15-20 mph. We have observed that many drivers are finding this out and are increasing their speeds accordingly. And we would expect the number of speeding drivers to continue to increase over time, rendering the rubber devices less and less effective.

We believe the best plan would be that more substantial asphalt devices, like those installed elsewhere in Bellaire and in surrounding neighborhoods, be installed now to maintain the effectiveness of the speed

humps plan that has been demonstrated in the initial testing period. Otherwise, we can expect to see diminishing returns from the current installation.

In addition, although it is sometimes argued that asphalt devices require more maintenance, perhaps occasional repainting of the striping, this seems a small price to pay for truly effective speed control devices on a dangerous thoroughfare. Also, the effective life span of asphalt devices would be at least double that of rubber devices.



Anderson Street

For example, we have had more substantial asphalt devices on Anderson Street between Elm Street and Fournace Place for years and, while they could use restriping, they are continue to be a more serious deterrent to speeding than the rubber models currently on Elm. Crossing these asphalt devices at over 30 mph will give you a serious jolt that you won't want to experience again--while, at 30 mph and above, the currently installed rubber devices become only minor irritants.

If replacing the current rubber devices with more effective asphalt devices is not the decision of the Council at this time, we, of course, support leaving the rubber devices in place, as they have so far been a big improvement.

But we urge that the City continue periodic speed surveying to watch for the increase in speeding drivers as the inadequacies of the rubber devices as a deterrent become common knowledge. The City could later decide to upgrade from the current devices, which have a limited life span anyway.

Thanks again for your close attention to this public safety matter of great concern to the residents in our neighborhood.

Sincerely,
Bob Henschen
[redacted] Jaquet Drive

Tracy Dutton

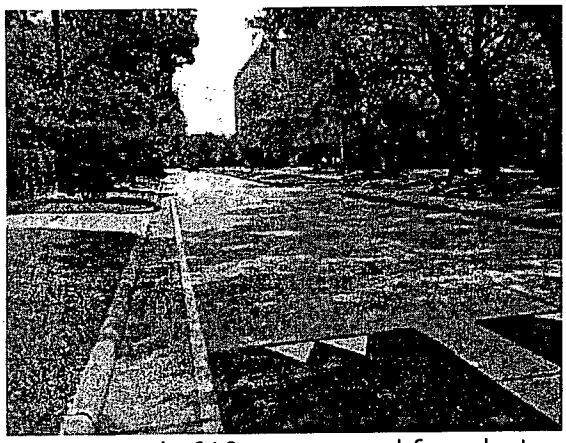
From: Martha [redacted]
Sent: Wednesday, May 11, 2016 11:35 PM
To: Pat McLaughlan; Gus Pappas; Roman Reed; David Montague; Michael Fife; Trisha Pollard; Andrew Friedberg
Cc: Tracy Dutton
Subject: Written comment on Elm Street Speed Humps decision

Dear Mayor and Council Members,

My husband and I had some questions about the speed humps after the last hearing, and Brant Gary graciously met with us and gave us information and his thoughts. He has been most helpful.

We are delighted that the humps are to be made permanent. We do, however, feel that the current, temporary humps are not sufficient. I walk my neighborhood, including Elm, every day of the month, when the weather permits. And while it is true that the speeds have lowered somewhat, it is apparent to me that many people, realizing that the humps really don't have much effect, are beginning to speed up again.

Another thing I would strongly advocate is an additional hump between Jaquet and the 610 access road. Brant has said that this is not recommended, but I think is makes sense. Now, when cars cross the last hump before 610 (at my street), they put the pedal to the metal to make up for lost time. There is a park at the access road and many nannies with strollers come down Elm to get to it.



View towards 610 access road from last speed humps on Elm Street at Jaquet Drive

The argument that it would be dangerous for cars turning from the 610 access road is weak. There is plenty of visibility, and with an additional hump, the traffic would be slower. That would also help with another serious problem--the delivery trucks (mainly Fedex) that regularly park directly in front of the office building on the corner of Elm and 610 in the "no parking at any time" zone. (There is plenty of room in the parking lot.) Several months ago I watched a car get rear-ended on the access road because he had to stop suddenly when a car passed the delivery truck and was coming at him in his lane of traffic.

So an additional speed hump will help in several ways to make the dangerous last block before the freeway safer.

Thank you so much for your consideration,
Martha Henschen
[redacted] Jaquet Drive

Received 5/4/2016 Hcl

Public Hearing — Elm Street Traffic Control Devices

To: City Clerk T Dutton 662-8212

MONDAY, MAY 2, 2016
6:00 P.M.

WRITTEN COMMENT SHEET

If you would like to submit a written comment to the City Council of the City of Bellaire, Texas, regarding the request for the permanent installation of existing traffic control devices (speed humps) along Elm Street, please complete this form and submit it to Tracy L. Dutton, City Clerk.

Installing the speed humps last yr clearly helped slow the cars and trucks racing on Elm Street. However, many vehicles do not slow down and still speed over the humps. You can hear their vehicles bumping loudly as they drive over them.

There is no question in my mind that the speed humps need to be permanent; and the permanent ones must be higher. This is the only way to force the still-speeding vehicles to slow down to a responsible driving speed.

Many of the residents, their families and pets who live on Elm Street or close to it have had close calls with vehicles racing. These dangerous vehicles may have hit and killed our pets, nearly missed hitting us as we crossed the street or nearly hit our vehicles as we drive down the street or enter/leave our driveways.

The first long-awaited step of installing temporary speed humps has helped. The residents have paid for them (the City of Bellaire should have paid for them, but that is another story) so it is time to install permanent speed humps to save lives.

Barbara Meltzer
[redacted] Elm Street
Bellaire,
[redacted]

Steven D. Meltzer, M.D., P.A.
Diplomate, The American Board of Obstetrics and Gynecology
7900 Fannin Suite 3600
Houston, Texas 77054
Telephone [redacted] **Fax** [redacted]

May 4, 2016

TO: Tracy L. Dutton and Members of the Bellaire City Council

BY: Email

RE: Elm Street Speed Bumps

Dear Ms. Dutton and Members of the Bellaire City Council:

My name is Steven Meltzer and I reside at [redacted] Elm Street and have done so for the past 17 years. Furthermore, I have been a resident of Bellaire since 1990.

We fought hard to get approval for the speed bumps, and I think we all agree that they have had a beneficial effect on getting the majority of Elm Street traffic slowed down. However, we have also learned that the existing temporary rubber humps are too often inadequate. If safety is "job #1", there is still some work to be done.

Going forward, the permanent speed bumps must be much more robust and taller. This is critical to the success of the program. I can think of no reason that speed bumps should be anything less than the best and most effective that they can be for the safety of all of us who live on or adjacent to Elm Street.

I say this knowing that I'll be driving over these humps every day, just like everyone else. Not only must the permanent speed bumps be sturdy and rugged, but they must also be a single piece all the way across the street. The gaps between the current rubber humps are just a convenient challenge for speeders on their motorcycles.

In approximately January of 2015, I sat in the City Council meeting as you approved (and I can't recall exactly) about $350K in taxpayer money for the beautification of a (relatively) small strip for the Holly Street Beautification project. There was not one iota of citizen or pet safety mentioned in those discussions, nor it's subsequent approval. Furthermore, I don't believe the residents on Holly Street contributed much, if anything, to finance their beautification project.

On the other hand, at the same meeting, those of us who live on or around Elm Street fought "tooth and nail" just to get the City of Bellaire's approval to use our own money to pay for safety speed bumps on our much larger, longer and more traveled street. I for one can hardly fathom such inequity, nor make any sense of such fiduciary foolery, but here we are, begging the city to use our own money to pay for services that rightfully should have been paid by the City of Bellaire. Years ago!

Since the residents on Elm St. have taken so much initiative in the effort to make our street safer, and we have demonstrated that we are more than willing to "put our money where our mouths are", I think it would be unconscionable for the City Council to deny our request for safer, sturdier, better and more effective permanent speed bumps.

Sincerely,

Steven D. Meltzer, MD

CC:

Paul A. Hofmann, City Manager
Brant Gary, Director of Public Works
Andrew Friedberg, Mayor;

ORDINANCE NO. 16-____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, RELATING TO THE ESTABLISHMENT OF PERMANENT SPEED HUMPS ALONG THE 4700 TO 5000 BLOCKS OF ELM STREET.

WHEREAS, pursuant to the Neighborhood Traffic Improvement Program, the City of Bellaire, Texas, gave notice and held a public hearing before the City Council of the City of Bellaire, Texas, on March 2, 2015, related to a validated petition submitted by over 80% of the real property owners of record abutting the 4700 to 5000 blocks of Elm Street requesting the installation of speed humps along said blocks; and

WHEREAS, on March 23, 2015, the City Council of the City of Bellaire, Texas, voted to place temporary speed humps along the 4700 to 5000 blocks of Elm Street based on said validated petition and on the public hearing held before the City Council of the City of Bellaire, Texas, on March 2, 2015; and

WHEREAS, the Bellaire Public Works Department collected the funds to install temporary speed humps along the 4700 to 5000 blocks of Elm Street from petitioners in the affected area and installed said temporary speed humps in October of 2015; and

WHEREAS, following a trial period of approximately 180 days, the City of Bellaire, Texas, gave notice and a second public hearing was held before the City Council of the City of Bellaire, Texas, on May 2, 2016, to consider whether to remove said speed humps or to make said speed humps permanent; and

WHEREAS, the City Council of the City of Bellaire, Texas, having heard from residents of the affected area finds that taking the action set forth hereinbelow will further the public health, safety, and welfare of its citizens; **NOW, THEREFORE,**

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

1. **THAT** the recitals set forth above are found to be true and correct.

2. **THAT** the existing temporary speed humps located along the 4700 to 5000 blocks of Elm Street shall remain in place and become permanent speed humps.

3. **THAT** this Ordinance shall take effect immediately upon its adoption.

PASSED, APPROVED and **ADOPTED** this 16th day of May, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Attachment: Establishment of Permanent Speed Humps on Elm Street (1900 : Consideration of Speed Humps on Elm Street)

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

SCHEDULED
ORDINANCE (ID # 1906)

Meeting: 05/16/16 06:00 PM
Department: City Clerk
Category: Amendment
Department Head: Paul A. Hofmann
DOC ID: 1906

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending Ordinance Nos. 09-073 and 15-024 for the purpose of increasing the City Clerk's annual compensation as a result of the City Clerk's annual performance review - Requested by Andrew S. Friedberg, Mayor.

Background/Summary:

On May 2, 2016, the City Council of the City of Bellaire, Texas (the "City Council") met in Closed Meeting for the purpose of conducting an annual performance review for the City Clerk. As part of the review, the City Clerk's compensation was considered for the upcoming year. At the conclusion of the Closed Meeting, the City Council reconvened in open meeting and by consensus agreed that the City Clerk's compensation would increase from $120,750 to $124,500, effective May 2, 2016. Formal action to approve the compensation increase would be by a subsequent ordinance.

The ordinance before City Council this evening allows for action to approve the increase in the City Clerk's annual compensation.

Previous Council Action Summary:

The City Clerk's annual performance review was held on May 2, 2016.

Fiscal Impact:

General Fund - Salary and Benefits will increase as a result of action taken on the proposed ordinance.

Recommendation:

Action as City Council deems appropriate.

ATTACHMENTS:

- Amendment to Ord. Nos 09-073 and 15-024 - Increase in Salary for City Clerk (DOC)

ORDINANCE NO. 16-____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING ORDINANCE NOS. 09-073 AND 15-024 FOR THE PURPOSE OF INCREASING THE CITY CLERK'S ANNUAL COMPENSATION AS A RESULT OF THE CITY CLERK'S ANNUAL PERFORMANCE REVIEW.

WHEREAS, the City Council of the City of Bellaire, Texas, heretofore previously adopted Ordinance No. 09-073 on November 16, 2009, for the purpose of appointing Tracy L. Dutton as City Clerk of the City of Bellaire, Texas, and providing for the terms and provisions of such appointment, including the duties of the City Clerk, compensation, and payment of benefits for said City Clerk; and

WHEREAS, the City Council of the City of Bellaire, Texas, heretofore previously adopted Ordinance No. 15-024 on April 20, 2015, for the purpose of increasing the City Clerk's annual compensation as a result of the City Clerk's annual performance review, effective April 6, 2015; and

WHEREAS, as a result of the City Clerk's annual performance review on May 2, 2016, it is the desire of the City Council of the City of Bellaire, Texas, to amend Ordinance Nos. 09-073 and 15-024, to authorize an increase in the annual compensation of the City Clerk as set forth therein; **NOW, THEREFORE,**

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

1. **THAT** the recitals set forth above are found to be true and correct.

2. **THAT** the first sentence of Section 2, Subsection b, Compensation, of Ordinance No. 09-073 is hereby restated as follows:

> The annual compensation for Tracy L. Dutton shall be One Hundred Twenty-Four Thousand Five Hundred Dollars ($124,500) effective May 2, 2016.

Attachment: Amendment to Ord. Nos 09-073 and 15-024 - Increase in Salary for City Clerk (1906 : City Clerk Compensation)

Such amount may be amended by a vote of the City Council of the City of Bellaire, Texas, from time to time.

3. **THAT** this Ordinance shall take effect immediately upon its adoption, with said increase in annual compensation taking effect as of May 2, 2016.

PASSED, APPROVED and **ADOPTED** this 16th day of May, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

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

SCHEDULED
RESOLUTION (ID # 1903)

Meeting: 05/16/16 06:00 PM
Department: City Manager's Office
Category: Resolution
Department Head: Diane K White
DOC ID: 1903

Item Title:

Consideration of and possible action on the adoption of a resolution of the City Council of the City of Bellaire, Texas, to join with the City of Houston, Texas in a coalition of cities interested in the conduct of the proceedings regarding the filing by CenterPoint Energy Houston Electric, LLC ("CenterPoint Houston") of an Application for Approval of a Distribution Cost Recovery Factor ("DCRF") with the Public Utility Commission of Texas ("Commission ") under Docket No. 45747 and to authorize the coalition to intervene on behalf of the participating municipalities - Submitted by Terrence Beaman, Chief Financial Officer.

Background/Summary:

On April 4, 2016, CenterPoint Energy Houston Electric, LLC ("CenterPoint Houston") filed an Application for Approval of a Distribution Cost Recovery Factor ("DCRF") with the Public Utility Commission of Texas ("Commission ") under Docket No. 45747. The City of Houston, Texas has issued an invitation to cities located in the CenterPoint Houston service territory to participate in a coalition of cities led by the City of Houston. The coalition represents municipalities' interests in the rate case proceedings. No financial contribution will be required by member cities.

CenterPoint Houston's application contains several issues that warrant a more thorough review and analysis. The City of Houston has organized a team of experts to review and analyze the application and assist in the preparation of a final recommendation.

Participation in the coalition will include access to these experts and will avoid duplication of effort and result in a stronger position through collective action.

Fiscal Impact:

N/A

Recommendation:

Approval of Resolution authorizing the joining of the coalition of cities.

ATTACHMENTS:

- Resolution to Join Coalition (DOC)

RESOLUTION NO. 16-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, PERTAINING TO CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC APPLICATION FOR APPROVAL OF A DISTRIBUTION COST RECOVERY FACTOR PENDING AS DOCKET NO. 45747 AND RELATED PROCEEDINGS.

WHEREAS, on or about April 4, 2016, CenterPoint Energy Houston Electric, LLC ("CenterPoint Houston") filed an Application for Approval of a Distribution Cost Recovery Factor ("DCRF") with the Public Utility Commission of Texas ("Commission") under Docket No. 45747; and

WHEREAS, Section 36.210 of the Public Utility Regulatory Act authorizes an electric utility company to request periodic adjustment to its rate schedule between full base rate cases due to changes in the utility's invested capital by including a DCRF in its Commission approved rates; and

WHEREAS, CenterPoint Houston is requesting $ 49.4 million increase (inclusive of an approximate $11.2 million refund) for the first year (September 1, 2016 – August 31, 2017) and a $60.6 million increase for subsequent years to be recovered through ratepayers; and

WHEREAS, any DCRF ordered by the Commission in the proceedings could ultimately affect CenterPoint Houston's rates for wholesale electric transmission customers and for end-use retail electric customers in CenterPoint Houston's certificated service territory; and

WHEREAS, certain municipalities have indicated their desire to join with the City of Houston, Texas in a coalition of cities interested in the conduct of the proceedings and to authorize the coalition to intervene on behalf of the participating municipalities therein; and

WHEREAS, the coalition of cities shall be led by the City of Houston, which shall direct the selection of legal counsel and consultants on behalf of the coalition.

WHEREAS, interested parties must seek party status to comply with the intervention deadline to be set in the proceedings; and

Attachment: Resolution to Join Coalition (1903 : Resolution to Join Coalition)

WHEREAS, the City Council finds that the participation of the City of Bellaire ("City") in the coalition of cities will achieve coordinated efforts among similarly situated affected municipalities in order to maximize the efficient use of resources and expertise in reviewing, analyzing, and investigating CenterPoint Houston's DCRF application; and

WHEREAS, City Council has determined that it is in the best interest of the City that the City participates with the coalition of cities in the proceedings; **NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS:**

Section 1: That the statements and findings recited in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2. That the City is hereby authorized to join with other municipalities as part of the coalition of cities and to participate to the fullest extent permitted by law in proceedings affecting the rates, operations and services of CenterPoint Houston for customers within the City of Bellaire, Texas and in particular regarding the DCRF recovery factor.

Section 3. That the City is hereby authorized to intervene in the proceedings as a member of the coalition.

Section 4. That such outside counsel that the City of Houston may select, shall represent the City in all of the proceedings and are hereby authorized to take all legal and other actions necessary to forward the interests of the City in the proceedings and all matters related to such proceedings, including without limitation any hearings, conferences, negotiations and related Proceedings.

Section 5. That this Resolution shall take effect immediately upon its passage and approval in the manner required by the City Charter and ordinances.

PASSED, APPROVED, and **ADOPTED** by the Participant at its Regular Session held on May 16, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

Attachment: Resolution to Join Coalition (1903 : Resolution to Join Coalition)

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Attachment: Resolution to Join Coalition (1903 : Resolution to Join Coalition)

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

SCHEDULED
ORDINANCE (ID # 1904)

Meeting: 05/16/16 06:00 PM
Department: City Manager's Office
Category: Ordinance
Department Head: Diane K White
DOC ID: 1904

Item Title:

Consideration of and possible action on the adoption of a ordinance of the City Council of the City of Bellaire, Texas, denying the application of Centerpoint Energy Houston Electric, LLC, for approval to amend its Distribution Cost Recovery Factor - Submitted by Terrence Beaman, Chief Financial Officer.

Background/Summary:

On April 4, 2016, CenterPoint filed an application to update its current Distribution Cost Recovery Factor (DCRF) rate within its service territory. CenterPoint is requesting a $49.4 million increase (inclusive of an approximate $11.2 million refund) for the first year (September 1, 2016 - August 31, 2017) and a $60.6 million increase for subsequent years. The $11 million refund is intended to account for an over- recovery resulting from an error made by the Company in the development of its initial DCRF rates approved by the Public Utility Commission (PUC) in 2015.

If CenterPoint's current request is approved, the average residential customer using 1,000 kWh per month would experience a $0.87 increase to the monthly electric bill during the period September 1, 2016 to August 31, 2017 in which the proposed new DCRF rate and refund would be in effect, and a $1.07 per month increase thereafter. The City is participating in this proceeding, as a member of the Houston Coalition of Cities (Coalition) formed by the City of Houston, a coalition of similarly situated cities with CenterPoint customers within their city limits.

The enabling statute permitting implementation of a DCRF was approved during the 82nd Legislative Session and allows an electric utility to adjust its rates for changes in certain distribution costs outside of a full base rate proceeding. Pursuant to State Law, the City has 60 days to review the filing and make a final decision approving, modifying, or rejecting the application. Therefore, the City's deadline to adopt a rate ordinance is June 3, 2016. If the City does not take action within the 60 day period, the application is assumed to be appealed to the PUC.

Unlike a full base rate proceeding, the City does not have the option to suspend a DCRF rate request. As a result, the Coalition experts are unable to thoroughly review and determine if the proposed DCRF rates have been calculated correctly and are just and reasonable within the prescribed 60 day timeframe for municipal review.

Because of the expedited nature of the filing, the Coalition experts recommend that City Council, as a Coalition member, adopt an Ordinance denying CenterPoint's application for approval to amend its DCRF. This will mean that the case will become immediately appealable by CenterPoint. The City of Bellaire, as a member of the coalition formed by the City of Houston, will participate in the proceeding at the PUC.

Previous Council Action Summary:

Approval of Resolution on May 16, 2016 to join coalition of cities to deny the CenterPoint Energy Houston Electric, LLC ("CenterPoint Houston") Application for Approval of a Distribution Cost Recovery Factor ("DCRF") with the Public Utility Commission of Texas ("Commission").

Fiscal Impact:

N/A

Recommendation:

Approval of Ordinance to deny CenterPoint Houston's application.

ATTACHMENTS:

- Ordinance to Denty CenterPoint Application (DOC)
- CenterPoint Energy Houston Electric Application for Approval to Amend its DCRF - Updae and Rate Ordiance Recommendation Letter Dated May 12, 2016 (PDF)

ORDINANCE NO. 16-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, DENYING THE APPLICATION OF CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC, FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR FILED WITH BELLAIRE, TEXAS ON APRIL 4, 2016; CONTAINING FINDINGS AND PROVISIONS RELATED TO THE FOREGOING SUBJECT.

WHEREAS, on or about April 4, 2016, CenterPoint Energy Houston Electric, LLC ("CenterPoint") filed an Application for Approval to Amend its Distribution Cost Recovery Factor ("DCRF") with Bellaire, Texas ("City") pursuant to Section 36.210 of the Texas Public Utility Regulatory Act ("PURA") to increase electric rates; and

WHEREAS, CenterPoint filed an application to implement a distribution cost recovery factor in 2015 to recover $16,704,985 per year due to changes to capital investment in its distribution system and the Public Utility Commission approved $13 million of the requested amount ("2015 DCRF").

WHEREAS, CenterPoint's DCRF filed this year amends its 2015 DCRF amount of $13 million to request $60,596,164 per year; and

WHEREAS, CenterPoint advises that there was an accounting error in its 2015 DCRF that resulted in a $11.2 million overcharge that will be refunded through this DCRF; and

WHEREAS, the deadline for acting on CenterPoint's DCRF application is June 3, 2016 and the effective date of CenterPoint's amended DCRF rider is September 1, 2016; and

WHEREAS, the City is a member of the Houston Coalition of Cities ("Coalition") in this DCRF proceeding, as approved by Resolution No. _____ by City Council on May 16, 2016; and

WHEREAS, the expert utility rate consultants retained to review CenterPoint's DCRF application on behalf of the Coalition ("consultant") have issued a preliminary assessment and concluded that CenterPoint has not yet demonstrated through its application and testimony that its present earnings are not sufficient to fund the $60.5 million it is seeking to recover through a DCRF rider for investments incurred since CenterPoint's last comprehensive base rate case; and

WHEREAS, the consultants have not had sufficient time to determine whether the proposed refund is the correct amount or that the proposed refund mechanism and interest rate are appropriate; and

WHEREAS, the consultants have further determined that CenterPoint has not yet established that the costs it seeks to recover are eligible for recovery through a DCRF rider pursuant to PURA; and

WHEREAS, City Council finds that it is in the best interests of the ratepayers served by CenterPoint within the City that the DCRF application be denied. **NOW THEREFORE;**

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

Section 1. That the statements and findings set out in the preamble to this Ordinance are determined to be true and correct and are hereby adopted as part of this Ordinance.

Section 2. That the City of Bellaire, Texas hereby denies CenterPoint's Application for Approval to Amend Its Distribution Cost Recovery Factor rider and the ensuing rate increase.

Section 3. That CenterPoint's Amendment to its Distribution Cost Recovery Factor application on file with the City is denied in total.

Section 4. That if any provision, section, subsection, sentence, clause or phrase of this ordinance or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this ordinance or their application to other persons of sets of circumstances shall not be affected thereby, it being the intent of the City Council in adopting this ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity of any other portion hereof, and all provisions of this ordinance are declared to be severable for that purpose.

Section 5. That the City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Tex. Gov't. Code Ann., ch.551 (Vernon 2004 & Supp. 2005); and that this meeting was open to the public as required by law at all times during which this ordinance and the subject matter thereof have been discussed, formally considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 6. That this Ordinance shall take effect immediately upon its passage and approval.

PASSED, APPROVED, and **ADOPTED** by the Participant at its Regular Session held on May 16, 2016.

(SEAL)

ATTEST:

_____
Tracy L. Dutton, TRMC
City Clerk

SIGNED:

_____
Andrew S. Friedberg
Mayor

APPROVED AS TO FORM:

_____
Alan P. Petrov
City Attorney

Attachment: Ordinance to Denty CenterPoint Application (1904 : Ordinance Denying CenterPoint Application to the Public Utility Commission

CITY OF HOUSTON

Administration & Regulatory Affairs Department

Sylvester Turner

Mayor

Tina Paez
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 713.837.0311
F. 832.393.8527
www.houstontx.gov/ara/

May 12, 2016

To: Houston Coalition of Cities

Re: CenterPoint Energy Houston Electric, LLC's Application for Approval to Amend its Distribution Cost Recovery Factor — Update and Rate Ordinance Recommendation

The deadline for cities to adopt a rate ordinance approving, modifying, or rejecting CenterPoint Energy Houston Electric, LLC's (CenterPoint or Company) application for approval to amend its distribution cost recovery factor (DCRF) is **June 3, 2016**. The Houston Coalition of Cities (Coalition) experts recommend that Coalition cities deny CenterPoint's application for a DCRF. A sample rate ordinance is attached.

Following a preliminary review of CenterPoint's DCRF request, the Coalition experts identified, and will more thoroughly explore, the following issues:

- **Proposed refund.** CenterPoint is proposing to refund approximately $11.2 million to customers during the period September 1, 2016 to August 31, 2017 in conjunction with its proposed DCRF rate. This refund is intended to account for an over-recovery resulting from an error made by the Company in the development of its initial DCRF rates approved by the Public Utility Commission (PUC) in 2015. However, our experts believe that CenterPoint incorrectly calculated the refund amount by using a short-term interest rate of 0.12% per year. The DCRF rule provides that the utility's authorized rate of return (ROR), in this case 7.54% per year, should be used in reconciling any over-recoveries. Using the 7.54% ROR for calculating the interest on CenterPoint's refund increases the refund by approximately $900,000.

- **Automatic increase in DCRF rates.** CenterPoint is requesting a $49.4 million increase (inclusive of the $11.2 million refund) for the first year (September 1, 2016 – September 1, 2017) in which its new DCRF would be in effect, and proposes that its DCRF then be increased by another $11.2 million per year beginning September 2017 once the refund is completed. This proposal would essentially result in two separate DCRF rate increases through a single DCRF application, which the Coalition's experts contend is not allowed under the PUC's DCRF rule. By including two separate DCRF requests in a single filing, CenterPoint would also be extending the period before it is required to file its next base rate case. The DCRF rule allows CenterPoint to file only four DCRF requests before filing a base rate case. Our experts opine that CenterPoint should not be allowed to combine two DCRF filings in one proceeding.

- **Excess Earnings Determination.** CenterPoint's right to implement a DCRF is subject to a determination that the Company's earnings, as reflected in the Company's most recent annual Earnings Monitoring Report (2015 in this case), did not exceed the authorized ROR. Although analysis of CenterPoint's 2015 earnings is not complete, if the Company is found to be earning more than authorized, its $60 million DCRF rate increase application would be dismissed.

- **Unsupported and Misclassified Costs.** The experts are also concerned that CenterPoint's request fails to demonstrate that certain costs it seeks to recover are properly classified as distribution investment costs or otherwise eligible for recovery through the DCRF. The DCRF is limited to recovery of qualified distribution

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros
Robert Gallegos Mike Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh Amanda Edwards Jack Christie
Controller: Chris Brown

system investment costs. Transmission expenses, capitalized operations and maintenance expense, and indirect corporate charges are ineligible for recovery through the DCRF. CenterPoint's application appears to indicate that capitalized operations and maintenance expenses, transmission, and indirect corporate costs have been improperly included in the Company's $60.6 million DCRF increase request. Based on preliminary estimates, it appears these unsupported and misclassified costs serve to overstate CenterPoint's DCRF request by several million dollars.

- **Overstatement of Federal Income Taxes.** It also appears that CenterPoint's DCRF calculation significantly overstates the level of income taxes that are eligible for recovery through the DCRF as a result of the Company's understatement of the income tax level allowed by the PUC in its last base rate case. Correcting this error would significantly reduce CenterPoint's DCRF request.

Once cities deny CenterPoint's DCRF request, the rate ordinances will be appealed to the Commission and consolidated with the PUC proceeding. CenterPoint filed a similar application at the PUC for customers within the unincorporated areas and in cities ceding jurisdiction to the Commission. The Coalition is an intervenor in the PUC proceeding. The PUC must make a final decision by July 15, 2016 (unless the deadline is extended).

If you have any questions or would like additional information, I can be reached at 832.393.8531.

Respectfully,

Alisa Talley

Alisa Talley, Division Manager
Administration and Regulatory Affairs Department
City of Houston

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

SCHEDULED
ACTION ITEM (ID # 1863)

Meeting: 05/16/16 06:00 PM
Department: City Manager's Office
Category: Ordinance
Department Head: Diane K White
DOC ID: 1863

Item Title:

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, authorizing the Mayor of the City of Bellaire, Texas, to execute, for and on behalf of the City of Bellaire, Texas, an Engagement Letter with Whitley Penn, LLP, Certified Public Accountants, for purposes of providing independent financial audit services for the City of Bellaire, Texas, for the fiscal year ended September 30, 2016 (FY2016) with annual options to audit the City's financial statements for each of the four (4) subsequent fiscal years - Submitted by Diane K. White, Assistant City Manager.

Background/Summary:

The City has been in the process of preparing to go through an audit selection process for over a year.

In July of 2014 the City Manager presented the FY2015 proposed budget to the City Council where in that presentation a management team would be developed to create Financial Management Policy Statements for the City. This team was established, and Comprehensive Financial Management Policy Statements were developed based on Government Finance Officer Association (GFOA) best practices and modeled after several other cities.

The Audit Finance Board approved the City's Comprehensive Financial Management Policy Statements ("CFMPS") on April 30, 2015. The CFMPS were approved and adopted by City Council on May 18, 2015.

Last year on March 23, 2015, City Council approved a one year extension for auditing services with Belt Harris Pechacek, LLLP ("BHP") while the City was in the process of finalizing the CFMPS. At that time it was anticipated that the CFMPS would include a requirement to seek proposals for audit services every five (5) years and an auditor rotation preference. When the extension was approved by City Council it was anticipated and communicated to City Council and BHP that a new auditing firm would be considered. Accordingly, only a one year extension with BHP was considered. Previous engagements and common practice in the industry is an engagement letter that allows for the first year audit and four subsequent years thereafter at the approval of the City.

On Feb 17, 2016 the Audit Finance Board was presented with an overview of the Auditing firm selection process and timeline as outlined in the CFMPS in Section IIA:

A. Selection of Auditors

At least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.

- It is the City's preference to rotate auditor firms every five years to

ensure that the City's financial statements are reviewed and audited from an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, the firm's ability to perform a quality audit and price.

- However, if through the proposal and review process, management and the Audit Finance Board select the current audit firm, then, it is the City's preference that the lead audit partner be rotated as well as the lead reviewer after a maximum of five years.

On April 26, 2016 the Audit Finance Board made a unanimous decision to accept the recommendation of the Staff Audit Selection team comprised of Bill Mize, Finance Manager, Jim Harrison, Senior Accountant, and Diane White, Assistant City Manager. A detailed memo is attached on the process that was followed and presented to the board.

As part of this agenda item you have been provided with the *Request For Proposals for Auditing Services (RFP 16-01)*, the RFP submission of the recommended firm of Whitley Penn, the memorandums written by the Staff Audit Selection Team and Whitley Penn's Engagement Letter marked "Exhibit A".

For future years the CFMPS calls for the independent auditor to annually provide a letter of engagement to the City Council for annual audit services.

Previous Council Action Summary:

No Action has been taken by City Council on the selection of a new auditing firm.

Fiscal Impact:

General Fund Finance Budget recurring base - $38,000

Recommendation:

Accept the recommendation of the City's Audit Finance Board to engage Whitley Penn, LLP

ATTACHMENTS:

- City Council Packet Auditing Services (PDF)
- Ordinance for Auditing Services (DOC)
- Bellaire Audit Engagement Letter 2016 - Final (PDF)

City of Bellaire Finance

MEMORANDUM

TO: Audit Finance Board

FROM: Diane K. White, Assistant City Manager

DATE: April 21, 2016

SUBJECT: Transmittal Memo for April 26, 2016 Audit Finance Board Meeting

On Feb 17, 2016 the Audit Finance Board was presented with an overview of the Audit Selection Process and timeline as outlined in the City's Comprehensive Financial Management Policy Statements (CFMPS). The purpose of this memo is to provide you with some historical information and provide a brief introduction to the information attached. The City Council is scheduled to receive a recommendation and consider an engagement letter from an auditing firm on May 16, 2016.

The Audit Finance Board approved the CFMPS on April 30, 2015. The statements were approved and adopted by City Council on May 18, 2015.

Last year on March 23, 2015, City Council approved a one year extension for auditing services with Belt Harris Pechacek while the City was in the process of finalizing the CFMPS. At that time it was anticipated that the policy would include an auditor rotation preference. When the extension was approved by City Council it was anticipated and communicated to City Council that a new auditing firm would be considered.

Our goal is for the Audit Finance Board to accept our recommendation as presented and proceed to prepare for the May 16, 2016 City Council Meeting. Our plan is for the interim audit procedures to begin in June/July and in order for us to accomplish this we must engage a firm on May 16, 2016.

Attachments:
Memo From Jim Harrison Staff Audit Selection Committee Chair and Senior Accountant
Composite Scores Matrix
Request For Proposal (RFP16-01) Professional Auditing Services – Feb 23, 2016
Confidential Attachments of RFP Submissions

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

City of Bellaire
Finance Department

MEMORANDUM

TO: Audit Finance Board

FROM: Jim Harrison, Chair - Staff Audit Selection Committee

DATE: April 21, 2016

SUBJECT: Recommendation of Auditors

The Committee

The Staff Audit Selection Committee (the "Committee") is comprised of Diane White, Assistant City Manager, Bill Mize, Finance Manager, and Jim Harrison, Senior Accountant.

Governing Authorities

The auditor recommendation process is part of the auditor engagement process which is being conducted in accordance with State Law, City Ordinances and the City's Financial Management Policies.

Title 10, Subtitle F, Chapter 2254, Subchapter A, of the Texas Local Government Code ("Professional Services Procurement Act") provides guidance for municipalities' selection of professional service advisors, including accountants. The Professional Services Act prohibits municipalities from selecting professional service advisors on the basis of competitive bids and requires selection based on demonstrated competence, qualifications, and a fair and reasonable price.

Title 8, Subtitle A, Chapter 252, (Purchasing and Subcontracting Authority of Municipalities), of the Texas Local Government Code is not applicable as it contains an exemption for the procurement of professional services.

Section 2-17 of the City's Code of Ordinance similarly exempts procurement of professional services from the requirements for competitive bidding.

The City's published Financial Management Policies state that at least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The Financial Management Policies also state it is the City's preference to rotate auditor firms every five years to ensure the City's financial statements are reviewed and audited from an objective, impartial, and unbiased point of view.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Auditor Status

As it has been over five (5) years since the last request for proposals for auditing services was issued, the City undertook an effort to request proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2016, with the option of auditing its financial statements for each of the four (4) subsequent fiscal years.

The RFP Process

On February 23, 2016 the City published *Request For Proposals (RFP 16-01) For Professional Auditing Services*. RFP 16-01 was delivered to seven (7) accounting firms which the City believes to be qualified firms, and the City published RFP 16-01 on the City's website (www.bellairetx.gov). Responses were due by 3:00 p.m. on March 23, 2016. The RFP contained details on the City, the nature of the services required, the time requirements, assistance the City would be able to provide, the proposal requirements, the proposal format and submission process, and the City's evaluation procedures for responses.

The City's Purchasing Technician, David Wu, managed the RFP process, including publishing the RFP, responding to any inquiries, and receiving and opening the proposals received. The RFP required the cost proposal to be in a separate sealed envelope.

Prior to the response deadline, the City received responses from seven (7) accounting firms. All of the responses met the proposal requirements established by the RFP. The responding accounting firms were:

1. Belt Harris Pechacek, LLLP
2. BKD, LLP
3. BrooksCardiel, PLLC
4. Patillo, Brown & Hill, L.L.P.
5. Sandersen Knox & Company, LLP
6. Weaver
7. Whitley Penn, LLP

Evaluation Process

Each member of the Committee independently reviewed each of the responsive proposals and assigned numerical scores to each responding accounting firm in the following categories:

1. past experience and performance on comparable municipal government engagements
2. technical experience and professional qualifications
3. experience with grant programs and single audit
4. experience with GFOA Certificate of Achievement for Excellence in Financial Reporting Program
5. ability to perform additional services and provide technical support
6. comprehensiveness of audit work plan
7. adequacy of proposed staffing plan
8. adequacy of plans for sampling techniques and analytical procedures
9. adequacy of plan for study and evaluation of internal accounting and administrative controls
10. adequacy of audit plan for electronic data processing

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Based on the Committee's analysis of the above factors, we narrowed the field to our top three candidates:

1. Belt Harris Pechacek, LLLP
2. Weaver
3. Whitley Penn, LLP

We brought each of these three firms in for interviews on April 5, 2016. The Committee met with each firm for approximately thirty (30) minutes. Committee members also watched webcasts of each firm making presentations to various client city councils, and checked references on firms the City has not previously engaged. Each member of the Committee independently assigned numerical scores to the top three candidates in the following categories:

1. interview
2. references/prior experience
3. city council presentations

Recommendation

Based on the Committee's analysis of the above factors, the Committee recommends that the Audit Finance Board select Whitley Penn, LLP as the accounting firm to be presented to City Council at the May 16, 2016 council meeting.

Whitley Penn, LLP achieved the highest composite score.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

FY2016 RFP Audit
Scoring Matrix
Composite Scores

	Experience & Performance	Technical Experience & pro Qualifications	Grant Programs & Single Audit	GFOA Certificate	Additional Services	**Total Expertise & Experience**	Work Plan	Staffing Plan	Sampling & Analytical Procedures	Study & Evaluation of Internal Controls & Admin Control	Adequacy of Audit Plan for Electronic Processing	**Toal Audit Approach**	**Total Points Without Regard to Additional Factors**	**Interview**	**References**	**Webcast of presentation or previous experience**	**Total Score**
	10 pts	20 pts	5 pts	5 pts	10 pts		10 pts	5 pts	5 pts	5 pts	5 pts		80 pts	10	10	10	110
	Expertise and Experience						Audit Approach						Subtotal 1	Additional Factors			Total
Belt Harris	8.7	18.3	4.7	4.7	7.7	**44.0**	8.3	6.0	4.3	4.7	4.7	28.0	**72.0**	6.0	6.3	6.3	**90.7**
BKD	5.7	15.3	4.7	4.3	9.0	**39.0**	8.3	4.0	4.7	4.7	4.7	26.3	**65.3**				
Brooks Cardiel	6.3	16.7	4.7	4.3	6.7	**38.7**	8.0	5.0	4.7	4.7	3.0	25.3	**64.0**				
PBH	7.0	15.7	4.7	4.7	7.3	**39.3**	8.0	4.3	4.3	4.7	3.0	24.3	**63.7**				
Sanderson Knox	5.3	17.0	4.7	4.3	6.7	**38.0**	8.3	4.0	4.0	4.7	3.0	24.0	**62.0**				
Weaver	7.3	18.7	4.7	5.0	7.7	**43.3**	7.7	4.0	4.7	4.7	4.7	25.7	**69.0**	8.3	9.3	8.0	**94.7**
Whitley Penn	7.3	18.0	4.7	4.7	8.7	**43.3**	8.7	4.7	4.7	4.7	4.7	27.3	**70.7**	8.3	9.0	8.7	**96.7**

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

CITY OF BELLAIRE, TEXAS

REQUEST FOR PROPOSALS

(RFP16-01)

FOR

PROFESSIONAL AUDITING SERVICES

February 23, 2016

7008 S. RICE AVENUE
BELLAIRE, TEXAS 77401

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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CITY OF BELLAIRE, TEXAS
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The CITY OF BELLAIRE, TEXAS (City) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2016, with the option of auditing its financial statements for each of the FOUR (4) subsequent fiscal years, compiling the Comprehensive Annual Financial Report (CAFR), and completion of a Single Audit Report, if expenditures criteria are met. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996), U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations,* and Governmental Accounting Standards Board (GASB).

The City will not reimburse responding firms for any expenses incurred in preparing proposals, clarification of a response, and/or oral presentations which may be, at its discretion, required by the City.

To be considered, an original of the proposal on a USB drive plus three (3) hard copies of the sealed proposal must be received by the City Purchasing Department at 7008 S. Rice Avenue by 3:00 p.m. on Wednesday, March 23, 2016. Proposals received after this time will not be considered and will be returned to the proposer unopened. It shall be the proposer's responsibility to ensure that their proposal is received by Purchasing within the time limit indicated. It is the proposer's responsibility to ensure that they have received any and all addenda related to this proposal. The City reserves the right to reject any or all proposals submitted and to re-solicit for services.

Proposals submitted will be evaluated by Finance Department staff and the Assistant City Manager and reviewed with City Management and the City's Audit Board. The Audit Board consists of the Mayor, two Council members, a citizen appointee, the City Manager, and Chief Financial Officer. The City Manager and Chief Financial Officer are non-voting members, where applicable.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

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The City reserves the right to negotiate all elements of the proposal to ensure that the best possible consideration be afforded to all. The City also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

The City considers all information contained within the proposal received to be subject to the Open Records Act and non-proprietary in nature. Submission of information by the proposer shall not be released by the City during the evaluation process or prior to contract award.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

PER SECTION VII, A through D; THE FIRM MUST FOLLOW ALL INSTRUCTIONS IN THIS REQUEST FOR PROPOSAL IN ORDER TO BE CONSIDERED FURTHER.

City Council will make the final determination of contract award and it is anticipated the Bellaire City Council will award the contract for audit services on Monday, May 16, 2016 or as soon thereafter as possible.

B. Term of Engagement

A five-year engagement is contemplated, subject to the annual review and recommendation of the City, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), the concurrence of the City Council and the annual availability of an appropriation. The term is limited as follows:

Per the City's adopted Financial Management Policies, "at least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. It is the City's preference to rotate auditor firms every five years to ensure that the City's financial statements are reviewed and audited from the objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon proposals received, the qualifications of the firm, the firm's ability to perform a quality audit and price."

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

II. NATURE OF SERVICES REQUIRED

A. General

The City is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2016, with annual options to audit the City's financial statements for each of the four (4) subsequent fiscal years. The option to engage the firm for each year rests with the City. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City desires the auditor to express an opinion on whether the financial statements (combining, basic and fund) of the City fairly present the financial position and the results of financial operations in accordance with generally accepted accounting principles. This includes governmental and business-type activities. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of expenditures of federal awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

Though not anticipated for fiscal year 2016, under the requirements of the Federal Government's program covering a single audit for all federal grant funds, auditors shall conduct an audit in accordance with the Single Audit Act Amendments of 1996 and in generally accepted auditing standards as well as generally accepted governmental auditing standards.

The auditor shall also be responsible for performing certain limited procedures on management controls on investments and adherence to the City's established investment policies as required by state law.

The City also participates in the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program and expects the Comprehensive Financial Report (CAFR) to be in compliance with GFOA standards.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

C. Auditing Standards to Be Followed

To meet the requirements of this request for proposal, the audit shall be performed and the report prepared in accordance with generally accepting auditing standards the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996), U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations,* and Governmental Accounting Standards Board (GASB).

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards “in relation to” the audited financial statements.

2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.

3. A report on compliance and internal control over compliance applicable to each major federal program.

4. A management letter that describes any reportable conditions.

In the required reports on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. Reportable conditions could include a significant deficiency or deficiencies in the design or operation of the internal control structure that does not allow management or employees, in their normal course of performing their functions, to prevent, or detect and correct, misstatements in a timely fashion. Reportable conditions also include material weakness or weaknesses in the internal control structure, such that there is a reasonable possibility of a material misstatement of the financial statements that will not be prevented, detected and corrected, in a timely manner.

Nonreportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.

The reports on compliance and internal controls shall include all material instances of noncompliance. In addition, these instances, if any, shall be reported to the Chief Financial Officer when discovered.

In addition to the reports discussed above that are currently required by State and Federal Grantors and by regulatory bodies such as the Governmental Accounting

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Standards Boards and others, the auditors shall likewise issue any other reports subsequently required by these or other entities following completion of the financial or single audit.

Irregularities and illegal acts. Auditors shall be required to make an immediate, verbal report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Chief Financial Officer, Assistant City Manager, and the City Manager, immediately followed by a written report to the City Manager and Audit Board.

Reporting to the Audit Board. In addition to the above, the auditors shall assure themselves that the City Manager and the Audit Board, in addition to the Chief Financial Officer are informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards

2. Management judgments and accounting estimates

3. Significant audit adjustments

4. Other information in documents containing audited financial statements

5. Disagreements with management

6. Management consultation with other accountants

7. Major issues discussed with management prior to retention

8. Difficulties encountered in performing the audit

E. Preparation of the CAFR

All financial statements (government wide, basic and fund), part of the statistical section, part of the notes to the financial statements, and part of the Management Discussion and Analysis shall be prepared by the auditor. The auditor will be expected to provide on-going support and assistance regarding new accounting standards and statement implementation.

F. Bond Issues and Special Considerations

The City currently anticipates it will prepare one or more official statements in connection with the sale of debt securities, which will contain the basic financial statements and the auditor's report thereon. The auditor shall be required, if requested by the financial advisor and/or the underwriter, to issue a "consent and

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

citation of expertise" as the auditor and any necessary "comfort letters."

If applicable, the Schedule of Expenditures of Federal Awards and related auditor's reports, as well as the reports on compliance and internal controls are not to be included in the CAFR, but are to be issued separately. This schedule and the notes will be prepared and printed by the auditors. It is anticipated that a Schedule of Expenditures of Federal Awards will not be required for fiscal year 2016.

Throughout the year, the auditors will provide financial advice and counsel on matters occurring that would affect the annual report.

G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

City, Texas

State and Federal granting agencies

U.S. General Accounting Office (GAO)

Parties designated by the federal or state governments or by the City as part of an audit quality review process

Auditors of entities of which the City is a subrecipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance, at no additional cost to the City.

III. DESCRIPTION OF THE GOVERNMENT

A. Finance Department, Name of Contact Person and Organizational Chart

The City's accounting function falls within the Finance Department. The Chief Financial Officer, who reports to the Assistant City Manager, is responsible for all financial accounting and reporting activities of the City as well as Utility Billing and Municipal Court. In total there are 11 staff members in the Finance Department, 3 of which are in Court. Staff responsibilities include but are not limited to court, payroll, accounts payable, purchasing, investments, cash receipts, utility billing and collections, reconciliations, journal entries and financial reporting.

During the audit and field work, the auditor's principal contact with the City will be a designated individual who will coordinate the assistance to be provided by the

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

City to the auditor.

An organizational chart (Appendix A) and a list of key personnel, (Appendix B) are attached.

B. Background Information

The City is a home-rule City operating under a Council-Manager form of government. The Council is comprised of a mayor and six council members. The Mayor and all Council members are elected at large. The Mayor is elected for a term of two years and is limited to four consecutive terms in that position. Council members are elected for a regular term of four years and are limited to two consecutive terms in that position. The City Manager is appointed by Council and is responsible for implementation of Council policy, execution of the laws, and all day-to-day operations of the City. The City Clerk and City Attorney are also appointed by the Council.

The City, an enclave of Houston, serves an area of about 3.6 square miles with a population of 16,855. The City's fiscal year begins on October 1 and ends on September 30. The City provides a full array of municipal services to its citizens and customers, including police, fire and EMS services, parks and recreation, streets and drainage, development services and public works, administrative and fiscal services, and has an aggressive capital improvement program. The City owns and operates a water and wastewater system as well as has several special revenue funds. The City has no component units.

The City's fiscal year 2016 total budget is $48.1 million - $20.3 million in the General Fund operating budget, $6.8 million in Debt Service, $8.7 million in the Water/Sewer Fund, $3.4 million budgeted for capital projects with the remaining in Special Revenue Fund and Replacement Funds. The budgeted number of FTE employees is approximately 183.5.

C. Fund Structure

The City uses the following fund types in its financial reporting:

Fund Type	Number of Funds	Legally Adopted Annual Budgets
General fund	1	1
Special revenue funds	15	0
Debt service funds	1	1
Capital projects funds	2	2
Enterprise funds	1	1
Internal service funds	0	0
Fixed Assets Account Group	1	0
Long Term Debt Account Group	1	0

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

D. Budgetary Basis of Accounting

The City prepares its budgets on a basis consistent with generally accepted accounting principles for the General Fund and Debt Service Fund. Enterprise funds are budgeted on a cash flow / working capital basis. Budgets include capital and principal payments but exclude depreciation. The City adopts project-length budgets for the Capital Project Funds.

E. Federal and State Financial Assistance Awards

During the last fiscal year the City received no or minimal financial assistance from state and federal agencies.

F. Pension Plans

The City provides pension benefits for all of its full-time employees through a nontraditional, joint contributory, defined benefit plan in the state-wide Texas Municipal Retirement System, an agent, multiple-employer public employee retirement system.

G. Component Units

The City has no component units.

H. Finance Operations

The Finance Department is directed by the Chief Financial Officer. The principal functions performed and the number of employees assigned to each are as follows:

FUNCTION	EMPLOYEES
Finance Administration	2
Accounting & Payroll	2
Accounts Payable	1
Utility Billing & Collecting	2
Municipal Court	3
Purchasing	1

I. Computer Financial Systems

The City's accounting software system is through Tyler Technologies Incode. The system runs on a network server with networked workstations for City Staff. The Tyler Technologies modules the City is currently using are:

Accounts Payable/Receivable	Utility Billing
Cash Collections	Municipal Court

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Fixed Assets
Business Licenses
Purchase Orders
General Ledger
Project Accounting

The City uses PAYCOM for all Payroll Purposes and NEOGOV for an employee portal for online health insurance elections. The City's Parks Department uses ActiveNet for registration of classes and memberships. ActiveNet requires an interface to Tyler through journal entry or import.

The City's Information Technology (IT) Staff would also be available to assist with extractions or downloads from the database for analysis and review. Any coordination with the City's IT Staff would be handled through the Chief Financial Officer.

J. Availability of Prior Audit Reports

Interested proposers who wish to review the prior year's audit report(s) can obtain the reports from the City's website at www.bellairetx.gov. The previous CAFR's will give the reader additional information on the City's reporting entity, fund structure, and financial policies. The 2015 CAFR will not be completed and accepted until March 2016.

The auditor management letter from the City's most recent financial statement audit, 2014, is located in the Appendix, Appendix C. We had no findings for the September 30, 2014 audit.

K. Equal Employment Opportunity

The proposer agrees that during the performance of its contract, it will treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age, or disability and identify itself as an "Equal Opportunity Employer" in all help wanted advertisements or requests. The proposer shall be advised of any complaints filed with the City alleging that proposer is not an Equal Opportunity Employer. In determining whether to terminate any portion of this contract, the City reserves the right to consider reports from its Director of Human Resources in response to discrimination complaints. However, the proposer is specifically advised that no Equal Opportunity Employer complaint will be the sole basis for cancellation of this contract.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is the proposed schedule for the selection process:

Request for proposal issued by City	February 23

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Clarifying questions due from firms	March 11
Due date for proposals to City from firms	March 23 – 3:00 p.m.
City review and evaluation of proposals; Interviews with selected firms, if deemed necessary	April
Audit/Finance Board Review	April 26 – 6:30 p.m.
Council action selecting audit firm	May 16 - 7:00 p.m.

B. Date Audit May Commence

The selected firm and City will have a conference, day and time to be mutually agreed upon by both parties, at which time introductions will be made and kick-off for the fiscal year 2016 audit preparation.

C. Schedule for the 2016 Fiscal Year Audit

As part of the firm's proposal, please complete a proposed schedule for the 2016 Fiscal Year Audit, similar to the one shown below, with proposed completion dates for each phase, incorporating the City's targeted deadlines.

1. Detailed Audit Plan - to include list of required information and schedules to be prepared by client

2. Interim Work — Complete no later than mid-August

3. Fieldwork

4. Draft Reports - Drafts of the audit report and recommendations to management to be available for review by the Chief Financial Officer and Assistant City Manager — Early January

5. Conference with City Manager

6. Conference with Audit Board — Early February/Mid February

7. File and Present CAFR to Council — Late February/Early March

Each year, the auditors will meet with City Finance staff to determine the audit schedule for the year and any special considerations in timing. Dates may be adjusted each year to allow the City appropriate time to prepare all of the required year-end journal entries, audit schedules, and to close and review the books prior to the auditor's arrival for fieldwork.

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D. Entrance Conferences, Progress Reporting and Exit Conferences

Most likely a similar time schedule as noted above will be developed for audits of future fiscal years if the City exercises its option for additional audits. At a minimum, the following conferences should be held:

Entrance conference with all key Accounting personnel	Prior to Interim Work
Progress conferences with CFO/ACM	Weekly Interim/Field
Entrance conference with Audit Board	To Be Determined
Entrance conference with CFO/Staff	Start of Field Work
Exit conference with CFO/ACM	End of Field Work
Exit conference with City Manager and Audit Board	Conclusion of audit

Progress meetings with the Chief Financial Officer or designee will be held throughout the audit to provide assurance that the audit is on schedule and to communicate any information deemed relevant to the audit and findings, and to note achievement and/or problems that have potential effect on the schedule.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

Finance will prepare the final closing of the books including any auditor entries as well as provide balance sheets, revenue, and expenditure reports for all funds.

A. Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmation letters will be the responsibility of the City.

B. Prepared By Client Schedules (PBC)

Schedules to be prepared by City Staff, the auditor shall provide a list at least three weeks prior to interim fieldwork.

C. Work Area, Telephones, Photocopying, Fax Machines, and Internet Access

The City will provide the auditor with reasonable work space, tables, and chairs. The auditor will also be provided with access to a telephone, photocopying

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facilities, fax machines, and internet access. Please note that the City is in the process of designing a new City Hall so space may or may not be available in subsequent years as construction is underway.

D. Report Preparation

Preparation of the CAFR, editing and proofing shall be the responsibility of the auditor with review and proofing of drafts by the City. Finance will produce the transmittal letter, explanations in the MD&A and certain information in the statistical section of the CAFR, and cover.

The firm will prepare and provide fifteen (15) copies of the final CAFR and separate Single Audit Report, if and when applicable, as well as final pdf versions.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the request for proposals must be made to:

   David Wu, Purchasing Technician
   dwu@bellairetx.gov
   7008 S. Rice Avenue
   Bellaire, TX 77401
   713-662-8258

   CONTACT BY ANY EMPLOYEE OR AGENT OF THE PROPOSING FIRM WITH PERSONNEL OR ELECTED OFFICIALS OF THE CITY OTHER THAN THE ABOVE NAMED OFFICIAL REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

   Inquiries and answers, if deemed relevant to all proposers, will be forwarded to all responders. Any interpretation, corrections or changes to this RFP will be made by addenda. It is the responsibility of the submitter to ensure receipt of all addenda and to include any changes in the submittal document.

2. Submission of Proposals: The following material is required to be received by 3:00 p.m. on March 23, 2016 for a firm to be considered:

   a. A USB drive of the Technical Proposal and 3 hard copies to include the following:

      i. Cover Letter - This section should show the request for proposals subject; the firm's name; the name, address, email address and telephone number of the contact person; and the date of the proposal. The cover letter must also be signed by a partner

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authorized to bind the company.

ii. Table of Contents

iii. Executive Summary – A summary briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period stated.

iv. Technical Proposal – the detailed proposal should follow the order set forth in Section VII of this request for proposals.

v. Executed copies of Conflict of Interest Questionnaire, Certificate of Interested Parties, Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix D, E and Appendix F) and proof of insurance.

b. The proposer shall submit a separate file on the USB drive (so marked Sealed Dollar Cost) and three hard copies of a dollar cost fee in a **separate sealed envelope marked** as follows:

SEALED DOLLAR COST FEE
RFP PROPOSAL 16-01
FOR
CITY OF BELLAIRE, TEXAS
FOR
PROFESSIONAL AUDITING SERVICE
March 23, 2016

c. Proposers should send the completed proposal consisting of the two (2) separate envelopes, by delivery or mail, to the following address:

City of Bellaire, TX
Purchasing Department
ATTN: Mr. David Wu
7008 S. Rice Avenue
Bellaire, TX 77401

The City's RFP Number 16-01 and title should appear on the submitted envelopes and cover page of the proposal and sealed dollar cost. Submittals cannot be altered or amended after submission deadline. No submittal may be withdrawn after opening time without first submitting a written reason to the Purchasing Technician and obtaining the Purchasing Technician's approval.

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Names of all submitters who submitted a proposal will be read aloud just after the day and time posted for submission, March 23rd at 3:00 p.m. The reading of the submitters at opening should not be construed as a comment on the responsiveness or award. The City will notify the successful firm of intent to award based upon recommendation of the Audit Board and City Staff.

VII. Proposal Format and Submission

A. Cover Letter

This section should show the request for proposals subject; the firm's name; the name, address, email address and telephone number of the contact person; and the date of the proposal. The cover letter must also be signed by a partner authorized to bind the company.

B. Table of Contents

C. Executive Summary

Prefacing the proposal, an executive summary which gives in brief, concise terms a summation of the proposal.

D. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

<u>THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT</u>.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information, which should only be included in the sealed dollar cost fee). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

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2. Independence

The firm should (1) provide an affirmative statement that it is independent of the CITY, TEXAS as defined by the Generally Accepted Auditing Standards and the U.S. General Accounting Office's *Government Auditing Standards* (1994)]

The firm should also (2) list and describe the firm's professional relationships involving the City for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm (3) shall give the City written notice of any professional relationships entered into with the City during the period of this agreement.

3. License to Practice in the State of Texas

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Texas.

4. Firm Qualifications and Experience

The proposer should:

1. Indicate the size of the firm,
2. Indicate the size of the firm's governmental audit staff,
3. Indicate the location of the office from which the work on this engagement is to be performed,
4. Indicate the number and nature of the professional staff to be employed in this engagement on a full-time basis,
5. Indicate the number and nature of the staff to be so employed on a part-time basis. If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.
6. Submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.
7. Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm,
8. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm or its staff during the past three (3) years with state regulatory bodies or professional organizations.
9. Describe other areas of expertise within the firm that would be available to the City. Include the firm's ability to provide technical support throughout the year, including assistance to the City in

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interpreting and implementing new accounting standards and regulations as well as determining their impact on the City. Also, include any opportunities through your firm available to the City for training or continuing professional education credits on current issues or governmental auditing and accounting in general.

10. State your firm's position on responding to client inquiries – the average turnaround time to respond to questions or requests.

5. Partner, Supervisory and Staff Qualifications and Experience

(1) Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. (2) Indicate whether each such person is registered or licensed to practice as a certified public accountant in the State of Texas. (3) Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible, including resumes, similar engagements, qualifications, experience, and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. (4) Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience. The City reserves the right to request removal of personnel.

6. Prior Engagements with the City

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the City by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone

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number of the principal client contact.

7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum - 5) performed in the last five years that are similar to the engagement described in this request for proposal (similar in size to Bellaire, i.e. population, annual budget). These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also, indicate whether the CAFR issued in connection with the audit was awarded the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal.

Proposers should provide the following information on their audit approach:

a. Proposed segmentation of the engagement.

b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.

<u>NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL</u>

c. The extent to which statistical sampling is to be used in the engagement, including sampling methods, size and areas of use.

d. Extent of use of Electronic Data Processing software in the engagement and electronic repository of schedules, information, etc.

e. Type and extent of analytical procedures to be used in the engagement.

f. Approach to be taken to gain and document an understanding of the City's internal control structure.

g. Approach to be taken in determining laws and regulations that will be subject to audit test work.

i. Approach to be taken in drawing audit samples for purposes of tests of compliance.

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j. List of standard schedules required to be prepared by client.

k. Discussion and approach to the level and amount of Finance staff support necessary to complete the work as outlined in the proposal. Clearly describe the work the firm proposes that City staff perform other than preparation, client prepared schedules, and auditor questions/clarifications. Include information on specific portions of the audit and scope of work including timeframes.

l. Comment on the firm's ability to meet the timelines as indicated in the RFP. Provide any recommended changes to the schedule that you think are required to enhance the timeliness and quality of the engagement.

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, and the adoption of new laws or accounting audit principles that might affect the audit, the firm's approach to addressing these problems and any special assistance that will be requested from the City.

10. Report Format

The proposal should include sample formats for required reports – examples of similar clients' CAFRs. These can be placed on the USB/CD; no hard copies necessary.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

11. Appendices

Executed copies of Conflict of Interest Questionnaire, Certificate of Interested Parties, Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix D, E and Appendix F) and proof of insurance.

E. Sealed Dollar Cost Proposal – Total All-Inclusive Maximum Price

The sealed dollar cost fee should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost fee. Such costs

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should not be included in the proposal.

Use the Schedule of Professional Fees and Expenses located in the Appendix, G. Provide:

a. Name of Firm

b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City.

c. Rates by Partner, Manager, Supervisory and Staff as well as Hours anticipated for each.

d. Provide for an amount for other or out-of-pocket expenses.

e. This will result in a total, all-inclusive maximum price for the Fiscal Year 2016 engagement and provide a total-cost proposal for each of the subsequent four (4) years, though will be negotiated annually.

F. Rates for Additional Professional Services

If it should become necessary for the City to request the auditor to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an additional contract between City and the firm. Any such additional work agreed to by the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost fee.

G. Contractual Agreement and Manner of Payment

The contract to be awarded shall be for the provision of services as requested herein at the estimated fee negotiated for the first year, and if extended, the subsequent years. The contract can be in the form of an engagement letter. This is considered an all-inclusive, not-to-exceed fee estimate. The contract or engagement letter shall be prepared by the auditors and shall incorporate all applicable provision of the City's proposal. A purchase order shall be generated by the City to the successful firm and should appear on all invoices.

The City shall agree to make interim progress payments of the annual fee based on the percentage of work performed, with proper documentation of status of work completed attached. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final report. Final payment will not be made until completion and acceptance of audit.

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If the audit scope should need to be broadened, the auditor must communicate the existence of such circumstances to the Chief Financial Officer prior to performing work that will result in fees exceeding the proposed amounts. A change order needs to be executed prior to work that would incur additional fees exceeding the proposed amounts.

VIII. EVALUATION PROCEDURES

A. Audit Selection Team

Proposals submitted will be evaluated by appropriate City staff to include but not be limited to the Chief Financial Officer and Assistant City Manager with recommendation to be made to City Management and the Audit Board.

B. Review of Proposals

A point formula will be used during the review process to score proposals. Each City staff reviewer will independently score each technical proposal by each of the criteria described in Section VIII below. The staff reviewers will then meet to review and discuss these evaluations and combine the individual scores to arrive at a composite technical score for each firm. The 3 or 4 firms with the top technical scores will then have their sealed dollar cost fee opened and additional points will be added to their technical score. At that point, the City may elect to bring in the top 2 or 3 firms for presentation and interview. Staff will then present recommendation to Management and the Audit Board for final review and consideration. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to the other proposers.

The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the initial set of criteria will have their proposals evaluated and scored for technical qualifications and price. **Firms that do not meet all of the initial elements may not be considered further**. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Initial Elements

   a. The audit firm is independent and licensed to practice in the State of Texas.

   b. The firm has no conflict of interest with regard to any other work

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performed by the firm for the City.

c. The audit firm's professional personnel have received adequate continuing professional education within the preceding two (2) years to meet the *Government Audit Standards*. (provide documentation)

d. The firm has provided names of entities where they have prepared two or more CAFRs which have received the GFOA's Certificate of Achievement for Excellence in Financial Reporting in each of the past 2 years.

e. **The firm follows all instructions in this request for proposal on preparing and submitting the proposal**.

f. The firm submits a copy of its last external quality control review report demonstrating a record of quality audit work.

2. Technical Qualifications: (Maximum Points - 80)

a. Expertise and Experience - 50

i. The firm's past experience and performance on comparable municipal government engagements (size and complexity) – 10

ii. Technical experience and firm's professional qualification of the personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation - 20

iii. The firm's past experience with similar federal and state grant programs and performance of Single Audits and tests of compliance with laws and regulations - 5

iv. The firm's past experience with the GFOA Certificate of Achievement for Excellence in Financial Reporting Program - 5

v. The firm's ability to perform additional services and provide technical support throughout the year, including assistance to the City in interpreting and implementing new accounting standards and regulations as well as determining their impact on the City. Also, any opportunities available to provide training and CPE credits on current issues or governmental auditing and accounting in general. - 10

b. Audit Approach - 30

i. Comprehensiveness of audit work plan - 10

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ii. Adequacy of proposed staffing plan for various segments of the engagement, including timeline and ability to meet due dates - 5

iii. Adequacy of sampling techniques and analytical procedures - 5

iv. Adequacy of study and evaluation of internal accounting and administrative controls. - 5

v. Adequacy of audit plan for electronic data processing function – 5

3. Price Proposal: (Maximum Points – 20)

As provided by the State Board of Public Accountancy rules, the contract award will not necessarily be made to the firm that provides the lowest cost proposal but to the firm whose proposal and experience best meets the City's requirements. COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM.

D. Oral Presentations/Interviews

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The City Council will select a firm based upon the recommendation of City staff and the Audit Board. Following recommendation, the recommended firm will be notified so that an engagement letter can be prepared and executed by the firm and included in the agenda item for City Council award.

It is anticipated that City Council will award on May 16, 2016. Following award by City Council, the City will execute the engagement letter.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right without prejudice to reject any or all proposals.

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APPENDICES

A. Organizational Chart
B. List of City Officials and Key Personnel
C. Fiscal Year 2014 Auditor's Management Letter
D. Conflict of Interest Questionnaire and Certificate of Interested Parties
E. Proposer Guarantees
F. Proposer Warranties
G. Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price
H. City's Insurance Requirements
   a. A Certificate of Insurance evidencing the required insurance shall be submitted with the proposal.

Certificate of Interest Parties:

Interested party means: (1) a person who has a controlling interest in the business with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with the governmental entity or state agency, including a broker, adviser, attorney, or intermediary for the business entity.

Controlling interest means (1) ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

You must fill out this form electronically, Form 1295 on the Texas Ethics Commission web-site, whether you have an interested party claim or not. Then print, sign and notarize, and file with your proposal. **There are exemptions to electronic filing. Please read the information provided on the Texas Ethics Commission web-site.**

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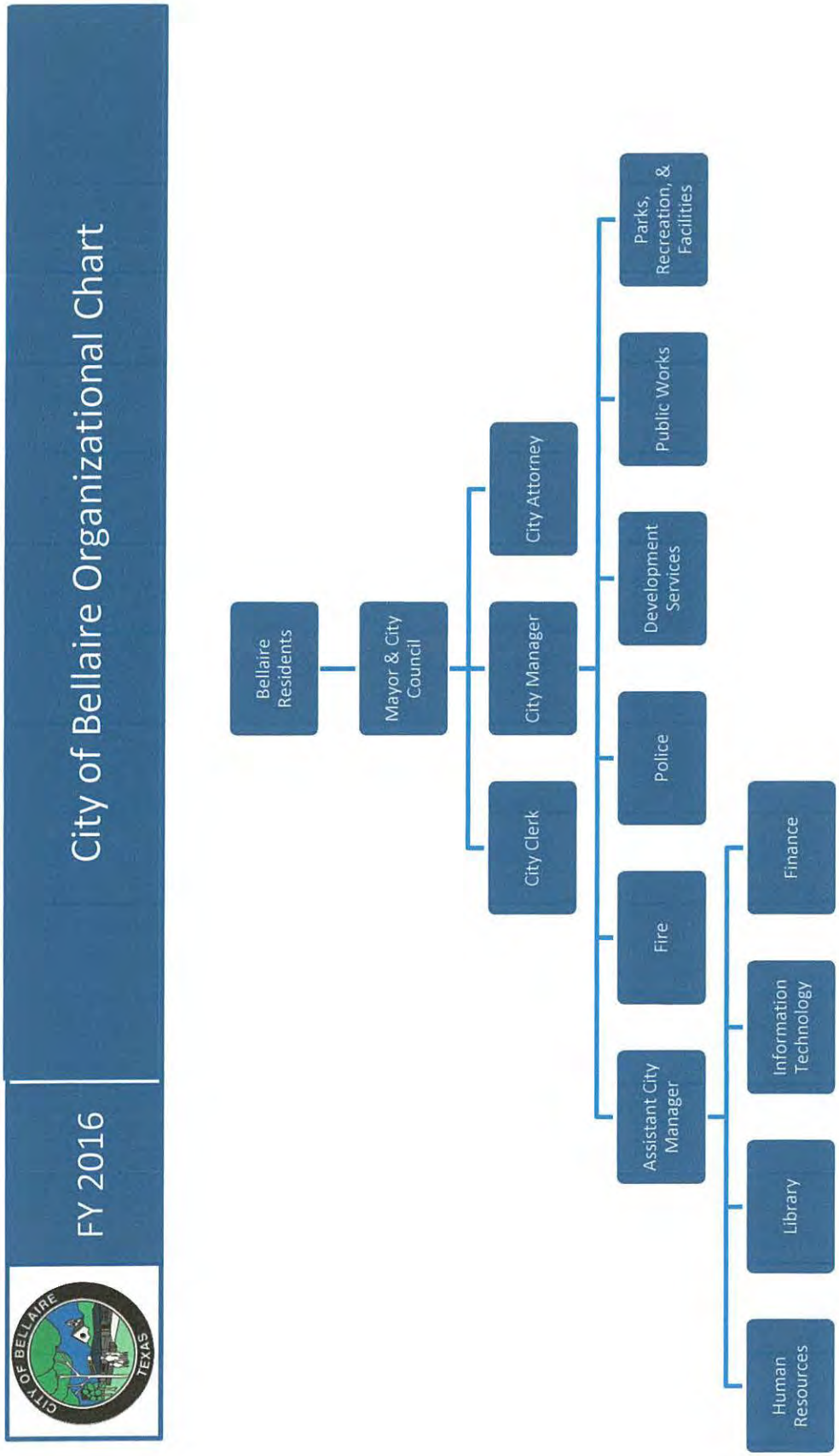
APPENDIX A



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APPENDIX B

LIST OF CITY OFFICIALS AND KEY PERSONNEL

Elected Officials

Andrew Friedberg	Mayor
Roman Reed	Councilmember Position Number 1, Mayor Pro Tem
Trisha Pollard	Councilmember Position Number 2
Gus Pappas	Councilmember Position Number 3
Pat McLaughlan	Councilmember Position Number 4
Michael Fife	Councilmember Position Number 5
David Montague	Councilmember Position Number 6

City Management

Paul Hoffman	City Manager
Diane White	Assistant City Manager
Tracy Dutton	City Clerk
Vacant	Chief Financial Officer
Alan Petrov	City Attorney
Darryl Anderson	Fire Department
Byron Holloway	Police Chief
Karl Miller	Parks, Recreation & Facilities
Mary Cohrs	Library Director
Larry Parks	Technology Services
Yolanda Williams	Human Resources
John McDonald	Development Services
Brant Gary	Public Works

The City Manager, City Clerk and City Attorney report to City Council.

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APPENDIX C

Management Letter

January 29, 2015

To the Honorable Mayor and
City Council Members of the
City of Bellaire, Texas:

The American Institute of Certified Public Accountants Statement on Auditing Standards No. 115, *Communicating Internal Control Related Matters Identified in an Audit* (SAS 115), provides guidance to auditors on communicating internal control matters to management and the governing body, board of directors, or equivalent body.

It is important to note when reviewing findings reported within this letter that classification of the findings is based on the definitions required by SAS 115 as further discussed below. Please note that these classifications are based on the potential impact to the financial statements, not necessarily the likelihood of actual loss to the City. Accordingly, the City's assessment of the "significance" or ranking of severity will likely be substantially different based on a number of factors including, but not limited to, its assessment of risk and the cost benefit of making the change.

Our report is as follows:

In planning and performing our audit of the financial statements of the City of Bellaire, Texas (the "City") as of and for the year ended September 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be other matters.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Partners
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Stephanie E. Harris, CPA

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APPENDIX C

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our findings and additional comments are as follows:

Other Matters:

2014-003 GASB STATEMENT NO. 68, *ACCOUNTING AND FINANCIAL REPORTING FOR PENSIONS*

Background

In 2015, all local governments will begin to report their pension liability on their financial statements. This might result in some governments reporting a deficit in net position. In recent years, governments' pension liability has become front page news. Pension liability could potentially move to the arena of public discussions and, accordingly, elected and appointed officials need to be prepared to be familiar with key talking points, as noted in the recommendations below.

In June 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 68 ("GASB 68"), *Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27*, which replaces the requirements of GASB Statement No. 27, as well as the requirements of GASB Statement No. 50, as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements. GASB 68 will be effective for fiscal years beginning after June 15, 2014. The requirements of GASB Statement Nos. 27 and 50 will remain applicable for pensions that are not covered by the scope of GASB 68.

GASB 68 establishes new standards of accounting and financial reporting for defined benefit and defined contribution pensions provided to the employees of state and local governmental employers. GASB 68 establishes new standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures, in addition to new disclosure and Required Supplementary Information reporting requirements. Implementation of GASB 68 will represent a significant change in the accounting and reporting of pension expense and the related liability. For fiscal 2015, the City will be required to recognize its long-term obligation for pension benefits as a liability in its government-wide statements.

Key changes to financial reporting and disclosures required by GASB 68 are as follows:

- A net pension liability (unfunded accrued liability) will be recognized on the Statement of Net Position. Previously this was a note disclosure only.
- This liability amount being reported will likely be higher than previously disclosed, as the following changes will impact the calculation:
    - Changes in the allowable amortization periods will result in larger expenses than previously reported.
    - Previous statements provided up to six allowable actuarial cost methods. GASB 68 will require the use of only the entry age normal cost method.

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- Previous standards allowed various asset smoothing methods to determine the values of plan assets. GASB 68 will require plan assets to be reported at fair market value.

- New terminology (net pension liability and total pension liability) will be used.
- Pension expenses will become more variable.
- More extensive disclosures and Required Supplementary Information will be included.
- Key changes to the entities' operations as a result of GASB 68 are as follows:
  - Management will now be responsible for documenting and taking responsibility for controls related to employee data being transmitted to its pension plan administrator.
  - The City's independent auditor will now be required to review and test controls related to employee data being transmitted to the pension plan administrator.

Recommendation

Key talking points that management and elected officials should consider include:

1. The fundamentals of the government finances have not changed.
2. This is an accounting rule change only.
3. Pension liability is a long-term liability paid off in the future.
4. The City is a member of Texas Municipal Retirement Services (TMRS) and has made the necessary annual contributions as calculated by TMRS' actuary.
5. Fund balance remains the best measure of the financial health of a government.

As a result of this new accounting statement, it is important that management has reviewed and documented its internal controls over pension benefits. Internal controls should include various activities over pension benefits, such as plan design and modifications, employee eligibility, employee and employer contributions, reporting, and application for plan benefits. In addition, it is the employer's responsibility for ensuring the reasonableness of its pension liability. Factors to be considered in determining reasonableness include reviewing evidence used in determining the total pension liability such as assumptions made and completeness of the census data provided to the actuary. Possible procedures to ensure accuracy of the census data could include tracing active employees from payroll records to census data and checking key information, tracing current year terminations per payroll records to census data to verify status and date of termination, and tracing key data from the census file back to originating employment records.

TMRS will be providing the City with all the information necessary to report its total pension liability and related disclosures. TMRS is anticipating this information will be available to cities in June 2015 via the City Portal. If the City has not already signed up for access to TMRS resources on the City Portal, it is highly recommended to do so. More information on this can be found at http://www.tmrs.com/city_portal.php.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

APPENDIX C

Additional resources can be found on our website, www.texasauditors.com, as well as http://www.gasb.org/jsp/GASB/Page/GASBSectionPage&cid=1176163527940 where GASB has provided an implementation toolkit for governments. Additionally, we will send out client alerts as additional information becomes available on this topic.

This communication is intended solely for the information and use of management, City Council, and others within the City, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to thank the City Council and the City's management for their cooperation during the course of our audit. Please feel free to contact us at your convenience to discuss this report or any other concerns that you may have.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

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

OFFICE USE ONLY

Date Received

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

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

APPENDIX D (2)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.**

4

Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 **Check only if there is NO Interested Party.** ☐

6 **AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

_____
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

_____
Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

APPENDIX E

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

APPENDIX F

PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to comply with State of Texas laws.

B. Proposer warrants that it has or is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the CITY OF BELLAIRE, TEXAS.

D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

APPENDIX G

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FISCAL YEAR 2016 FINANCIAL STATEMENTS

NAME OF FIRM: _____

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____
Total for Services (excluding Single Audit)				_____
Out-of-pocket expenses:				_____
Other (specify):				_____
Total al-inclusive maximum price for the Fiscal Year 2016 audit				_____

Please provide estimate of fees for the following 4 years.

FY2017_____
FY2018_____
FY2019_____
FY2020_____

Note: Single Audit, if required in future years, would be negotiated at that time.

The person signing this proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City.

_____ _____ _____
Printed Name Signature Date

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

APPENDIX H
CITY'S INSURANCE REQUIREMENTS

Proof of professional liability insurance of $1,000.000.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Executive Summary

The following specific points demonstrate our qualifications and the benefits to you:

- **Significant *Texas Municipality* audit and consulting experience.** Work in the area of Texas municipalities is a significant portion of our firm's practice. We currently serve as auditors for over 75 governmental entities. Our partners have been recognized for their expertise and have conducted seminars on various governmental accounting, auditing and financial reporting topics for the Texas Society of CPAs, other CPA firms, the Texas Association of School Business Officials, Texas Municipal League, and the Government Finance Officers Association of Texas.

- As you will see in our statement of qualifications, we have extensive experience working with cities and municipalities with component units and with complex federal and state grant funding environments. Our public sector team is dedicated to serving governmental entities year-round. We are also very familiar with the governmental reporting requirements to assist our clients to retain their Certificate of Achievement for Excellence in Financial Reporting awarded by the GFOA.

- **Our proposal includes experienced engagement leadership at the partner and manager levels.** Whitley Penn offers three partners, with experience ranging from 15 to 40 years, who are dedicated to municipalities and other governmental entities. All of our management staff receives annual training in government auditing and reporting. Our firm is also in the process of planning and performing the services you have requested for our existing municipal audit clients. We have extensive experience in performing management and performance review services for Texas state agencies, for agencies in other states and for municipalities in Texas and other states.

- In addition to providing quality, timely audit services, we also offer other services, as auditing standards permit, such as organizational reviews, cost-cutting measures, business process improvement, information technology control reviews, internal control reviews, forensic investigations, agreed-upon procedures, and **complimentary training** for the City's staff.

- We have followed and studied the Office of Management and Budget's new Uniform Grant Guidance that will affect any grants awarded on or after December 26, 2014. We have presented on this topic for the Texas Society of CPAs Single Audit Conference. We have also been working with the AICPA Governmental Audit Center to ensure that our clients and our auditors apply the provisions of GASB No. 68 *Accounting and Financial Reporting for Pensions –An Amendment of GASB No. 27.*

whitleypenn

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Executive Summary

- Our firm is approximately 310 people strong in the Houston, Dallas, and Fort Worth areas with varied experience and knowledge. In 2015 *INSIDE Public Accounting* ranked Whitley Penn as the 54th largest firm in the nation based on revenue. We are proud to be able to offer our clients the benefits of a large firm, with diverse knowledge and experience, while also providing personalized service.

- We have exceptionally low turnover in our firm as compared to other public accounting firms. This means that you can count on our firm and our people being available year after year to continue meeting your needs, which will improve efficiency and effectiveness. Our accolades include; 2014 "Best Companies to Work for in Texas" by *Texas Monthly,* 2012 "Best Places to Work" by the *Houston Business Journal,* 2013 "Top 100 Places to Work" by the *Dallas Morning News,* 2012 "Best of Fort Worth Awards" in the Accountants category by the Fort Worth Award Program Committee, "Best Accounting Firms to Work for 2013" by *Accounting Today,* 2013 Best of the Best; Top 100 Firms; Fastest Growing Companies; All-Stars by *INSIDE Public Accounting.* We have an extensive team of experienced professionals that we will be able to draw upon as needed. You will receive "best of class" service from highly competent professionals. It is our goal to attract and retain the very best employees, so that we can continue to provide our clients with the very best service.

- We have a strong understanding of the work to be performed and will commit the resources necessary to assist the Finance Department staff in an efficient and effective manner, within the time period required. Our audit plan always includes communication with your staff, management and Council on a year-round basis to maximize our value to the City.

whitleypenn

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

TECHNICAL PROPOSAL

whitleypenn

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Technical Proposal

Independence

As auditors, we have a responsibility to maintain independence so that our opinions, conclusions, judgments, and recommendations will be impartial and will be viewed as impartial by knowledgeable third parties. With this responsibility in mind, we confirm that Whitley Penn is independent of the City, including direct and indirect financial interest, as well as relationships of the proposed audit team to employees and City Council members, as defined by both auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Government Accountability Office.

Prior Engagements with City of Bellaire, Texas

We have not had any prior engagements or professional relationships with the City in the last five years.

License to Practice in Texas

Whitley Penn and all key professional staff are properly registered/licensed to practice public accounting in the State of Texas. The firm has not been notified of any disciplinary action being taken or pending against it in the past three years with state regulatory bodies or professional organizations. Whitley Penn is not currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states.

As a firm heavily involved in providing professional auditing and consulting services to a wide variety of governmental and nonprofit entities, our reports and workpapers are always subject to review by both state and federal desk and field reviews. We have been successful in the past at receiving non-adverse desk and field reviews by stressing quality reviews and open and proactive communications with regulatory cognizant agents/agencies. In order to demonstrate that we have no record of substandard work, we have provided a listing of clients, both present and past for you to contact.

Firm Qualifications & Experience

Firm Information

Whitley Penn is a **regional** firm, comprised of offices in the Houston, Dallas, and Fort Worth areas, comprised of 43 partners and 310 exceptional employees with diverse experience and knowledge. Our Public Sector Audit Team includes 3 partners, 5 managers, 7 senior staff and 15 staff. We feel this staffing level allows our firm to provide a wide variety of specialized services on a personal basis.

Although founded in 1983, the Firm has public sector auditing roots that stretch back into the early 1970's in Galveston, Harris and Fort Bend County.

Local Staffing / Local Solutions

Work on this engagement will be performed by professionals from our Houston and Texas City offices. These combined offices are home to the nucleus of our public sector practice with thirty experienced professionals ready to serve our municipal clients, including 3 partners, 5 managers, 7 senior staff and 15 staff. While we have been blessed with very little turnover or attrition in the past few years, we are cognizant of the need to be ever mindful of retaining and recruiting great talent from major universities to ensure the continued quality of service our clients demand.

Staffing of Project

Our proposed audit team will include an engagement partner from our Public Sector division, an audit manager, a senior auditor and up to two support staff members. The assurance service managing partner will be available to the project team for assistance with planning activities and in dealing with issues related to the audit and financial reporting. We feel this staffing level allows our firm to provide the necessary service quality based on the City's requirements. Additionally we will have senior and staff accountants assigned to the engagement as necessary. We do not anticipate any member of the engagement team to be employed on a part-time basis.

Continuity of Service

One of the challenges we face as one of the fastest growing public accounting firms in the State of Texas is growth itself. We grow as a firm in large part because our people grow professionally. Our team is in a constant state of improvement in experience, knowledge, and responsibilities. We embrace this growth and we encourage promotions of staff commensurate with their talents and commitment to serving the industry and clients.

To address this challenge, we focus more on continuity of service rather than continuity of staff. Our ability to address change is what sets our staff apart. While we are proud of the staff presented above, this group, along with firm management feels it is of prime importance to work tirelessly on training staff members to assume new roles as they/we grow to ensure a continuity of service to the City for years to come.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Firm Qualifications & Experience

Peer Review/Quality Control Review

Our firm is a member of Nexia International, a network of independent accounting and consulting firms with member firms in over 100 countries. Quality is a cornerstone of the services provided by any member firm of Nexia International. All member firms value highly both the good reputation they have in their marketplace as well as the good reputations that fellow member firms have elsewhere in the world.

As a key part in promoting, maintaining and enhancing quality within Nexia International, and in safeguarding our reputation, all member firms providing audit and assurance services are subject to a regular quality control review (QCR) as part of the terms of membership of Nexia International. Firms included within the QCR program are reviewed in accordance with the scope relevant to their local jurisdiction as follows:

- A 3-year cycle for a Full Scope Review (FSR); and
- A 6-year cycle for a Limited Scope Review (LSR).

Our firm has completed a peer review performed by a selected firm in accordance with the AICPA's SEC Practice Section requirements. This peer review covered the year ended April 30, 2015, and resulted in a rating of pass. The review included engagements performed under the *Government Auditing Standards*. We perform our internal inspections annually as required by program requirements. The frequency of peer reviews is every third year. We have included a copy of our most recent peer review letter as Appendix A of this proposal.

Federal or State Reviews

As a firm heavily involved in providing professional auditing and consulting services to a wide variety of governmental and nonprofit entities, our reports and workpapers are always subject to review by both state and federal desk and field reviews. We have been successful in the past at receiving non-adverse desk and field reviews by stressing quality reviews and open and proactive communications with regulatory cognizant agents/agencies.

The result of a review performed by the Office of Inspector General of the United States Department of Education is included as Appendix B of this proposal.

Whitley Penn has not received any disciplinary action taken or pending against the firm or our staff during the past three (3) years with state regulatory bodies or professional organizations.

Whitley Penn has four offices: Houston, Texas City, Dallas and Fort Worth. We are pleased to report that not one of our offices has any pending or settled litigation. Whitley Penn has **not** been involved in any litigation in the past five years.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Firm Qualifications & Experience

We have a risk advisory group that specializes in many areas but we believe they could add value to the City with the following services they provide:

- Reviewing and improving your Information Technology (IT) processes requires the kind of policy and procedure reviews that reinforce a required, certified opinion. We offer the kind of authoritative insight that IT consulting firms can't match. At the same time, we will help you leverage and extend your IT infrastructure cost effectively. Our services encompass:

    - General controls review
    - Software selection
    - Fraud detection and analysis
    - Compliance readiness assessments
    - Disaster recovery and business continuity planning
    - Vulnerability assessments

- This group also offers business process improvement services where neither size, industry nor geography is a limiting factor – we offer business process improvement for a full range of clients.

In addition to the risk advisory group's abilities noted above, our own public sector auditors are also certified fraud examiners, certified internal auditors and/or have ten or more years of experience working in governmental operations as Chief Financial Officers. So they are well-versed with governmental entities' operations that can add so much value to the engagement. As such, if awarded, we believe we will be able to assist the district with the "value added" services.

Training and Continuing Professional Education

Whitley Penn offers one-on-one training to the management and staff of our clients for everything from simple accounting procedures to areas such as payroll and bank reconciliations.

Whitley Penn's Public Sector Team is well known in this industry for their knowledge and experience. As a result, our firm's partners are called upon to present to a variety of organizations such as the Texas Municipal League, the Government Finance Officers Association of Texas, the Texas Association of School Business Officials, the Texas Society of CPAs, and other CPA firms. Whitley Penn is also proud to offer this training to our clients. ***We are proud to offer 8 hours of complimentary CPE each year for your staff, at no additional charge.***

Our team stays abreast of changes in the government industry as well as the new accounting standards. We relay this information to our clients in a variety of ways. Some of the best ways to stay "in the know" are to follow our blog, *In The Black* and to request our monthly e-newsletter (visit our web site for more information: whitleypenn.com).

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Firm Qualifications & Experience

Christopher Breaux presenting tips for smoother audit processes to local government officials at a state-wide conference.

As a client of Whitley Penn you can expect to receive the highest quality of service. Here are just a few of the benefits our clients enjoy:

The Whitley Penn Portal

Confidentiality of information, whether in paper or electronic form, is a concern for most clients. Whitley Penn's portal provides a secure, convenient way to transfer data. Whitley Penn's portal is just one of the many tools in our toolbox that assist us in providing our valued clients with the best service available. Some of the benefits of Whitley Penn's portal include:

- Maximum Security for Uploading and Downloading Files of All Sizes
- Ability to Assign Access to Users Within Your Account
- Convenient, Instant Access to Documents
- Multiple Document Organization Tools

Full Service Firm

Our **regional** firm is approximately 310 people strong in the Houston, Dallas, and Fort Worth areas with diverse experience and knowledge. In addition to our extensive team of experienced assurance professionals, our firm boasts many professionals experienced in Tax Compliance, Organizational Reviews, Risk Assessment, Business Process Improvement, Regulatory Matters, Finance-Related Consulting, and Forensic Services. With Whitley Penn as your firm, you will have access to the knowledge and experience of the entire firm.

Accessibility of Our Team

Our team is available to you whenever you need us. We provide cell phone and email contact information so that you can always reach us when you have a need. We also understand that increasingly difficult auditing and reporting requirements now defy the "once-a-year visit" by a City's audit firm. Our commitment to quarterly meetings with council and management is representative of our desire to assure the free flow of communications between the council, management and our audit team. We also welcome face-to-face meetings throughout the year when the audit is not in progress. You will **not** be billed for these conversations/meetings. We pride ourselves in building a partnership with our clients. We will help you tackle the difficult accounting items that you may face so that the audit process when we are in the field is seamless.

whitleypenn

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Partner, Supervisory & Staff Qualifications and Experience

Ability to Conduct the Proposed Engagement

Below is a list of our public sector team.

Partners	Senior Managers/Managers	Seniors
Celina C. Miller, CPA	Lupe Garcia, CPA	Mandi Carter, CPA
Christopher L. Breaux, CPA	Leslie Wilks, CPA, CFE	Patrick Simmons, CPA
Tom Pedersen, CPA	Dan Hernandez, CPA, CIA	Ailene Comple, CPA
	Thania D. Gonzalez, CPA	Nathan Johnson
	Geoffrey Veuleman, CPA	Eddie Juarez
		Lauren Nelson
		Javed Soomar

In addition, to the team members listed above we have over 15 staff members that will assist these management team members with field work. All of our team members are **solely dedicated to the governmental industry**. We are very fortunate to have such a model that allows our team members to serve you as experts in this field.

At Whitley Penn, we work tirelessly to ensure that our partners and staff are trained and suited for working within the Public Sector environment and are confident that our references provided will agree. We have included descriptions of our training and our past involvement in nationally recognized certificate of excellence programs in the Government Finance Officers Association.

All of our staff have appropriate experience and educational backgrounds and complete a minimum of twenty to forty hours of continuing education related to governmental auditing, accounting, and reporting annually. This annual training is designed to be in accordance with U.S. General Accounting Office's Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book").

Dedication to the Public Sector Industry

As part of our dedication to the state and local government industry, our firm maintains associate memberships in the Texas Association of School Business Officials, the Association of School Business Officials International, the Government Finance Officers Association, the Texas Municipal League, the American Institute of Certified Public Accountants and the Texas Society of Certified Public Accountants. Through these affiliations, we are able to access tremendous resources that allow us to serve our governmental and non-profit clients at the highest levels.

Our public sector has chosen to work in this field because they believe in their governments' missions. While our main service to these governments comes in the form of auditing, we also service the public sector by providing education in many settings and also giving back to the public education. On the next page we have listed all of our activity in the public sector.

whitleypenn

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Partner, Supervisory & Staff Qualifications and Experience

Dedication to the Public Sector Industry (continued)

Celina Cereceres Miller, CPA - Audit Partner

- ACET Conference – Houston, Texas – Uniform Grant Guidance
- Texas Society of CPAs School District Conference– State Wide, San Antonio, Texas; June 2015 – Auditing IDEA B
- Texas Society of CPAs School District Conference– State Wide, San Antonio, Texas; June 2015 – IDEA B MOE
- Texas Society of CPAs School District Conference– State Wide, San Antonio, Texas; June 2016 – *Fraud Discussion: Oh the Things We have Seen*
- TSCPA School District Conference Planning Committee: 2009 through Current
- Whitley Penn, LLP Houston Client CPE – *Uniform Grant Guidance*
- TASBO Conference: February/March 2014 – ACT 208: *Auditing* Certification Course
- TASBO Conference: February/March 2015: Accounting Research Committee Guest Speaker
- TASBO Conference: February 29, 2016 and March 1, 2016 ACT 208 *Managing Special Revenue Funds* Certification Course
- TASBO Webinar – *GASB 68 and the New EDGAR*: September 2015
- TASBO Webinar – *Submitting the Annual Financial Audit*: January 2016
- University of Houston Clear Lake – Adjunct Accounting Professor Fall 2014
- Harris County Department of Education – *Understanding the Uniform Grant Guidance* Fall 2015
- Bay Area Communities In Schools – Adoption of Campus
- El Paso TSCPA – 8 hour Governmental Auditing and Accounting Update – Summer of 2014, 2015 and 2016
- TASBO Accounting and Finance Committee Research Committee

Christopher L. Breaux, CPA, Audit Partner

- TASBO Conference: March 1, 2016 ACT 202—*Auditing* Certification Course
- TASBO Webinar – GASB 68 and the New EDGAR: September 2015
- TASBO Course—MGT 307: *Business Ethics—October 2014*
- North Central Texas Council of Governments—New and Emerging City Manager Training—Audit Training—January 2016
- TSCPA School District Conference (State Wide) Planning Committee: 2005-Current
- TSCPA Single Audit Conference (State Wide) Planning Committee: 2010-Current
- TSCPA 2015 Single Audits and Governmental Accounting Conference—*Implementing GASB 68*-October 2015
- Fort Bend County P-16 Math Collaborative
- Accounting and Finance Committee Research Committee
- Houston-Galveston Area Council—Newly elected conference: Financial Operations Training—2015
- Whitley Penn, LLP Houston Client CPE - GASB 68
- Whitley Penn, LLP Houston Client CPE - GASB 68
- Gulf Coast TASBO—GASB 68

Partner, Supervisory & Staff Qualifications and Experience

Dedication to the Public Sector Industry (continued)

Lupe Garcia, CPA - Audit Senior Manager

- Texas Society of CPAS Single Audit Conference, Austin, Texas; October 2015:
- Texas Society of CPAs School District Conference, San Antonio, Texas; June 2016
- Whitley Penn, LLP DFW Client CPE 2014, 2015 and 2016 -
- Whitley Penn, LLP Houston Client CPE - 2014, 2015, 2016
- UT Arlington Governmental
- Texas Association of County Auditors: Austin, Texas
- Lone Star College – Guest Speaker for Governmental Accounting Class Spring 2015 and Spring 2016
- Harris County Department of Education – Uniform Grant Guidance Update
- TASBO Accounting Research Committee

Leslie Wilks, CPA, CFE - Audit Senior Manager

- International Association of Financial Crimes Investigation—Basics of Fraud Investigations Training; September 2015 and March 2016
- University of Houston Clear Lake—Guest Speaker for Governmental and Not For Profit Accounting graduate and undergraduate classes; Fall 2014 through Spring 2016
- TSCPA Houston Society—Fundamentals of Government Audit; May 2014
- Government Finance Officers Association of Texas—Gulf Coast Chapter—Katy ISD and Humble ISD; Fraud, Ethics and Internal Controls; October 2014 and April 2014
- Government Finance Officers Association of Texas—Gulf Coast Chapter—Warning Signs of Fraud- Behavioral Red Flags; January 2015
- University of Houston Clear Lake ACFE Student Chapter—Faces of Fraud
- Whitley Penn, LLP DFW Client CPE 2014—2016: Fraud in local governments
- Whitley Penn, LLP Houston Client CPE 2014-2016 : Fraud in local governments
- Government Finance Officers Association of Texas—Gulf Coast Chapter—Tips for Minimizing Fraud and Abuse in Construction Projects
- Houston Area School District Internal Auditors—Trust is Not an Internal Control—2014
- TSCPA Single Audit Conference (State Wide) Planning Committee

Thania Gonzalez, CPA, Audit Manager

- Texas School District Accounting & Auditing Conference June 2016 – "Sampling made easy"
- TSCPA School District Conference Planning Committee: 2009 through Current
- TSCPA Board Member (State Wide) 2013 through current

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Partner, Supervisory & Staff Qualifications and Experience

Staff Education and Development

All of our staff have appropriate experience and educational backgrounds and complete a minimum of twenty-four to forty hours of ***continuing education*** related to governmental auditing, accounting, and reporting annually. This annual training is designed to be in accordance with Governmental Accountability Office's Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book").

Affirmative Action Program/Diversity Plan

Our staff members come from a variety of different backgrounds. We strive for diversity in our staff in our hiring practices. The quality of staff involved with our clients is ensured through the heavy involvement of management personnel in all phases of the engagement, including key fieldwork areas. Staff level personnel assigned to engagements are trained on and experienced with municipal entities and are continuously supervised and mentored in the audit process with on-site managers.

In its efforts to develop our affirmative action program, Whitley Penn hereby reaffirms and formalizes its commitment to the principle of equal employment opportunity. Whitley Penn's policy is to ensure equal employment opportunities for all, without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other non job-related characteristic protected by law. We view the principle of equal employment opportunity as a vital element in the employment process.

In developing its affirmative action program, Whitley Penn commits to:

• Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other non job-related characteristic protected by law.

• Ensuring that promotions are in accordance with equal employment opportunity requirements by establishing only valid, job-related requirements.

• Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, lay-offs, training, education and all other Whitley Penn sponsored programs are administered in a non-discriminatory manner.

Partner, Supervisory & Staff Qualifications and Experience

GFOA Award Winning Reports

We are active participants in the local chapters of GFOAT and have been very successful in helping our clients achieve the *Government Finance Officers Association Certificate of Excellence in Financial Reporting*.

Our staff understands the importance of the GFOA Certificate of Achievement for Excellence in Financial Reporting. As such, our audit managers have joined the GFOA Special Review Committee (SRC), which is made up of individuals with expertise in public-sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals. We understand the requirements involved in preparing the Comprehensive Annual Financial Report (CAFR). We are well aware of the effort that is required to prepare a report in accordance with the GFOA's reporting requirements. We also have extensive experience preparing and reviewing CAFRs for our other governmental entities that receive the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Staff Rotation Plans and Multiyear Contract Arrangements

We bring a wealth of understanding of Texas municipalities and their specific operating environment. On many of these engagements we have made a strong effort over time to ensure "rotation" of staff on these projects. We have personnel at the partner level and at the manager level, that would be able to assume engagement leadership with a minimum of effort. We would welcome the opportunity to discuss this fully with you.

We are prepared to rotate staff as deemed necessary by our firm and the City over a multiyear period. The approach to performing the requested services would not be affected if this were a multiyear contract, except as affected by additional or new industry, federal or any other requirements. We would work closely with the City Council and management to ensure that staff continuity is maintained at the management levels of the project or changed if desired by the City's Council and management. Continued training will be obtained by our management staff as to relevant technical requirements for requested services.

Proposed Engagement Team

We are committed to providing you with a team who is knowledgeable, enthusiastic and dedicated to providing superior services. Our firm understands the importance of continuity and as such we have the ability to rotate our managers and partners or pull in those staff with specific expertise as needed for our clients, ensuring personalized service. Each client is actively encouraged to call on us at any time the need arises. The City 's audit will be staffed as follows:

Christopher L. Breaux, CPA - Engagement Partner, Audit Services - Public Sector

Celina C. Miller, CPA - Concurring Partner, Audit Services - Public Sector

Thomas Pedersen, CPA - Resource Partner, Audit Services - Public Sector

Lupe Garcia, CPA - Senior Manager, Audit Services - Public Sector

Ailene Comple, CPA, CFE - Senior, Audit Services - Public Sector

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
B.B.A. in Accounting from Texas A&M University
30 years of experience

SIMILAR ENTITIES SERVED:

- DeSoto, Texas
- Sugar Land, Texas
- Missouri City, Texas
- Beaumont, Texas
- Pearland, Texas
- League City, Texas
- Galveston, Texas
- La Porte, Texas
- Stafford, Texas
- Rosenberg, Texas
- Richmond, Texas
- Katy, Texas
- Seabrook, Texas
- Humble, Texas
- Fulshear, Texas
- Bellaire, Texas
- West University, Texas
- Jersey Village, Texas
- Groves, Texas
- Hitchcock, Texas
- Houston, Texas
- Morgan's Point, Texas
- Oak Ridge North, Texas
- Dickinson, Texas
- Fort Bend County
- Galveston County
- Guadalupe County
- Hamilton County
- Houston Galveston Area Council
- Galveston Wharves

Christopher L. Breaux, CPA
Engagement Partner
Phone: 713-386-1113
Fax: 713-621-1570
Cell: 713-906-0250
Christopher.Breaux@whitleypenn.com

Experience

- Certified Public Accountant
- Over 30 years of Governmental Auditing Experience
- Expertise in auditing and consulting services to municipalities, school districts, counties, and special districts as well as a variety of non-profit and private sector clients, a large percentage of whom receive both federal and state funding and/or are subject to specific regulatory reporting requirements.
- Interfacing with clients and cognizant agencies as well as developing and implementing audit procedures to conform to applicable professional, state, and federal standards.
- Preparation and review of Comprehensive Annual Financial Reports that have been awarded a Certificate of Achievement for Excellence in Financial Reporting. He has been awarded the Certificate of Educational Achievement in Governmental Accounting and Auditing by the AICPA.
- Providing advisory services to municipal clients in the areas of workflow studies, financial compliance systems and reporting, program compliance, and other finance-related legal compliance areas.

Professional & Civic Organizations

- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- Government Finance Officers Association of Texas
- Gulf Coast Finance Officers Association
- Texas Association of School Business Officials, associate member
- National Committee for Government Services, CPA Associates International

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
Bachelors and Masters of Accountancy
University of Texas - El Paso

Celina Cereceres Miller, CPA
Concurring Partner
Public Sector Industry Group Leader
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Fax: 713-621-1570
Cell: 713-377-3667
Celina.Miller@whitleypenn.com

SIMILAR ENTITIES SERVED:

- City of Sugar Land
- City of La Porte
- City of Katy
- City of Stafford
- City of Fulshear
- City of Iowa Colony
- Galveston County
- Guadalupe County
- Gulf Coast Waste Disposal Authority
- Harris County Department of Education
- Houston-Galveston Area Council
- Port of Galveston

Experience

- Certified Public Accountant
- Over 15 years of audit public accounting experience focused on clients primarily in the following industries: school districts, non-profit organizations, community colleges and other large governments administering large amounts of federal and state grant awards
- Responsible for training firm staff in accordance with Generally Accepted Auditing Standards (GAAS), and Governmental Audit Standards (GAS)
- Extensive knowledge of Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)
- Designated Audit Quality Partner for the AICPA's Government Audit Quality Center
- Responsible for providing CPE to both employees, clients, and industry professional organizations

Professional & Civic Organizations

- Texas Society of Certified Public Accountants (TSCPA)
- American Institute of Certified Public Accountants (AICPA)
- TSCPA School District Conference Planning Committee
- Texas Association of School Business Officials
- TASBO Accounting/Finance Research Committee
- Bay Area Communities in Schools

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
B.B.A. in Accounting from Stephen F. Austin State University

SIMILAR ENTITIES SERVED:

- City of Alvin
- City of Friendswood
- City of Hitchcock
- City of La Porte
- City of Missouri City
- City of Pearland
- City of Sugar Land
- City of Texas City
- City of Watauga
- Galveston County
- Nacogdoches County
- Harris County
- Galveston County Consolidated Drainage District
- Mental Health Mental Retardation Authority of Harris County
- Multiple Independent School Districts with ADA ranging from 2,000-60,000

Tom Pedersen, CPA
Resource Partner
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Cell: 713-206-2701
Thomas.Pedersen@whitleypenn.com

Experience

- Over 40 years experience providing audit services for school districts, county and city governments, banks and community colleges
- Preparation and review of Comprehensive Annual Financial Reports that have been awarded the Certificate of Achievement for Excellence in Financial Reporting
- Awarded the Certificate of Educational Achievement in Governmental Accounting and Auditing by the AICPA

Ten Years Experience as the Director of Finance at Texas City Included:

- Directed all accounting and business activities including banking, investments, general insurance, health and welfare benefits, accounting policy development, cash management, utility billing, general ledger, accounts payable, accounts receivable, payroll, purchasing, tax billing, street assessments and management information systems
- Responsible for preparation and management of a multi-million dollar City budget and developing a sound financial plan for the City
- Familiar with the day-to-day operations of running a finance department to include managing the City's $25 million investment portfolio, preparing monthly forecast for revenue and expenditures and developing monthly departmental performance measures

Professional & Civic Organizations

- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- Texas Association of School Business Officials
- Government Finance Officers Association of Texas
- TSCPA Single Audit & Governmental Accounting Conference Planning Committee

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

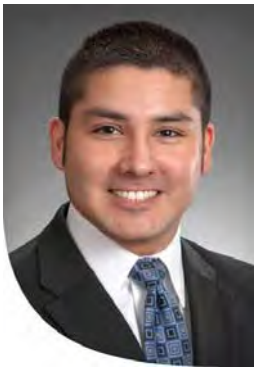
Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
B.B.A. in Finance from the University of Houston - C.T. Bauer College of Business, Magna Cum Laude

SIMILAR ENTITIES SERVED:

- City of Fulshear
- City of Humble
- City of Jersey Village
- City of Katy
- City of Oak Ridge North
- City of Manvel
- City of Missouri City
- City of Pearland
- City of Richmond
- City of Stafford
- City of Sugar Land
- Fort Bend County
- Lone Star College System
- Navarro College District
- Schreiner University
- Texas Southern University
- Greater Harris County 9-1-1 Emergency Network
- Greenspoint District
- Harris County Department of Education
- Houston-Galveston Area Council
- Alief ISD
- Fort Bend ISD
- Humble ISD
- Katy ISD
- Klein ISD
- Pflugerville ISD
- Mansfield ISD
- Spring ISD



Lupe Garcia, CPA
Senior Manager
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Lupe.Garcia@whitleypenn.com

Experience

- Certified Public Accountant with more than 8 years of experience providing audit services to various governmental entities, including counties, cities, school districts, universities and community colleges, and other special-purpose governments
- Responsible for all aspects of the assurance process including planning, internal control evaluation, risk assessment, fieldwork, and report issuance and engagement closure
- Assist in training staff in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (GAS), the Texas Education Agency's Financial Accountability System Resource Guide (FASRG), Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)
- Responsible for preparation and review of Comprehensive Annual Financial Reports that have been awarded the Certificate of Achievement for Excellence in Financial Reporting.
- Responsible for new hire training and assisting with internal and external continuing professional education courses

Affiliations

- American Institute of Certified Public Accountants—Member
- Texas Society of Certified Public Accountants—Director, 2014-2017
- Houston CPA Society—Director, 2014-2016
- Texas Association of School Business Officials—Member
- Government Finance Officers Association of Texas—Member
- Fort Bend Leadership Forum, Class of 2013

Honors & Awards

- Houston CPA Society—2014 Distinguished Public Service
- Texas Society of Certified Public Accountants—2013 Rising Star
- Houston CPA Society—2013 Young CPA of the Year

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Partner, Supervisory & Staff Qualifications and Experience

PRACTICE
Audit Services - Public Sector

EDUCATION
M.B.A. from The University of Texas – Pan American

B.S. in Accountancy from University of Santo Tomas

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Senior
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Ailene.Comple@whitleypenn.com

SIMILAR ENTITIES SERVED:

- City of Missouri City
- City of Sugarland
- City of Groves
- City of Texas City
- City of Galveston
- City of Beaumont
- City La Porte
- Guadalupe County
- Nacogdoches County
- Harris County Municipal Utility District No. 276
- Galveston County Consolidated Drainage District
- Harris-Galveston Subsidence District
- Galveston County Central Appraisal District
- Port of Galveston
- Mental Health Mental Retardation Authority
- Mainland Children's Partnership
- Houston-Galveston Area Council
- Fort Bend County Women's Center

Experience

- Certified Public Accountant
- Certified Fraud Examiner
- Over 8 years of experience in general accounting and over 2 years of experience in auditing to governmental, non-profit, and corporate entities.
- Extensive Knowledge of OMB requirement Uniform Grant Guidance
- Responsible for preparing, analyzing, maintaining, and reviewing financial statements, records and reports of school districts, cities, counties and other governmental entities.
- Assisted in forensic audits of governmental entities.
- Performs audit tasks for government engagements including performing internal control walk through, reviewing and testing transactions and internal controls, performing analytical procedures, documenting audit results.
- Responsible for planning, performing and supervising audit engagements
- Schedules field work, reviews results and investigates and resolves any discrepancies, questions or other issues raised by field staff.

Professional & Civic Organizations

- American Institute of Certified Public Accountants (AICPA)
- Texas Society of Certified Public Accountants (TSCPA)
- Association of Certified Fraud Examiners (ACFE)

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Partner, Supervisory & Staff Qualifications and Experience

Continuing Professional Education

The following is a table of continuing education course topics in which the Public Sector project team has participated or served as instructors in the past three years:

Topic	Breaux	Miller	Pedersen	Garcia	Comple
Uniform Grant Guidance (For Whitley Penn employees, TSCPA Single Audit Conference, TSCPA School District Conference and TASBO 2015 Conference)	Yes	Yes*	Yes	Yes*	Yes
Clarity Standards (Effective for periods ending after 12-15-2012)	Yes*	Yes*	Yes	Yes*	Yes
GASB Update: • GASB 54—GASB No. 66 • GASB Statement No. 67 (Financial Reporting for Pension Plans – an amendment of GASB Statement No. 25) • GASB Statement No. 68 (Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27) • GASB Statement No. 69 (Government Combinations and Disposals of Government Operations) • GASB Statement No. 70 (Accounting and Financial Reporting for Nonexchange Financial Guarantees) • GASB No. 71 (Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68) • GASB No. 72 (Fair Value Measurement and Application) • GASB No. 73 (Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68) • GASB No. 74 (Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans) • GASB No. 75 (Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions) • GASB No. 76 (The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments) • GASB No. 77, Tax Abatement Disclosures	Yes*	Yes*	Yes	Yes	Yes
Bonds (New Issuances and Refundings)	Yes	Yes	Yes*	Yes	Yes
The 2011 Yellow Book	Yes*	Yes	Yes	Yes*	Yes
Internal Controls over Federal Programs	Yes	Yes*	Yes	Yes*	Yes*
Financial Reporting and CAFR Preparation Training	Yes*	Yes*	Yes	Yes*	Yes

*** Indicates Instructor**

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

SIMILAR ENGAGEMENTS WITH OTHER ENTITIES

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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Similar Engagements with Other Government Entities

We have included a listing of some of our municipal clients, with audit engagements performed in the last five years, for your review. We have provided core audit services and/or various forms of consulting services ranging from entity-wide organizational structure studies to detailed help in compiling basic financial data.

These clients have received the services requested by the City of Bellaire. This listing of clients is for the use of the City only in evaluating our proposal and is not to be used for any other purpose and is not to be distributed to anyone outside those persons involved in the selection of auditors for the City.

Client	Contact Position	Years of Service	Scope of Work	Engagement Partner	Total Hours
City of Katy*^	Mr. Byron Hebert City Administrator 281-391-4800	10+	Audit and Consulting Services	Christopher Breaux	350
City of Richmond*^	Ms. Terri Vela City Manager 281-342-5456	3	Audit and Consulting Services	Christopher Breaux	300
City of Humble*^	Ms. Aimee Phillips Finance Director 281-446-3061	3	Audit and Consulting Services	Christopher Breaux	350
City of Stafford^	Ms. Karen Austin Director of Finance 281-261-3910	5	Audit and Consulting Services	Christopher Breaux	400
City of Watauga*^	Ms. Sandra Gibson Director of Finance 817-514-5822	5	Audit and Consulting Services	Tom Pedersen	300

^ Indicates Current Client

* Indicates City participates in the Government Finance Officers Association's Certificate of Excellence in Financial Reporting Program.

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Other References

Additional Governmental Entities We Serve (this is only a portion of our client list)

Client	Contact Position	Years of Service	Services Provided
Harris County Department of Education*	Mr. Jesus Amezcua, Assistant Superintendent for Business Services 713-696-1371	5	Auditing and Consulting Services
Houston-Galveston Area Council*	Mrs. Nanacy Haussler, CFO 713-993-4510	5+	Auditing and Consulting Services
Lone Star College System*	Mrs. Cynthia Gilliam, Vice Chancellor of Administration & Finance 832-813-6512	2	Auditing and Consulting Services
Galveston County*	Mr. Jeff Modzelewski, Director of Accounting 409-770-5328	10+	Auditing and Consulting Services
Fort Bend County*	Mr. Robert "Ed" Sturdivant, County Auditor 281-341-3760	10+	Auditing and Consulting Services
Harris County*	Barbara Schott, County Auditor 713-755-6505	9	Auditing and Consulting Services
City of Pearland*	Mrs. Claire Bogard, Director of Finance 281-412-8108	10+	Auditing and Consulting Services
City of Sugar Land*	Mr. Allen Bogard, City Manager 281-275-2710	10+	Auditing and Consulting Services
City of Galveston*	Mr. Mike Loftin, Director of Finance 409-797-3562	10+	Auditing and Consulting Services
Fort Bend ISD*	Mr. Steve Bassett, Chief Financial Officer 281-634-1164	10+	Auditing and Consulting Services
Alief ISD*	Ms. Deanna Wentz, Assistant Superintendent of Finance 281-498-8110	10+	Auditing and Consulting Services
Spring Branch ISD*	Ms. Karen Wilson, Assistant Superintendent of Finance 713-464-1511	9	Auditing and Consulting Services

* Indicates Current Client

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

SCOPE AND AUDIT APPROACH

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

Generally Accepted Government Auditing Standards

Simply put, generally accepted government auditing standards (GAS) are standards for financial and performance audits of governments, established by the U.S. General Accounting Office (GAO) in its publication *Government Auditing Standards,* commonly referred to as the Yellow Book. These supplemental auditing standards go ***above and beyond*** the standards for traditional financial audits are known as generally accepted auditing standards (GAAS), promulgated by the American Institute of Certified Public Accountants (AICPA) through the Auditing Standards Board.

These enhanced standards are required in the City of Bellaire's audit due to the City's expenditure of federal funds in accordance with federal guidelines of the Single Audit Act of 1984, Single Audit Amendments of 1996 and Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Both GAAS and GAS group audit standards into three main categories; (1) General Standards; (2) Fieldwork Standards; and (3) Reporting Standards.

General audit standards address qualifications, independence, due professional care and quality control. The primary differences in the standards concern:

- Qualifications
- Independence
- Quality control

These standards require the audit team receive specific additional training within certain timelines and have adequate knowledge of the government environment.

The standards also specify higher independence criteria and external peer reviews for the audit organization to meet the higher expectations of stakeholders and regulatory community.

Fieldwork standards of GAS attempt to meet the special needs and interests of the public sector by enhanced measures for risk assessment fraud, internal controls, irregularities, illegal acts and other noncompliance. These enhanced standards pay particular attention to how the audit team approaches materiality, noncompliance, safeguarding controls, working papers and audit findings follow-up.

Reporting audit standards go beyond disclosing whether generally accepted accounting standards (GAAP) have been followed, whether disclosures in the financial statements are reasonably adequate, and an expression of opinion by the auditor regarding the fairness of the government's financial statements. Under these enhanced standards, designed to meet the special needs and interests of the public sector, the audit team will communicate with those charged with governance (the Council and administration) on matters pertaining to compliance with laws and regulations and on internal controls, including a separate report on federal programs.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

We understand the unique organizational structure and operating environment under which Texas Municipalities operate and have developed programs of procedures designed specifically for these engagements. Our audit approach is described as follows:

Proposed Segmentation of the Engagement

Our auditing and consulting service approach includes the most current techniques available. In addition to the heavy involvement of our partners and managers, our staff will also be familiar with the City's operating environment due to their ongoing involvement with other municipal clients.

Our goal in providing a quality audit experience is to assure a seamless audit approach with continuity of staff from the earliest planning stages through fieldwork to report issuance exit conferences. This approach is achieved through the application of our thorough understanding of the environment and heavy involvement in all phases by management personnel.

A brief overview of the different phases or segments of our audit process is as follows:

The Planning and Risk Assessment Phase

Prior to any fieldwork being performed, strategic planning sessions are held both internally and with the City's staff to identify key audit and operational issues, and to establish communications with appropriate firm and City staff, and relevant third parties, as well as to determine timing and individual responsibility schedules. Additionally, the audit team will gain an understanding of the City's controls and operations surrounding financial activity and develop a plan of action or risk assessment for auditing key areas and account balances. Because of the City's dependence on technology, our experienced technical staff will conduct considered review of general information technology controls for their impact on financial reporting.

Fieldwork

Our audit programs for the City will include procedures related to review and evaluation of internal administrative and accounting controls noted above, as well as the determination of compliance with finance related legal issues, the evaluation of errors and fraud, statistical sampling and analytical procedures designed to determine reasonableness of costs that can lead toward evaluating efficiency and effectiveness in administrative operations.

Throughout the fieldwork process, our partners and staff remain in constant contact and communication with City management personnel. When questions or concerns arise in the course of our work, we take steps to assure ourselves that critical information is passed on to the proper level of management through weekly meetings and discussions.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

Report Issuance and Closure

Report issuance and exit conferences of an audit are often the most critical portions because it is in this phase that most external communications are discussed. The results of our audit will be reviewed with the appropriate level of management, including the Audit Board, City Council and executive levels of staff, prior to the issuance of a report on internal controls and compliance matters or management letter. This review of findings and proposed recommendations with management often leads to a plan of action for the City management to make any needed improvements in a manner that is not only theoretically but practically sound.

We **do not like surprises** so any deficiencies, significant deficiencies or material weaknesses would be discussed with management prior to including it in the report and presenting the results to the City Council. We believe that both the auditee and auditor must agree on the facts and ensure that there isn't documentation that could clear any deficiencies of which we were previously unaware. We find this method of exiting on the audit process brings the most value to our clients.

We will work with your financial management team in the process of building the report to eliminate any unknowns in the financial statement presentation process.

Level of Staff

The level of staffing commitment to complete the engagement by audit phase is as follows:

Audit Segment

Staff Level	Planning	Fieldwork	Report Issuance & Closure	Total
Partners	10	10	10	30
Managers	20	30	20	70
Supervisory Staff	10	80	10	100
Staff	10	80	10	100
Subtotal	50	200	50	**300**

Sample Sizes and Audit Sampling

Because it would not be cost effective to test 100 percent of items within an account balance or class of transactions for the purpose of evaluating some characteristic of the balance or class in our tests of controls and compliance with laws and regulations, we sample.

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

In the course of an audit, we will apply sampling techniques in our substantive testing of account balances and transaction classes if the application of such techniques is deemed more effective and efficient. Audit sampling can be defined as the application of an audit procedure to less than 100 percent of the items within an account balance or class of transactions for the purpose of evaluating some characteristic of the balance or class. Additional uses of sampling can be found in our tests of controls and compliance with laws and regulations.

The sample sizes and the extent of the use of samples depends on various factors including population size and the inherent risks associated with the account, transaction class, controls, or compliance features. In the planning and fieldwork stages of the audit, we will thoroughly discuss the population sizes and the risk factors associated with significant financial statement accounts with appropriate financial management personnel. These discussions will include a methodology for selecting a sample as well as an approach for gathering the sample that will be the least intrusive to ongoing financial operations of the City.

Extent of use of Software in the Engagement

As noted earlier, our auditing and consulting service approach includes the most current techniques available in the field. We utilize fully integrated software for trial balances, audit work papers, and reporting functions. We will request that City staff electronically download certain data from the City's financial management information system for evaluation during the planning and fieldwork phases of the audit. Our approach to this area is designed to be non-invasive and to reduce the amount of time spent by both our staff and City employees.

Computer-based techniques are used by our staff only when considered more efficient than traditional methods. We believe this approach is consistent with providing the quality services for which we strive.

Type and Extent of Analytical Procedures to be Used in the Engagement

The firm uses analytical procedures in audit planning to:

- Enhance our understanding of the City's operations and the transactions and events that have occurred since the last audit date.
- Identify areas that may represent specific risks relevant to the audit.
- Provide substantive support for financial information included in the financial reports.

Comparisons of account balances between accounting periods are made and ratio and trend analyses performed to improve our understanding of the client and its operations and may identify critical audit areas. For instance, comparing general and special revenue fund expenditures by function and revenue by source for the past five years provides an understanding of the City's operations and may identify a revenue source that requires increased attention in the current audit.

Scope and Audit Approach

Our preliminary analytical procedures for a City will include, as a minimum, a comparison of current account balances in the working trial balance to similar amounts in the prior annual period's financial statements and the current period's budget. However, we feel a thoughtful consideration of expected relationships among account balances and periods by our experienced auditors is far more important than a mechanical comparison. We will not only consider these relationships but compare these based on our knowledge and experience about the similar governmental entities and their operations.

In some cases, analytical procedures can be both more effective and more efficient than tests of details for achieving particular substantive testing objectives. Normally, analytical procedures call attention to unexpected relationships in financial statement balances. This can be an efficient means of identifying potential misstatements or misclassifications. The appropriate mixture of analytical procedures and tests of details is a matter of the auditor's professional judgment concerning the expected efficiency and effectiveness of analytical procedures in identifying potential misstatements.

Analytical procedures may be used to identify individually significant items or to otherwise identify populations that need to be sampled. In the payroll area, an effective analytical test is to compare current expenditures to the prior period actual and current budget by department and relate to the number of employees by department. In this manner, the auditor may eliminate the need to sample or reduce the population of payroll expenditures considered necessary to sample by confining sampling to departments with significant fluctuations.

Analytical procedures are also applied as an overall review of the financial information in the final stage of the audit. These procedures are designed to assist our staff in assessing the propriety of conclusions reached and in the evaluation of the overall financial statement presentation. While the selected procedures will vary on the circumstances, they will always focus on overall relationships within the financial statements and consider the following matters:

- The adequacy of evidence gathered in response to unusual or unexpected balances identified by analytical procedures applied in the planning stage of the audit.
- Unusual or unexpected balances or relationships not previously identified.

Gaining an Understanding of Internal Controls

An understanding of the City's financial operations, funding source requirements, transaction processing procedures, and internal control structure will be achieved through inquiry, observation, and tests of transactions. We will also use other resources such as the City's budget, organizational charts, City's policy and procedure manuals, and other management information systems.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

Determining Laws and Regulations that will be Subject to Audit Test Work

We will design our audit to provide reasonable assurance that the City's financial statements are free of material misstatements resulting from violations of laws and regulations that have a direct and material effect on the determination of financial statement amounts. From the planning phase of the audit, we will seek to obtain an understanding of the possible effects of such laws and regulations on the City's financial statements.

The determination of which laws and regulations that will be subject to audit test work will be determined through a number of inquiry and review procedures such as the following:

- Inquiry with City personnel, including finance staff and grant administrators.
- Consideration of compliance requirements that have been identified in prior years' audits.
- Review the relevant portions of any directly related agreements, such as those related to grants and debt agreements.
- Review pertinent sections of laws and regulations, including State statutes.
- Review the minutes of meetings of the governing body.
- Inquiry of oversight entities or agencies about applicable compliance requirements.
- Review of Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), the Catalog of Federal Domestic Assistance, federal audit guides, and state and local policies and procedures.

In the course of the audit we will consider performing some or all of the following procedures:

- Consider knowledge about such laws and regulations obtained in prior years' audits.
- Discuss such laws and regulations with the finance director, legal counsel, or grant administrators.
- Obtain written representation from management concerning the completeness of management's identification of such laws and regulations.
- Review grant and loan agreements.
- Review minutes of meetings of the City Council for the enactment of new ordinances or policies.
- Read pertinent statutes, regulations, and charter provisions and excerpt significant items for the permanent file section of the work papers
- If any legal requirements require clarification, we will request a written interpretation from the City's legal counsel.

Examples of the types of laws and regulations that have a direct and material effect on the determination of amounts in a City's financial statements follow:

- **Public Funds Investment Act**. We will consider the governmental unit's compliance with legal and policy provisions for deposits and investments.
- **Procurement.** Competitive bidding laws apply to the procurement process.
- **Appropriations**. Expenditures should not exceed authorized limits.

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

- **Legal authority for transactions.** Transactions should be properly authorized at execution.
- **Establishment of funds.** The funds of a local governmental unit may be established by state constitutional provisions or statutes, or by local charters, ordinances, and governing body orders.
- **Budgetary reporting.** The required supplementary information included in the financial statements should present an aggregation of the appropriated budgets, as amended, compared to actual results of operations in accordance with State Laws' local budget provisions.
- **Restrictions on expenditures.** The proceeds of certain governmental revenues are restricted by law as to the purposes for which they may be expended.
- **Taxing and debt limitations.** Governmental units may be subject to laws and regulations that place limits on taxing authority, place ceiling limitations and other issuance criteria on debt, or place limits on the use of debt proceeds.

Tests of Compliance with Laws and Regulations

This is a type of audit test that is used to determine general statutory compliance and when the City receives funds from government agencies for services provided to eligible recipients. The purpose of tests of compliance with laws and regulations is to determine whether there have been instances of noncompliance that may have a material effect on the financial statements or to provide a basis of reporting on the City's compliance with such laws and regulations. As a result, tests of compliance with laws and regulations are substantive tests accomplished by examining supporting documentation. In a Single Audit, this type of audit test is frequently applied using statistical sampling. We will select a sample of revenue or expenditure transactions and inspect supporting documentation to determine compliance with relevant laws and regulations; e.g., we would select a sample of expenditures charged to a federal or state award program and inspect documentation to determine whether expenditures were for activities allowed. We find the most efficient approach is usually to conduct these tests simultaneously with substantive tests of transactions; e.g., concurrently with selecting samples of cash receipts or disbursements to test recording accuracy.

Identification of Anticipated Potential Audit Problems

Given the City staff's reputation as professionals, we do not anticipate difficulties in conducting the audit of the financial statements of the City of Bellaire. As noted earlier, our approach to difficult audit issues is immediate communication at the appropriate level of management to include, as appropriate, the Council and administration. We propose scheduled periodic meetings with the City's management personnel to stay abreast with issues that the City is facing. As part of our service commitment, we welcome any questions during the year.

Report Format

Examples of similar clients' Comprehensive Annual Financial Repots have been provided on the USB drive that accompanies this proposal.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

Financial Audit Engagement - General Scope Considerations

We feel that the independent auditing firm should be totally responsive to the client's governing body. We will work closely with the audit board and management in addressing the scope of the audit, the overall audit philosophy, and our observations and recommendations relating to the City's financial operations.

We understand the scope of the work requested by the City may include an audit of its basic financial statements in accordance with generally accepted auditing standards, as well as ***Government Auditing Standards*** ("Yellow Book") issued by the Comptroller General of the United States, the provisions of Title 2, U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Generally accepted government auditing standards are composed of generally accepted auditing standards and additional standards for financial audits contained in the Yellow Book.

Our audit will be conducted in accordance with the above-mentioned standards and will include tests of the accounting records of the City of Bellaire and other procedures we consider necessary to enable us to express an unqualified opinion that the basic financial statements are fairly presented in all material respects, in conformity with generally accepted accounting principles.

The general scope of our work will include:

A. Evaluation of Internal Control Structure

The administration of City of Bellaire is responsible for establishing and maintaining an internal control structure. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance assets are safeguarded against loss from unauthorized use or disposition and transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of basic financial statements in accordance with generally accepted accounting principles.

In planning and performing our audit we will consider the internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on City of Bellaire's basic financial statements and not to provide assurance on the internal control structure.

We will obtain an understanding of the design of the relevant policies and procedures for the significant areas of the audit and whether they have been placed in operation, and we will assess control risk. Test of controls may be performed to test the effectiveness of certain policies and procedures which we consider relevant to preventing and detecting errors and irregularities which are material to the basic financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters which have a direct and material effect on the basic financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on the internal control structure policies and procedures and, accordingly, no opinion will be expressed.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

We will inform the City of any matters involving internal control structure and its operations that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure which, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the basic financial statements.

Compliance with laws, regulations, contracts and grant agreements applicable to City of Bellaire, is the responsibility of management. As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion.

Finally, the Firm will inform City Council of each of the following:

- The Auditor's responsibility under generally accepted auditing standards.
- Significant accounting policies.
- Management judgments and accounting estimates.
- Significant audit adjustments.
- Other information in documents containing audited financial statements.
- Disagreements with management.
- Management consultation with other accountants.
- Major issues discussed with management prior to retention.
- Difficulties in performing the audit.
- Material written communication
- Independence-related relationships between our firm and the City
- Confirmation of our audit independence

B. Substantive Test Work on Account Balances

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmations of receivables, cash, notes and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. Areas which would be covered in our tests would include material accounts in the general ledger such as cash, investments, receivables, sales tax revenues, capital assets, accounts payable, payroll, liabilities, fund balances, and various other revenue and expenditure accounts. We will also request written representations from your attorneys as part of the scope of the work. At the conclusion of our audit, we will also request certain written representations from the City about the financial statements and related matters.

Our audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will inform you, however of any matters of that nature which come to our attention, unless they are clearly inconsequential.

Additional work requested or performed related to errors, irregularities or illegal acts would be above the scope of the audit and would be subject to further discussions with management. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

As part of the audit process we understand that you will provide us with the basic information, such as working trial balances, after final closing entries have been made, along with closing files and journal entries, schedules, adjustments and general ledger printouts which would be required to perform the audit. We also understand that you are responsible for the accuracy and completeness of that information. If the information is not complete or accurate we will make arrangements for you to correct the information or make arrangements for us to provide additional accounting services to assist you at an agreed-upon rate. This would occur if the City needed assistance in closing the books, preparing standard journal entries or preparing reconciliation or schedules, which should be prepared before the audit is started.

We are anticipating that City employees will prepare all confirmations, locate supporting documentation such as invoices, deposits and other supporting documentation for items selected by us for testing. Account analysis schedules such as the reconciliation bank statements, investments schedules, fixed asset and depreciation schedules, listing of accounts payable at year-end, etc. will be prepared by the City.

C. Preparation of the Comprehensive Annual Financial Report (CAFR)

We will work with your financial management team in to eliminate any unknowns in the financial statement presentation process. We will provide all reasonable assistance and advice to the City to ensure that the Certificate of Achievement for Excellence in Financial Reporting awarded by the GFOA

D. Quarterly Audit Board Meetings

As part of our annual commitment to the City, senior level firm personnel will be available to meet with the City audit board and or management team (at the City's discretion) on a quarterly basis to discuss financial reporting and audit matters. It is our policy to make our partners and managers available throughout the year to both the City Council and the management team to provide assurance that the audit is on schedule.

We would contemplate receiving specific direction as to City and firm staff involvement in planning sessions with the City's management prior to beginning our work.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

No extended services will be performed unless they are specifically authorized by an amendment to the contractual agreement between the City and our firm.

As discussed in earlier sections, Whitley Penn has a great deal of experience in performing these types of professional services and we look forward to discussing in greater detail the anticipated scope of the engagement with the audit selection committee and/or any appropriate member of the City's administrative staff.

Standard Schedules to be Prepared by Client (PBC)

An example PBC List is included as Appendix I in this proposal.

Expected Level and Amount of Support from City Finance Staff

We expect to arrange all project roles and responsibilities with our staff and City finance staff at the outset of the engagement. The level of assistance expected from City personnel will be limited to providing supporting documentation as listed in the proposal. We appreciate City efforts and will work with you in making sure we can utilize the information already available. We do not want to burden the staff with making requests that require the staff to "recreate the wheel." We will request that the City provide us with supporting documentation such as invoices and purchase orders (based on our samples), personnel files (based on our samples), grant applications, detail general ledger downloaded from the financial software, checks registers for the year, and City Council meeting minutes. We encourage use of the Whitley Penn portal for the transfer of electronic files.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Scope and Audit Approach

If I have questions throughout the audit, will you be available to answer them?

Our team is available to you whenever you need us. We provide cell phone and email contact information so that you can always reach us when you have a need. We also understand that increasingly difficult auditing and reporting requirements now defy the "once-a-year visit" by a school district's audit firm. Our commitment to quarterly meetings with City Council and management is representative of our desire to assure the free flow of communications between the board, management and our audit team.

Are you able to provide our staff with training, when needed?

Whitley Penn offers one-on-one training to the management and staff of our clients for everything from general accounting procedures to areas such as grant management, payroll and bank reconciliations.

Can you help us stay up to date with changes in the industry and new standards?

We are proud of the knowledge base of Whitley Penn's Public Sector Team. We are well known in this industry for our experience and as a result, our firm's partners are consistently called upon to present to a variety of organizations. Whitley Penn is also proud to offer this training to our clients. We offer 8 hours of complimentary CPE each year for your staff, at no additional charge.

Our team stays abreast of changes in the public sector industry as well as the new accounting standards. We relay this information to our clients in a variety of ways. Some of the best ways to stay "in the know" are to follow our blog, *In The Black*, and to request our monthly e-newsletter (visit our web site for more information: whitleypenn.com).

Are you able to assist us when we have questions about matters un-related to the audit, such as tax compliance issues?

Whitley Penn is a firm of nearly 310 knowledgeable and experienced professionals. Our team has experience with Tax Compliance, Risk Management, Business Process Improvement, Organizational Reviews, Regulatory Matters, and Finance-Related Consulting, in addition to an entire division that specializes in Forensic Services. With Whitley Penn as your firm, you will have access to the knowledge and experience of the entire firm.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

PROPOSED SCHEDULE

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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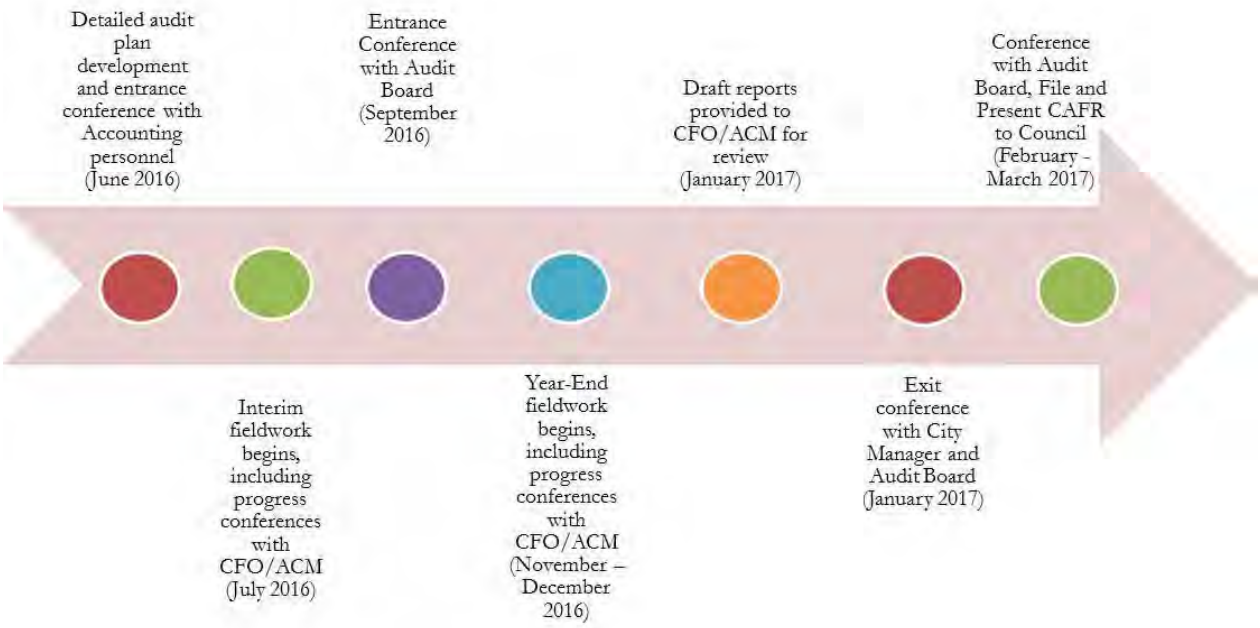
Proposed Schedule

Work Plan

Below is our proposed summary timing schedule for the project for the fiscal year ending September 30, 2016 in accordance with the City's request. We will establish detailed arrangements with the City's management to formulate and complete the specific timing requirements detailed in the Request for Proposal. We will be able to meet the timelines indicated in the Request for Proposal. We understand that we will be expected to review the detailed audit work plan and schedule with Management prior to commencing the audit assignment each year.

City of Bellaire
Procedures Timeline



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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

ADDITIONAL DATA AND OTHER INFORMATION

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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Additional Data and Other Information

Client Acceptance Procedures

As part of the our client acceptance procedures, we will contact your predecessor auditor to review their fiscal year 2015 audit work papers. In addition, the firm requires a background check for the individuals signing the management representation letter. This typically includes those individuals taking responsibility for the financial statements. The process is handled by our Human Resources Director. A copy of the required form is included in Appendix C for your review.

Introduction of our audit team to the City and Process for the Close of Our Audit

We want the audit process to be as seamless as possible and we want to minimize disruptions. You will be introduced to our team through an entrance conference prior to entering the field during. We will discuss the items requested in as much detail as desired by management. You will have one point of contact through-out the audit. Usually this is the senior auditor who will copy the manager on all communications. The audit manager and partner will be in the field periodically (usually two to three times a week) to check on the progress of the audit and to answer any questions of management.

We will have several meetings through the audit to share the results of the audit. We want to ensure we agree on the facts if we note any deficiencies in internal control or find any noncompliance. We believe in discussing our findings with management and resolving any findings that can be resolved with appropriate, sufficient audit evidence. We want two-way communication and again we want both parties to agree on the facts. This exit conference will occur with enough time prior to the report issuance. We will be present at the City Council and Audit Board meeting when the CAFR is presented.

Outside Specialists and Consultants

We do not anticipate using specialists and/or consultants outside of Whitley Penn in performing requested services.

Insurance

A certificate of insurance, evidencing the required types and amount of insurance, is included as Appendix H of this proposal.

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

CONCLUDING REMARKS

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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Concluding Remarks

Commitment to Governmental Entities

In 2007 our firm made the decision to dedicate staff to public sector engagements. It was a difficult task in that we have many clients in a variety of industries. In order to become experts, we developed public sector and corporate teams that could focus on their industry groups and become leaders. We have been successful to continue this practice and it has made a significant difference in the manner we serve our clients. When our public sector auditors work on your engagement, they are familiar with government operations, fund types and the different types of measurement focuses that come with those fund types. They do not have the difficulty transitioning from a corporate environment to a public sector environment because they are fully immersed in the public sector arena. We are very proud of our model.

Dedication to the State and Local Government Industry

As part of our dedication to the state and local government industry, our firm maintains associate memberships in the Government Finance Officers Association (GFOA), the Texas Municipal League (TML), the American Institute of Certified Public Accountants (AICPA), the Texas Association of School Business Officials (TASBO), the Association of School Business Officials International, the Texas Society of Certified Public Accountants (TSCPA) and the AICPA's Governmental Audit Quality Center. Through these affiliations, we are able to access tremendous resources that allow us to effectively serve our governmental and non-profit clients.

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

APPENDICES

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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Appendix A- Peer Review Report

OLSEN THIELEN & CO., LTD.
Certified Public Accountants & Consultants

SYSTEM REVIEW REPORT

June 25, 2015

To the Partners of Whitley Penn LLP and the
National Peer Review Committee of the AICPA

We have reviewed the system of quality control for the accounting and auditing practice of Whitley Penn LLP (the Firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, audits of carrying broker-dealers, and examinations of service organizations (Service Organization Control (SOC) 1 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of Whitley Penn LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2015, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies)* or *fail*. Whitley Penn LLP has received a peer review rating of *pass*.

Olsen Thielen & Co., Ltd.

Olsen Thielen & Co., Ltd.

St. Paul Office | 2675 Long Lake Road | St. Paul, MN 55113-1117 | 651-483-4521 | 651-483-2467 FAX
Minneapolis Office | 300 Prairie Center Dr., Ste. 300 | Minneapolis, MN 55344-7908 | 952-941-9242 | 952-941-0577 FAX

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix B - USDE Office of Inspector General Letter

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF INSPECTOR GENERAL

July 23, 2014

Celina C. Miller, CPA
Whitley Penn
3411 Richmond Ave., Suite 500
Houston, TX 77046

ED OIG Control Number: Q06O0004

Dear Ms. Miller,

We have completed our review of the audit documentation prepared by your organization in support of your report for the Single Audit of following Institution and audit period:

Lone Star College System
The Woodlands, TX 77381

From: September 1, 2012 To: August 31, 2013

The objective of our review was to determine whether the audit was performed in accordance with generally accepted auditing standards; Government Auditing Standards; and OMB Circular A-133.

Our conclusions are based on review of the audit documentation provided to us. We did not review records at the audited entity. During our review we did not identify departures from audit standards and OMB Circular A-133 audit requirements.

Thank you for your assistance and cooperation.

Sincerely,

Marilyn Peck Henderson
Auditor, Non-Federal Audit Team

cc: U.S. Department of Education/OCFO/Post Audit Group

...

400 MARYLAND AVENUE, S.W., WASHINGTON, DC 20202-1510

Promoting the efficiency, effectiveness, and integrity of the Department's programs and operations.

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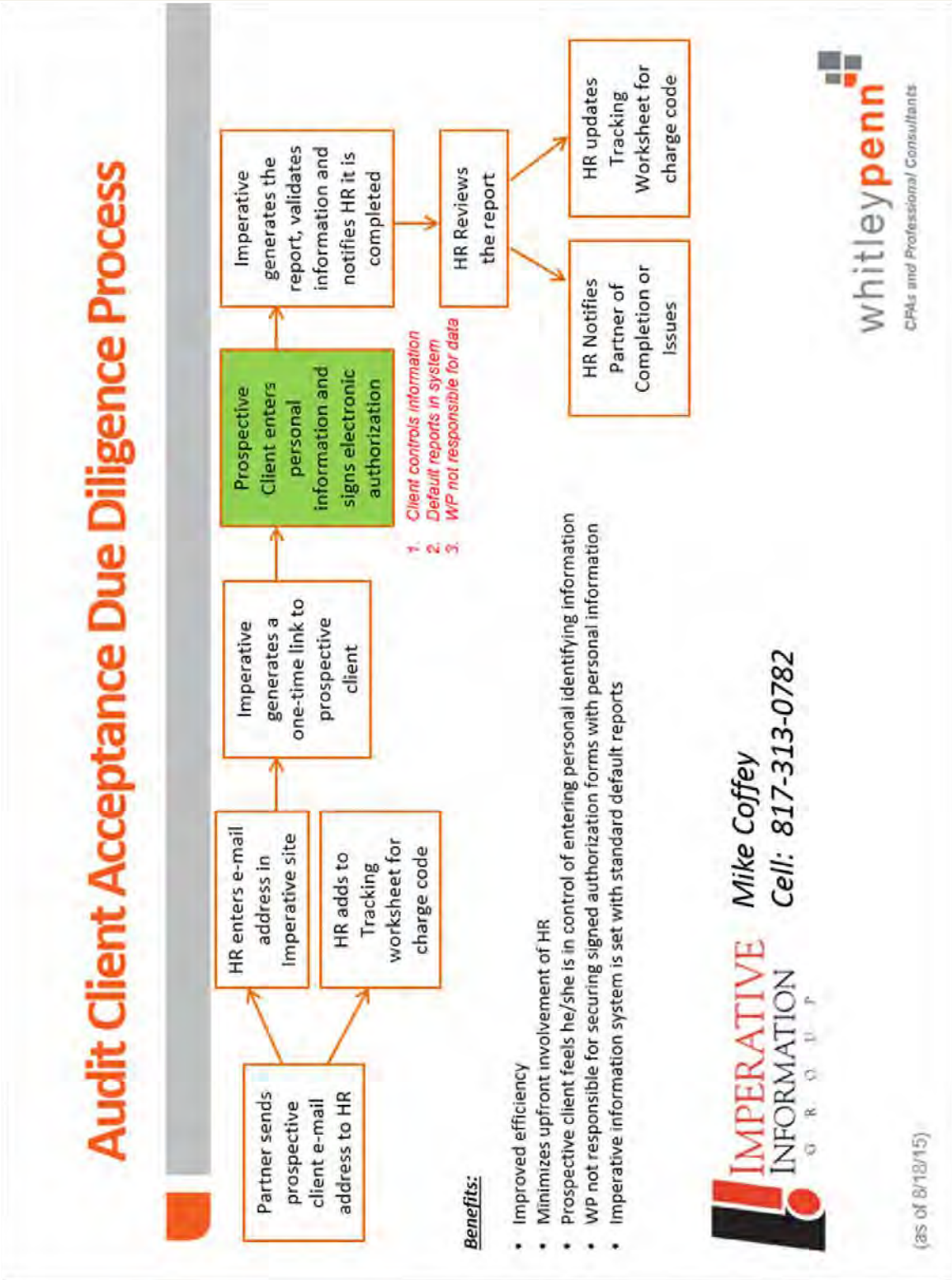
Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix C - Client Acceptance Procedures



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Appendix D (1) - Conflict of Interest Questionnaire

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

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

OFFICE USE ONLY

Date Received

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

Whitley Penn, LLP

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

N/A

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

March 23, 2016

Date

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix D (2) - Certificate of Interested Parties

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2016-29778

Date Filed:
03/22/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Whitley Penn, LLP
Houston, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Bellaire, Texas

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

RFP16-01
Professional Auditing Services

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. [X]

6 AFFIDAVIT

VICKI BRUNO
Notary Public, State of Texas
Comm. Expires 12-09-2018
Notary ID 178838-2

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said CHRISTOPHER BREAUX, this the 23rd day of March, 20 16, to certify which, witness my hand and seal of office.

Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath
Vicki Bruno	VICKI BRUNO	NOTARY

Appendix E - Proposer Guarantees

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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APPENDIX E

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (typed): Christopher L. Breaux, CPA

Title: Partner, Audit Services - Public Sector

Firm: Whitley Penn, LLP

Date: March 23, 2016

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix F - Proposer Warranties

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

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APPENDIX F

PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to comply with State of Texas laws.

B. Proposer warrants that it has or is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the CITY OF BELLAIRE, TEXAS.

D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (typed): Christopher L. Breaux, CPA

Title: Partner, Audit Services - Public Sector

Firm: Whitley Penn, LLP

Date: March 23, 2016

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix H - Certificate of Liability Insurance

WHITPEN-01 CWENDORF

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/4/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 4682
Fort Worth, TX-Hub International Insurance Services
421 West Third Street, Suite 800
Fort Worth, TX 76102

CONTACT NAME: Swanillia Griffin
PHONE (A/C, No, Ext): (817) 820-8100 FAX (A/C, No): (817) 870-0310
E-MAIL ADDRESS: ftw.service@hubinternational.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Company	20443
INSURER B : Texas Mutual Insurance Company	22945
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Whitley Penn LLP
1400 W 7th St, Suite 400
Fort Worth, TX 76102

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			5085853430	01/28/2016	01/28/2017	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:						EMPLOYEE BENEFI	$ 4,000,000
A	AUTOMOBILE LIABILITY			5085853430	01/28/2016	01/28/2017	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB / X OCCUR			6016605160	01/28/2016	01/28/2017	EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$ 2,000,000
	DED X RETENTION $ 10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TSF0001205248	10/11/2015	10/11/2016	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The General Liability and Auto Policies include a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract that requires such status subject to policy terms and condition. The General Liability, Auto and Work Comp Policies include a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract that requires it subject to policy terms and conditions. The General Liability policy contains a special endorsement with "Primary and Noncontributory" wording subject to policy terms and conditions. Umbrella is Follow Form.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Interim Fieldwork

1 Trial balance for FY 2016 as of June 30, 2016, FY 2015, and FY 2014
2 Adopted Budget for FY 2016
3 Amended Budget as of 6/30/2016
4 Schedule of Expenditures of Federal Awards (SEFA) as of 6/30/16, if applicable
5 Schedule of Expenditures of State Awards (SESA) as of 6/30/16, if applicable

6 Electronic check register (ACH and checks) from 10/1/2015 through 6/30/2016 with G/L account and vendor information if possible
7 Payroll register (Direct Deposit and checks) from 10/1/2015 through 6/30/2016
8 If item #8 cannot be provided with vendor name, please provide a vendor expenditure report from 10/1/2015 through 6/30/16
9 List of bids, RFPs, RFQs etc. issued during FY 2016 (new and renewals)
10 Investment policy (PFIA)
11 Investment officer training certificates (PFIA)
12 Quarterly Investment Reports (PFIA)
13 Broker Acknowledgements of Receiving City's Investment Policy (PFIA)
14 List of all new employees with funding source
15 List of all terminated employees (voluntary or involuntary) with funding source
16 Report of manual Journal Entries
17 City Council Meeting Minutes for FY 2016
18 Correspondence federal and state regulatory agencies regarding compliance
19 Please notify us if any federal or state programs are currently under audit or the City has been notified will be audited.
20 We will need to conduct internal control interviews with the departments handling the following areas:
- a Purchasing and Accounts Payable
- b Human Resources and Payroll
- c Property Taxes
- d Sales Taxes
- e Franchise Fees
- f Fines and Forfeitures
- g Charges for Services
- h Water and Sewer
- i Solid Waste
- j Cash
- k Investments
- l Budget
- m Long-term debt
- n Capital Assets
- o Information Technology

21 Policy and procedural manuals over significant audit areas for our review

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Yearend Fieldwork

I. GENERAL REQUESTS

1 Final Trial Balance (electronic format) with complete account string
2 Adopted and Amended budgets (electronic format) with complete account string
3 General ledger detail report (electronic) or access to Incode to perform inquiries of specific account detail
4 Copy of FY 2015 GFOA Comments
5 Report of FY 2016 journal entries (electronic report). The report should provide the date, amount, accounts, and employee who made the entry

II. CASH AND CASH EQUIVALENTS

6 Listing of deposits by financial institution as of September 30, 2016 (i.e. list of all cash accounts)
7 Please indicate which accounts are new; also please provide a list of all accounts that were closed during FY 2016
8 Copies of all Sept 2016 bank reconciliations (in electronic format, if possible)
9 Electronic outstanding checks, deposits in transit, and any other bank reconciliation attachments as of 9/30/2016
10 Copies of all September and October 2016 bank statements
11 Reconciliation of all Investment Pools (**in electronic format, if possible**)
12 Copies of Sept 2016 Investment Pool Statements; Will need the Weighted Average Maturity and credit ratings of pools as of 9/30/2016
13 Copies of Certificate of Deposits Statements
14 Pledged Securities Listing from banks as of 9/30/2016

III. INVESTMENTS

15 Roll forward summary schedule of Investments during the year (Treasuries, Agencies- and other Investments made during the year) -Schedule should show purchase dates, description, par value stated interest rates, CUSIP number, beginning balances, purchases, matured/sold, ending balances, Beg. Interest receivable, accrued interest, interest received (paid) ending interest receivable- - If using Fair Value method, the fair value amount and adjustments- if not show premium and discount and amortization amounts to get to amortized costs. Schedule should be by fund and the ending balances should tie to the GL.
16 Summary of Investments by classification -and Investments detail listing at 9/30/2016 by fund. The schedule should include par value, principal, original discount or premium, unamortized discount or premium, and amortized value.
17 Weighted Average Maturity (days) as of 9/30/2016 for all other investments other than Investment Pools.
18 Copy of Quarterly Investment reports not provided during interim fieldwork (PFIA)

IV. PROPERTY TAXES, OTHER REVENUES AND RECEIVABLES

Property Tax

19 Taxes receivable roll forward for the year ended Sept 30, 2016 - (reports from tax department at year end showing total taxes collected, amounts outstanding- summary and detail by year). Roll should show beginning taxes receivable, plus tax levy, less collections, less adjustments and show ending receivable, less allowance to get to deferred amounts- for M&O, I&S and total. This schedule should agree to your tax schedule for CAFR purposes. Provide supporting documentation for amounts reported on this schedule.
20 Updates after interim - Property Taxes Revenue Reconciliation including Tax Office Monthly Collection Reports
21 Copy of CAD certified appraisal of assessed values.
22 Copy of resolution approving tax rates and appraised values
23 Documentation supporting current year levy calculation (e.g. include levy loss)
24 List of delinquent tax accounts- accounts to be written off or adjusted after year end and an estimated allowance account for doubtful accounts
25 Tax office to general ledger reconciliation of total taxes received (Reports from tax office of taxes collected during year and ending receivables)
26 Tax collections for October and November 2016 if 60 days accrual is recorded.
27 Tax Office SSAE 16 Reporting on Controls at a Service Organization (Harris County Tax Office)

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Yearend Fieldwork

Grants

28 Support for the subsequent cash receipts of grant receivables at 9/30/16

Franchise Fees

29 Comparison schedule of Franchise taxes received by payee for fiscal years 2016 and 2015

30 Schedule of estimated franchise taxes receivable at 9/30/2016.

Sales and Use Taxes

31 Schedule of Sales taxes received by month from State, including the receivable

32 Schedule of other tax Revenue and Receivable by type such as Hotel, mixed beverage, etc., if applicable.

Water, Sewer and Solid Waste

33 Total Water amounts pumped and billed to customers by month and total showing gallons, then dollar amounts for water, wastewater, garbage, sales tax, drainage, total billed, adjustments and total collections.

34 Detail listing of all water/sewer customers billed during the fiscal year to include: customer name and number, description of usage, usage, consumption, rate, billed amount, paid amount and paid date.

35 Calculation of unbilled revenues receivable at 9/30/2016

36 Current and prior year water/sewer approved rates

37 Utility billing report of all adjustments made YTD by date, account number, account name, and amount (excel or electronic text file)

Licenses and Permits

38 Summary of Permits, & Licenses issued during the Year per permits and licenses department records (detail report and summary report grouped by report code and detail for all report codes for the period from 10/1/2015 to 9/30/2016

a. Building permits issued
b. Electrical permits
c. Plumbing Permits
d. HVAC Permits
e. Beer and Restaurant- signs, alarms- misc permits

39 Current and prior year approved permit rates

Municipal Courts

40 Aging report of Municipal Court Receivables (Amounts owed to the City @ 09/30/2016) for Adjudicated fines and forfeitures. Warrant Listing by Violation, Active Warrants provided last year.

41 Municipal Courts Distribution Listing (Distribution that has been deposited) from 10/01/2015 to 9/30/2016. Total page includes detail by code, payment and refund amounts, and G/L Acct No.

42 Analysis of receivable and allowance for doubtful accounts for court fines at 9/30/2016 (JE, Warrant Listing by Violation, and Aging of Open Cases provided last year).

43 Current and prior year approved court fees.

44 Report/schedule of Red Light Camera Revenues and calculation of receivable

Other

45 Analysis of miscellaneous or other receivables. Detail on amounts paid by others.

V. INVENTORY

46 Final detail inventory listing - (list of each item, description, number of units, price, extended amounts and final totals). This report must agree to the general ledger as of 9/30/2016

Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Yearend Fieldwork

VI. PROPERTY AND EQUIPMENT

47 Capital asset summary schedule showing beginning balance, additions, retirements, transfers and ending balances for major types of assets (same as notes in financial statements).

48 Land, CIP, FFE, and accumulated depreciation detail at year end by department and by account.

49 Changes in property and equipment for the year ended- detail of additions made during the year -
List all capital asset additions by Function.
Please list all current year depreciation by function as well.

50 Support related to Sale/Donated Assets if applicable

51 Schedule of Capital Projects during the year, and amounts payable at year end. Listing of expenditure of all additions during year- Segregate current year expenditures from project totals if possible. Show authorized contract amounts, contract expenditure, other cost, total in progress which should tie to the construction reported as commitments.
These amounts should agree to the Construction in Progress Amounts.

52 Schedule of retainage payable at year end-attach approved payment application showing amount of retainage payable - should be pay-application with work ending 9/30/2016.

VII. ACCOUNTS PAYABLE AND OTHER LIABILITIES

53 Detail listing of accounts payable at year end with vendor, invoice, invoice date, invoice amount, account distribution and tie to general ledger by fund (**in electronic format, if possible**).

54 Summary Schedule of accounts payable by fund as of 9/30/2016 (electronic)

55 AP checks/EFT/wire transfers or all payments processed after year-end (Oct 1, 2016 to date the information is provided) and by fund. (electronic)

56 Electronic check register (ACH and checks) from 10/1/2015 through 9/30/2016 with account information and vendor information if possible

57 Make available unprocessed invoices for our review to determine if additional accruals are needed.

58 Listing of Purchase orders at year end that will be rolled to new year (Encumbrances at year end.)

59 Have copies of journal entries used to book year end accruals.

60 Analysis of any amounts in deferred expenditures at year end (i.e. listing of all items accrued to deferred expenses with descriptions for analysis)

VIII. LONG TERM DEBT

61 Long-term debt analysis- showing beginning balance, additions, retirements, ending balance, interest payable and principal/interest payments made during the year. (Schedule used in CAFR).

62 Copies of official statements on any new bond issues. Copy of transfers of proceeds to proper 'accounts. Refunding issues copy of economic gain calculation.- Closing statement-wire instructions.

63 Amortization schedules of all bond issues outstanding as of 9/30/2016. May be prepared by financial advisor. Including schedules for amortization of issuance cost, premiums/discounts, and gain/loss on refunding.

64 Accretion calculation for the accretion for capital appreciation bonds.

65 Arbitrage calculation for amount due or documentation indicating no liability is required for FY 2016

66 If applicable, please provide lease agreement for new capital leases, amortization schedule, and have available the payments made during the year.

67 Copy of capital lease renewal agreements and new lease agreements if applicable

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

Appendix I - Sample Prepared by Client List

Appendix I - Example PBC List

PBC List - Yearend Fieldwork

IX. PAYROLL AND RELATED COSTS

68 Reconciliation of 941 amounts to General ledger; Please provide the 941's for each quarter from October 1, 2015 to Sept 30, 2016.
69 Number of employees for fiscal years 2016, 2015 and 2014
70 Number of employees with compensable absences balance for fiscal year 2016
71 Number of Group Health Insurance employee participants for fiscal year 2016
72 Schedule by month of TMRS Totals with amounts for covered payroll for TMRS and amounts contributed by employees and by the City
73 Accrued payroll at 9/30/2016 calculation and detail enough to perform test of the calculation and to also tie in the totals- (both payroll accrual payable and expenditures)
74 Number of days accrued for payroll
75 Compensated absences analysis (detail analysis of vacation and sick time accrual at year end-) as of 9/30/2016. Please provide us with any changes to your compensated absences policy if different from previous year.
76 Vacation Accrual Accounting Policy for FY 2016
77 Beginning and ending register sequence numbers (direct deposit and live checks) from 10/1/2015 through 9/30/2016

X. CONTINGENCIES

78 FY 2016 legal expenses
79 Confirmation request for legal representation letters from attorneys. Please make WP aware if the City will have to either record or disclose a legal contingency as of 9/30/2016.
80 Arbitrage liability (please provide supporting documentation)

XI. OTHER

81 Schedule showing fund balance and net position per prior year audit report agrees to beginning General Ledger balances
82 Schedule of committed and assigned fund balance
83 Operating lease schedules and agreements including Note Disclosure
84 Various confirmation and questionnaire letters - templates to be provided by WP

XII. SINGLE AUDIT

85 Schedule of Expenditures of Federal Awards (SEFA) as of 9/30/2016
86 Schedule of Expenditures of State Awards (SESA) as of 9/30/2016
87 Correspondence from federal or state agencies
88 Please notify us if any federal or state programs are currently under audit or the City has been notified will be audited.
89 Copies of correspondence with cognizant agencies if there are any special audit requirements or communications detailed position, date, account distribution and amount of payroll related charges made to the program.

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Attachment: City Council Packet Auditing Services (1863 : Award Audit Contract)

ORDINANCE NO. 16-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AUTHORIZING THE MAYOR OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE, FOR AND ON BEHALF OF THE CITY OF BELLAIRE, TEXAS, AN ENGAGEMENT LETTER WITH WHITLEY PENN, LLP, CERTIFIED PUBLIC ACCOUNTANTS, FOR PURPOSES OF PROVIDING INDEPENDENT FINANCIAL AUDIT SERVICES FOR THE CITY OF BELLAIRE, TEXAS, FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2016 (FY2016) WITH ANNUAL OPTIONS TO AUDIT THE CITY'S FINANCIAL STATEMENTS FOR EACH OF THE FOUR (4) SUBSEQUENT FISCAL YEARS.

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

That the Mayor of the City of Bellaire, Texas, is hereby authorized to execute, for and on behalf of the City of Bellaire, Texas, an Engagement Letter with Whitley Penn, LLP, Certified Public Accountants, in a form as attached and marked Exhibit “A”, for the purposes of providing independent audit services for the City of Bellaire, Texas for the year ending September 30, 2016, with an option to extend the contract for four (4) subsequent fiscal years.

PASSED and **APPROVED** this, the 16th day of May, 2016**.**

_____
Andrew S. Friedberg, Mayor

ATTEST:

_____
Tracy L. Dutton, City Clerk

Attachment: Ordinance for Auditing Services (1863 : Award Audit Contract)

whitleypenn

Houston Office
3411 Richmond Avenue
Suite 500
Houston, Texas 77046
713.621.1515 Main

whitleypenn.com

May 16, 2016

To Honorable Mayor,
Members of City Council and
City Manager
City of Bellaire, Texas

We are pleased to confirm our understanding of the services we are to provide the City of Bellaire, Texas (the "City") for the fiscal year ending September 30, 2016 ("current year") and for the four ensuing fiscal years ("option years"). Our engagement shall be for the current year, and the City shall have the option to extend the engagement for each of the four subsequent years by providing us written notification of its election to extend the engagement.

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended September 30 of each of the current and option years described above. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary comparison information
- Required pension supplementary information
- Required other post-employment benefit supplementary information

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the City's Combining and individual fund statements and schedules to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

Attachment: Bellaire Audit Engagement Letter 2016 - Final (1863 : Award Audit Contract)

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- Introductory Section
- Statistical Section

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the mayor and city council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Attachment: Bellaire Audit Engagement Letter 2016 - Final (1863 : Award Audit Contract)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Attachment: Bellaire Audit Engagement Letter 2016 - Final (1863 : Award Audit Contract)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Whitley Penn LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or their designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Whitley Penn LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a regulatory agency or its designee. The regulatory agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in June of each year and to issue our reports no later than March 31 of the subsequent year. Christopher L. Breaux, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Attachment: Bellaire Audit Engagement Letter 2016 - Final (1863 : Award Audit Contract)

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee for the 2016 fiscal year, including expenses will not exceed $38,000.

Estimated fees for subsequent option years under the scope of work described in this letter are as follows:

Fiscal Year	Estimated Fees
2017	$39,250
2018	$40,500
2019	$41,750
2020	$43,000

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We would like to make the following comments regarding the fee estimates:

1. Any weaknesses noted in internal control may affect the nature, timing, and extent of our audit procedures.
2. Our fee estimates have not considered the effects of any changes to auditing standards and accounting principles, which may be promulgated by the AICPA, Congress or any other regulatory body in the future and are unknown to us at this time. If significant additional time is necessary resulting in increased fees, we will endeavor to notify you of any such circumstances as they are assessed.
3. The City's personnel is responsible for the preparation of all items requested in the "PBC Llisting" and for providing them to us by the dated requested. Any delays caused by not preparing items when requested may result in additional fees, as well as the possibility of postponing our fieldwork. The "PBC Listing" will be provided to you during the planning process of the engagement.
4. Time incurred for audit adjustments identified during our audit and the related additional testing required, has not been considered in our fee estimates. Prior to performing any additional testing, we will notify you of the expectations and we will obtain your approval for any additional fees which may be incurred.

Attachment: Bellaire Audit Engagement Letter 2016 - Final (1863 : Award Audit Contract)

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Whitley Penn LLP

RESPONSE:

This letter correctly sets forth the understanding of the City of Bellaire, Texas.

_____

Andrew S. Friedberg
Mayor
City of Bellaire

Attachment: Bellaire Audit Engagement Letter 2016 - Final (1863 : Award Audit Contract)

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

SCHEDULED
ACTION ITEM (ID # 1931)

Meeting: 05/16/16 06:00 PM
Department: City Manager's Office
Category: Resolution
Department Head: Paul A. Hofmann
DOC ID: 1931

Item Title:

Consideration of and possible adoption of a resolution of the City Council of the City of Bellaire, Texas, affirming the City of Bellaire's commitment to citywide beautification planning, funding, and implementation - Submitted by Paul A. Hofmann, City Manager.

Background/Summary:

Background

Significant community support exists for the beautification of Bellaire. That support is evidenced by the creation of the Citizens for a Beautiful Bellaire (CBB), the establishment of a $300,000 FY16 budget for beautification, and the results of the recent citizen survey conducted by the CBB. The Cultural Arts Board, the Parks and Recreation Advisory Board, the Environmental Sustainability Board, the Planning and Zoning Commission, and other stakeholders have provided valuable input into projects and initiatives to improve the community's appearance. The City's Public Works Department and Parks, Recreation and Facilities Department, coordinated by the staff beautification team, have recommended and implemented initiatives that have improved the condition and appearance of city rights of way and facilities.

At the May 5, 2016 pre-budget planning session of the City Council, Council requested staff to prepare a resolution in support of city-wide beautification efforts. As discussed, the resolution would honor the work of the CBB and others, identify the role of stakeholders in the beautification effort, describe funding mechanisms, and describe the relationship between the city, stakeholders, and any professional service providers.

Previous Council Action Summary:

The City Council appropriated $300,000 for beautification in the FY16 CIP. To date, the Council has approved the expenditure of $45,000, as recommended by the Cultural Arts Board, for banners and art to be displayed in Paseo Park.

Fiscal Impact:

Future funding of beautification efforts could come from several sources. Any funds remaining from the FY16 appropriation of $300,000 would be available for FY17. The draft CIP identifies $75,000 in current revenues for the Newcastle trail lighting project, and $70,000 for shade structures and playgrounds in parks. The draft CIP also includes $2,000,000 for FY17 for street maintenance, which will include ongoing efforts for re-striping, curb replacement, street sign replacement, and traffic control device pole replacement. The FY17 budget will also include funds in the base budget for r.o.w. maintenance and the placement/replacement of the current amount of seasonal color in the city's rights of way.

Recommendation:

The City Manager recommends action on the draft resolution as Council deems appropriate. The resolution speaks to the identification of the important roles the stakeholders play in obtaining valuable input and consensus on the way forward.

ATTACHMENTS:

- Beautification Resolution (PDF)

RESOLUTION NO. 16 –_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AFFIRMING ITS COMMITMENT TO CITYWIDE BEAUTIFICATION, PLANNING, FUNDING, AND IMPLEMENTATION.

WHEREAS, the City Council of the City of Bellaire, Texas ("City Council"), wishes to continue to improve the City's reputation as a premier place to live and work, and as a premier employer,

WHEREAS, the City Council has adopted priorities which include a residential/commercial safety focus area which highlights City Council's determination to maintain the City's rights of way and public places in an orderly, well-maintained, and attractive fashion,

WHEREAS, the City Council's residential and recreational focus area specifically calls for the development and implementation of a plan for City beautification,

WHEREAS, the City's efforts toward implementation of specific beautification programs must be supported by broad community support and effective stakeholder involvement,

WHEREAS, the formation of the Citizens for a Beautiful Bellaire group has provided new momentum toward substantive and long-standing beautification improvements,

WHEREAS, the Cultural Arts Board continues to provide leadership in the promotion and implementation of artistic enhancements to the city's public spaces, as envisioned in the Cultural Arts Board Master Plan,

WHEREAS, the Environmental Sustainability Board has exhibited leadership in the area of sustainable and beautiful landscape designs,

WHEREAS, the Parks Master Plan recommended by the Parks and Recreation Advisory Board, now adopted by the City Council as an element of the Comprehensive Plan, provides meaningful guidance toward the establishment of attractive pathways and public spaces in Bellaire,

WHEREAS, the Planning and Zoning Commission has exhibited leadership in the area of ensuring that the City's capital planning efforts and amendments to the zoning code reflect the action plans articulated in the Comprehensive Plan,

WHEREAS, the establishment of a "brand identity", based on meaningful public input, is a valuable step toward consensus on the physical image the City of Bellaire wishes to project.

NOW THEREFORE LET IT BE RESOLVED BY THE CITY COUNCIL, THAT

1) The Bellaire City Council is fully committed to improving the physical appearance of the City, and understands that so doing requires consistent funding of projects and initiatives that improve the City's appearance, and
2) Efforts should commence toward the establishment and definition of the physical image the City of Bellaire wishes to project, and
3) The establishment of the image is the product of meaningful stakeholder input, and
4) Critically important stakeholders include, but are not limited to
    a. Citizens for a Beautiful Bellaire (CBB)
    b. Parks and Recreation Board
    c. Cultural Arts Board
    d. Environmental Sustainability Board
    e. BLIFE Board,
    f. Planning and Zoning Commission, and
5) The CBB, as a grass roots citizens group, will play a beneficial role in the support and coordination of stakeholder inputs, and
6) Council appointed boards and commissions should look to their City Council approved charge for specific guidance, and
7) All projects and initiatives impacting or portraying the physical appearance of City rights-of-way, buildings, and property will be evaluated on the basis of consistent adherence to the City's established physical image, and
8) City Council retains the responsibility for:
    a. Appointing and guiding the work of Council-appointed boards and commissions
    b. Directing the work of the City Manager
    c. Providing funding and funding criteria
    d. Selecting and choosing any professional and contractual services
    e. Accepting the work performed by consultants and contractors

PASSED and **APPROVED** this 16th day of May, 2016.

_____

Andrew S. Friedberg, Mayor
City of Bellaire, Texas

Attachment: Beautification Resolution (1931 : Consideration of City-Wide Beautification Planning, Funding, and Implementation)

ATTEST:

_____

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

APPROVED AS TO FORM:

_____

Alan P. Petrov
City Attorney
City of Bellaire, Texas

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

SCHEDULED
ACTION ITEM (ID # 1909)

Meeting: 05/16/16 06:00 PM
Department: Public Works
Category: Report
Department Head: Brant Gary
DOC ID: 1909

Item Title:

Consideration and possible action to provide further direction to the City Manager regarding the placement of the temporary Public Works Service Center Building - Submitted by Brant Gary, Director of Public Works.

Background/Summary:

At the December 7, 2015 Council Meeting, Council provided direction to demolish the existing Public Works Service Center, place the temporary building at the site, and to continue to evaluate the site regarding flooding issues.

In our continued evaluation of site flooding issues, we've determined that the current pipeyard location would be a better choice for the relocation of the Service Center, both in the short term and long term. This approach will give us an opportunity to clean up this area and begin to shift some items to the Service Center. In addition, due to elevation differences, the areas surrounding and including the pipeyard are higher than the Service Center and would thereby lessen our future flood exposure. We do believe that this location provides for a better long term plan for Public Works operations and is something that can be considered for the permanent facility.

Other options were explored in great detail to determine the best location for the Public Works Service Center. To continue with placing the temporary building at the site of the former PW Administration Building, a variance can be applied for from the Building Standards Commission which would allow us the place the building under the Base Flood Elevation (BFE) and still receive a Certificate of Occupancy (CO). Outside of the variance process, placing the temporary building at the original Service Center location site would require the building to be elevated approximately six (6) feet off the slab to be above the BFE. This is not being recommended for cost and practical reasons. Considering the current site conditions, we do not feel this is the best location for the PW Administration Building now or in the future. We can certainly continue to pursue this avenue if Council desires.

Additionally, City property, located on First Street (in the UV-T District) was evaluated. While placement of the temporary building would require less sitework, it is inconsistent with the UVT zoning for that area. It would also be similar to the current situation where some activities are at the Fire Station/Library and some are at the WWTP/Service Center. There is also the possibility of UVT development that may affect this property prior to the construction of a new permanent facility.

Previous Council Action Summary:

On December 7, 2015 Council provided direction to demolish the existing Public Works Service Center, place the temporary building at the current site, and evaluate the site with regards to flooding.

Fiscal Impact:

Additional costs would be incurred with moving the location to the pipeyard, however these would still be covered by the insurance and FEMA monies received.

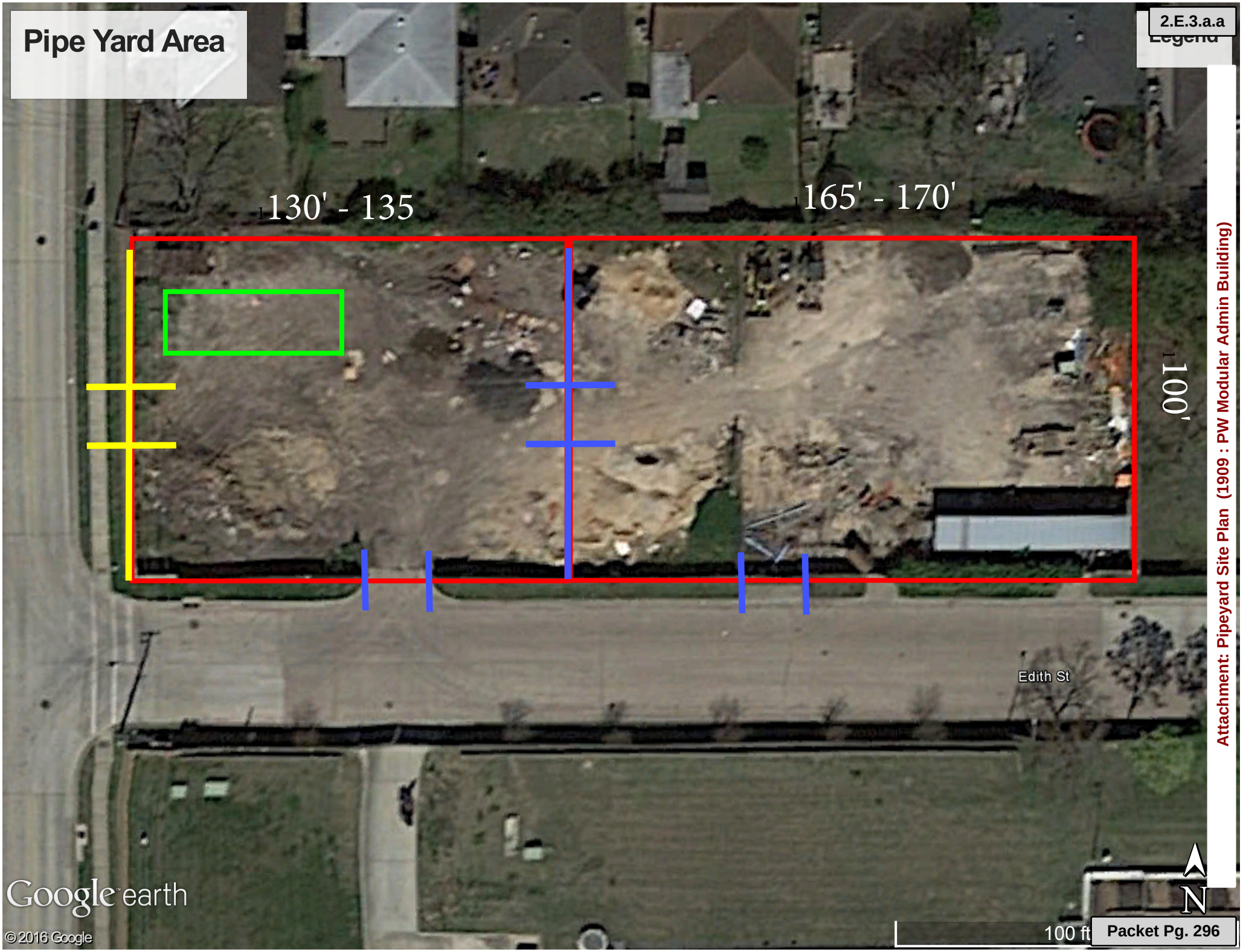
Recommendation:

As a result of the additional analysis of the areas in question, the Director of Public Works recommends that Council authorize the placement of the temporary facilities at the area known as the pipeyard (NE corner of Edith St. & Newcastle St.) and that the City Manager be authorized to expend related funds FEMA, TML Risk Pool, and Wright Flood Insurance towards this effort; not to exceed $376,000.

ATTACHMENTS:

- Pipeyard Site Plan (PDF)

Pipe Yard Area



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

SCHEDULED
ACTION ITEM (ID # 1934)

Meeting: 05/16/16 06:00 PM
Department: City Manager
Category: Discussion
Department Head: Paul A. Hofmann
DOC ID: 1934

Item Title:

Consideration of and possible action on providing direction to staff to draft an ordinance for future City Council consideration on requiring sidewalk construction for all new single-family residences - Submitted by Trisha S. Pollard, Council Member.

Background/Summary:

Council Member Pollard seeks action on a request for City Council to direct the City Manager to bring forward for future council consideration an item to amend the Code of Ordinances, Chapter 9, Buildings, to require the installation of sidewalks during the construction of new single-family residences.

Ordinance 1970, adopted by City Council in October 1973 relocated a sidewalk requirement for single-family residential construction that was previously housed in the zoning ordinance to the building chapter. This code, which is still present today, states:

> *Sec. 9-25, Sidewalk regulations.*
> *The property owners shall construct and maintain concrete sidewalks in accordance with city specifications to provide occupants with convenient access to the parking areas and adjacent streets and along abutting streets.*

While this could be interpreted to require sidewalks for all new houses, Council discussion and action on the items below led to a direction to staff that sidewalks were only to be replaced if removed, but were not required if none existed prior to construction.

Proposed language for a new ordinance should give clear direction to staff. The ordinance needs to require all new residential construction to install a sidewalk or, if a complete or near complete sidewalk section is available on that street, then allow the builder to pay a fee in-lieu of sidewalk into a dedicated sidewalk fund.

Previous Council Action Summary:

December 1999 - City Council adopted ordinance 99-086 (7-0 vote) which repealed the option for builders to pay into a "Safe School Sidewalk Fund" in lieu of installing a new sidewalk during residential construction. Sidewalks were now required to be installed during new construction.

June 2001 - With ordinance 01-044 (4-3 vote), a temporary moratorium on new sidewalks was instituted to allow for a comprehensive review of sidewalks. Builders were required to pay into a "Sidewalk Fund" during this moratorium.

August 2002 - This moratorium ended with the adoption of ordinance 02-047 (4-2 vote), which amended the previous *Sec. 9-22, Sidewalks Required for New Construction* to what we have today:

Sec. 9-22, Removal of Existing Sidewalks:
No person may remove an existing sidewalk without first obtaining a permit from the City of Bellaire, Texas' Building Official, which permit shall require reconstruction of said sidewalk within six (6) months of the date of the permit.

Fiscal Impact:

N/A

Recommendation:

Council Member Pollard recommends that City Council direct the City Manager to draft an ordinance for Council consideration that would require the installation of sidewalks during the construction of new single-family homes or allow a fee in-lieu of sidewalks in specific situations where a complete or near complete sidewalk section exists currently on one-side of the street.