

# CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

JUNE 6, 2016

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Council Chamber and Council Conference Room  
5:30 PM

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Regular Session

7008 S. RICE AVENUE  
BELLAIRE, TX 77401



## Mayor

Andrew S. Friedberg

## Mayor Pro Tem

Roman F. Reed

## Council Member

Gus E. Pappas

## Council Member

Michael Fife

## Council Member

Trisha S. Pollard

## Council Member

Pat B. McLaughlan

## Council Member

David R. Montague

### **Mission Statement:**

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

**REGULAR SESSION - 5:30 P.M.****A. Call to Order and Announcement of a Quorum - Andrew S. Friedberg, Mayor.****B. Board and Commission Interviews:**

Interview, discussion, and evaluation of applicants interested in filling a two-year term on one or more of the following City of Bellaire boards and commissions: Board of Adjustment, Building and Standards Commission, Cultural Arts Board, Environmental and Sustainability Board, Evelyn's Park Conservancy Board, LIFE Advisory Board, Parks and Recreation Advisory Board, and Planning and Zoning Commission - Submitted by Tracy L. Dutton, City Clerk, on behalf of the City Council.

**C. Inspirational Reading and/or Invocation - Trisha S. Pollard, Council Member.****D. Pledges of Allegiance - Trisha S. Pollard, Council Member.****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. PUBLIC HEARING (SPECIFIC USE PERMIT REQUEST)**

[NOTE: THE OFFICIAL NOTICE OF THE PUBLIC HEARING SPECIFIES A START TIME NO EARLIER THAN 7:00 P.M.]

**A. Reading of the Notice of the Public Hearing - Tracy L. Dutton, City Clerk.****B. Summary of Procedure - Paul A. Hofmann, City Manager.****C. Presentation of Proposal:**

Public Hearing on an application and request submitted by Veritas Christian Academy of Houston, for a specific use permit to allow for the operation of a school (previously used as a church) on the property addressed as 7000 Ferris Street, Bellaire, Harris County, Texas, in the R-4 Zoning District - Submitted by John McDonald, Director of Development Services, on behalf of the Veritas Christian Academy of Houston.

**D. Public Comment.**

The Mayor will recognize speakers who have completed a sign-up sheet prior to the commencement of the public hearing. Each speaker shall have a time limit of up to five (5) minutes, with no extension, and with notice after four (4) minutes that one (1) minute is left.

**E. Questions from the Mayor and Members of City Council.****F. Close of the Public Hearing.**

As the City Council's final deliberation of the proposal is scheduled for the same date following the Public Hearing, public comment on the proposal, whether oral or written, will not be received following the close of the Public Hearing.

*See Rules of Procedure of the City Council of the City of Bellaire, Texas, as of January 25, 2016.*

**II. REGULAR MEETING****A. 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.]

**B. Reports and Presentations:**

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. Presentation of a report and recommendations to City Council by a special committee appointed by the Council to review a proposed 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; and consideration of and possible action on the committee's recommendations - Submitted by Council Committee Members Michael Fife, Pat B. McLaughlan, and David R. Montague.
3. Presentation by Scott Slaney, FASLA and Principal of Terrain Studio, regarding his professional credentials and the proposed steps and processes to create a Master Beautification Plan - Submitted by Paul A. Hofmann, City Manager, on behalf of the Citizens For A Beautiful Bellaire.

**C. 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 adoption of the minutes of the Special Session and Regular Session of the City Council of the City of Bellaire, Texas, held on Thursday, May 5, 2016, and Monday, May 16, 2016, respectively - Submitted by Tracy L. Dutton, City Clerk.

- i. Mayor and Council - Regular Session - May 16, 2016 6:00 PM

**b. Grant Request and Acceptance:**

Consideration of and possible action on a request from the Bellaire Police Department and the Bellaire Fire Department to make two separate grant applications to the Bellaire Police and Fire Foundation for funding, as well as approval to accept any subsequent funding/donation.

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

- a. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-85 to Veritas Christian Academy of Houston to allow for the operation of a school (previously used as a church) on the property known as 7000 Ferris Street, Bellaire, Harris County, Texas, in the R-4 Zoning District - Submitted by John McDonald, Director of Development Services.
- b. Consideration of and possible action on a recommendation from the Citizens For A Beautiful Bellaire to engage the Landscape, Architecture, Urban Design and Planning firm of Terrain Studio to develop a Master Beautification Plan for the City of Bellaire, Texas, and on the adoption of an ordinance authorizing the Mayor and City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with Terrain Studio to provide the structure and process to follow for Bellaire's beautification efforts and create a Master Beautification Plan in an amount not to exceed \$70,000, plus expenses - Submitted by Paul A. Hofmann, City Manager, on behalf of the Citizens For A Beautiful Bellaire.
- c. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending the Code of Ordinances of the City of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards and Commissions, Division 2, Boards and Commissions Governed by State Law, Sec. 2-112, Board of Adjustment, for the purpose of amending the number of members required for a quorum - Submitted by John McDonald, Director of Development Services.



- d. Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending the Code of Ordinances of the City of Bellaire, Texas, Chapter 9, Buildings, Article II, Building Codes, Division 1, Generally, by repealing Sec. 9-22, Removal of existing sidewalks, and replacing with a new Sec. 9-22, Sidewalks required for new construction, to require the installation of sidewalks with new construction and to permit the payment of a fee-in-lieu of sidewalks under specific circumstances - Submitted by John McDonald, Director of Development Services.

### **3. Item(s) for Individual Consideration:**

- a. Consideration of and possible action on the endorsement of the recommendations of the Ad Hoc Municipal Facilities Committee - Submitted by Karl Miller, Director of Parks, Recreation, and Facilities.
- b. Consideration of and possible action on the revised square footage and cost estimate of the Police and Municipal Courts Building - Submitted by Karl Miller, Director of Parks, Recreation, and Facilities.

### **D. 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.*

### **E. Adjourn.**

**Mayor and Council**7008 S. Rice Avenue  
Bellaire, TX 77401Meeting: 06/06/16 05:30 PM  
Department: City Clerk  
Category: Appointment  
Department Head: Tracy L. Dutton  
DOC ID: 1949**SCHEDULED  
INFORMATION ITEM (ID  
# 1949)****Item Title:**

Interview, discussion, and evaluation of applicants interested in filling a two-year term on one or more of the following City of Bellaire boards and commissions: Board of Adjustment, Building and Standards Commission, Cultural Arts Board, Environmental and Sustainability Board, Evelyn's Park Conservancy Board, LIFE Advisory Board, Parks and Recreation Advisory Board, and Planning and Zoning Commission - Submitted by Tracy L. Dutton, City Clerk, on behalf of the City Council.

**Background/Summary:**

On June 6, 2016, members of the Bellaire City Council are scheduled to interview eight (8) applicants for various boards and commissions as follows:

<b>Time</b>	<b>Applicant</b>	<b>Area(s) of Interest</b>
5:30 p.m. - 5:45 p.m.	Johanna Moran	ESB (1 <sup>st</sup> ); PRAB (2 <sup>nd</sup> )
5:45 p.m. - 6:00 p.m.	Diane Roberts	CAB (1 <sup>st</sup> ); ESB (2 <sup>nd</sup> ); EPCB (3 <sup>rd</sup> ); PRAB (4 <sup>th</sup> )
6:00 p.m. - 6:15 p.m.	James P. "Jim" Avioli, Sr.	AFB (1 <sup>st</sup> ); BOA (2 <sup>nd</sup> )
6:15 p.m. - 6:30 p.m.	George Williams	ESB (1 <sup>st</sup> ); PRAB (2 <sup>nd</sup> )
6:30 p.m. - 6:45 p.m.	Michael D. "Mike" Axelrad	PZC (1 <sup>st</sup> )
6:45 p.m. - 7:00 p.m.	Carmen Ulabarro	BSC (1 <sup>st</sup> ); LIFE (2 <sup>nd</sup> ); PZC (3 <sup>rd</sup> )
7:00 p.m. - 7:15 p.m.	Ayobamidele G. Bello	BSC (1 <sup>st</sup> ); ESB (2 <sup>nd</sup> ); PZC (3 <sup>rd</sup> ), PRAB (4 <sup>th</sup> )

**Legend:**

AFB - Audit Finance Board (no openings; term runs from February 1 to January 31)

BOA - Board of Adjustment

BSC - Building and Standards Commission

CAB - Cultural Arts Board

ESB - Environmental and Sustainability Board

EPCB - Evelyn's Park Conservancy Board\*

LIFE - L.I.F.E. Advisory Board

PRAB - Parks and Recreation Advisory Board

PZC - Planning and Zoning Commission

**\*Special Note:** Since the EPCB is not a City board, applicants that have requested consideration for an appointment to the EPCB may serve on a City board simultaneously. For example, CAB Chair Terry Leavitt-Chavez currently serves as a City appointee to the EPCB, and ESB Secretary Jonathan Palmer currently serves as a City appointee to the EPCB.

**Board of Adjustment (BOA):**

The BOA currently has openings for four full (two-year) terms. Applicants include:

<b>Applicant</b>	<b>Other Area(s) of Interest</b>
Jill Almaguer (1 <sup>st</sup> )	EPCB (2 <sup>nd</sup> ); CAB (3 <sup>rd</sup> )
James P. "Jim" Avioli, Sr. (2 <sup>nd</sup> )	AFB (1 <sup>st</sup> )
Joe Burris (5 <sup>th</sup> )	BSC (1 <sup>st</sup> ); PRAB (2 <sup>nd</sup> ); ESB (3 <sup>rd</sup> ); PZC (4 <sup>th</sup> )
Debbie Karakowsky (1 <sup>st</sup> ) (I)	N/A
Tom Ligh (1 <sup>st</sup> ) (I)	N/A
Jed Mandel (3 <sup>rd</sup> )	PZC (1 <sup>st</sup> ); PRAB (2 <sup>nd</sup> ); EPCB (4 <sup>th</sup> ); BSC (5 <sup>th</sup> )

(I) - Incumbent

### **Building and Standards Commission (BSC):**

The BSC currently has openings for four full (two-year) terms. Applicants include:

<b>Applicant</b>	<b>Other Area(s) of Interest</b>
Ayobamidele G. Bello (1 <sup>st</sup> )	ESB (2 <sup>nd</sup> ); PZC (3 <sup>rd</sup> ); PRAB (4 <sup>th</sup> )
Joe Burris (1 <sup>st</sup> )	PRAB (2 <sup>nd</sup> ); ESB (3 <sup>rd</sup> ); PZC (4 <sup>th</sup> ); BOA (5 <sup>th</sup> )
Charles Formica (1 <sup>st</sup> ) (I)	N/A
Lee Hampton (1 <sup>st</sup> ) (I)	N/A
Paul N. Katz (1 <sup>st</sup> ) (I)	N/A
Jed Mandel (5 <sup>th</sup> )	PZC (1 <sup>st</sup> ); PRAB (2 <sup>nd</sup> ); BOA (3 <sup>rd</sup> ); EPCB (4 <sup>th</sup> )
Danny Spencer (1 <sup>st</sup> ) (I)	N/A
Carmen Ulabarro (1 <sup>st</sup> )	LIFE (2 <sup>nd</sup> ); PZC (3 <sup>rd</sup> )

(I) - Incumbent

### **Cultural Arts Board (CAB):**

The CAB currently has openings for four full (two-year) terms. Applicants include:

<b>Applicant</b>	<b>Other Area(s) of Interest</b>
Jill Almaguer (3 <sup>rd</sup> )	BOA (1 <sup>st</sup> ); EPCB (2 <sup>nd</sup> )
Jennifer Hawes (1 <sup>st</sup> ) (I)	N/A
Terry Leavitt-Chavez (1 <sup>st</sup> ) (I)	N/A
Diane Roberts (1 <sup>st</sup> )	ESB (2 <sup>nd</sup> ); EPCB (3 <sup>rd</sup> ); PRAB (4 <sup>th</sup> )

(I) - Incumbent

### **Environmental and Sustainability Board (ESB):**

The ESB currently has openings for three full (two-year) terms. Applicants include:

<b>Applicant</b>	<b>Other Area(s) of Interest</b>
Ayobamidele G. Bello (2 <sup>nd</sup> )	BSC (1 <sup>st</sup> ); PZC (3 <sup>rd</sup> ); PRAB (4 <sup>th</sup> )

Joe Burris (3 <sup>rd</sup> )	BSC (1 <sup>st</sup> ); PRAB (2 <sup>nd</sup> ); PZC (4 <sup>th</sup> ); BOA (5 <sup>th</sup> )
Johanna Moran (1 <sup>st</sup> ) (I)	PRAB (2 <sup>nd</sup> )
Diane Roberts (2 <sup>nd</sup> )	CAB (1 <sup>st</sup> ); EPCB (3 <sup>rd</sup> ); PRAB (4 <sup>th</sup> )
George Williams (1 <sup>st</sup> )	PRAB (2 <sup>nd</sup> )

(I) Incumbent

#### **Evelyn's Park Conservancy Board (EPCB):**

The EPCB currently has two openings for two full (two-year) terms. Applicants include:

<b>Applicant</b>	<b>Other Area(s) of Interest</b>
Jill Almaguer (2 <sup>nd</sup> )	BOA (1 <sup>st</sup> ); CAB (3 <sup>rd</sup> )
Patricia King-Ritter (1 <sup>st</sup> ) (I)	N/A
Jed Mandel (4 <sup>th</sup> )	PZC (1 <sup>st</sup> ); PRAB (2 <sup>nd</sup> ); BOA (3 <sup>rd</sup> ); BSC (5 <sup>th</sup> )
Robert Riquelmy (1 <sup>st</sup> )	N/A
Diane Roberts (3 <sup>rd</sup> )	CAB (1 <sup>st</sup> ); ESB (2 <sup>nd</sup> ); PRAB (4 <sup>th</sup> )
Lou Waters (1 <sup>st</sup> ) (I)	N/A

(I) - Incumbent

#### **L.I.F.E. Advisory Board (LIFE):**

LIFE currently has openings for three full (two-year) terms. Applicants include:

<b>Applicant</b>	<b>Other Area(s) of Interest</b>
Kevin Newman (1 <sup>st</sup> ) (I)	N/A
Carmen Ulabarro (2 <sup>nd</sup> )	BSC (1 <sup>st</sup> ); PZC (3 <sup>rd</sup> )
Pat Westwood (1 <sup>st</sup> ) (I)	N/A

(I) - Incumbent

**Special Note:** LIFE meets during the day (fourth Thursday of the month at noon) and the board members are requested to attend and participate in the programs. The majority of the programs occur during the daytime and many of the programs last all day (i.e., bus trips).

#### **Parks and Recreation Advisory Board (PRAB):**

The PRAB currently has openings for three full (two-year) terms. Applicants include:

<b>Applicant</b>	<b>Other Area(s) of Interest</b>
Ayobamidele G. Bello (4 <sup>th</sup> )	BSC (1 <sup>st</sup> ); ESB (2 <sup>nd</sup> ); PZC (3 <sup>rd</sup> )
Joe Burris (2 <sup>nd</sup> )	BSC (1 <sup>st</sup> ); ESB (3 <sup>rd</sup> ); PZC (4 <sup>th</sup> ); BOA (5 <sup>th</sup> )
Susan Hawes (1 <sup>st</sup> ) (I)	N/A

Jed Mandel (2 <sup>nd</sup> )	PZC (1 <sup>st</sup> ); BOA (3 <sup>rd</sup> ); EPCB (4 <sup>th</sup> ); BSC (5 <sup>th</sup> )
Julie McNee (1 <sup>st</sup> ) (I)	N/A
Johanna Moran (2 <sup>nd</sup> )	ESB (1 <sup>st</sup> )
Diane Roberts (4 <sup>th</sup> )	CAB (1 <sup>st</sup> ); ESB (2 <sup>nd</sup> ); EPCB (3 <sup>rd</sup> )
Jonathan Saikin (2 <sup>nd</sup> )	PZC (1 <sup>st</sup> )
Sharon Veldman (1 <sup>st</sup> )	N/A
Neil Verma (1 <sup>st</sup> ) (I)	N/A
George Williams (2 <sup>nd</sup> )	ESB (1 <sup>st</sup> )

(I) - Incumbent

### **Planning and Zoning Commission (PZC):**

The PZC currently has openings for four full (two-year) terms. Applicants include:

<b>Applicant</b>	<b>Other Area(s) of Interest</b>
Michael D. ("Mike" Axelrad (1 <sup>st</sup> ))	N/A
Ayobamidele G. Bello (3 <sup>rd</sup> )	BSC (1 <sup>st</sup> ); ESB (2 <sup>nd</sup> ); PRAB (4 <sup>th</sup> )
Joe Burris (4 <sup>th</sup> )	BSC (1 <sup>st</sup> ); PRAB (2 <sup>nd</sup> ); ESB (3 <sup>rd</sup> ); BOA (5 <sup>th</sup> )
Jed Mandel (1 <sup>st</sup> )	PRAB (2 <sup>nd</sup> ); BOA (3 <sup>rd</sup> ); EPCB (4 <sup>th</sup> ); BSC (5 <sup>th</sup> )
Jonathan Saikin (1 <sup>st</sup> )	PRAB (2 <sup>nd</sup> )
S. Lynne Skinner (1 <sup>st</sup> ) (I)	N/A
Marc Steinberg (1 <sup>st</sup> ) (I)	N/A
Dirk Stiggins (1 <sup>st</sup> ) (I)	N/A
Carmen Ulabarro (3 <sup>rd</sup> )	BSC (1 <sup>st</sup> ); LIFE (2 <sup>nd</sup> )

(I) - Incumbent

### **Next Steps:**

Agenda items have been scheduled for Monday, June 20, 2016, to provide an opportunity for the City Council to interview nine (9) applicants and make appointments to the boards and commissions.

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

N/A

### **Fiscal Impact:**

N/A

### **Recommendation:**

N/A

**ATTACHMENTS:**

- Boards and Commissions Applications - June 2016 (PDF)

# *City of Bellaire, Texas*



## **Boards and Commissions**

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### **Applications**

**(Ordered Alphabetically)**

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Jill Almaguer

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Jim Avioli

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Michael D. Axelrad

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Ayobamidele G. Bello

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Joe Burris

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Charles Formica

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Lee Hampton

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Jennifer Hawes

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Susan Hawes

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Debbie Karakowsky

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Paul Katz

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Patricia King-Ritter

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Terry Leavitt-Chavez

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Tom Ligh

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Jed Mandel

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Julie McNee

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Johanna Moran

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Kevin Newman

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Robert S. Riquelmy

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Diane Roberts

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Jonathan Saikin

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S. Lynne Skinner

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Danny A. Spencer

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Marc Steinberg

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Dirk Stiggins

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Carmen Ulabarro

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Sharon Veldman

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Neil Verma

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Lou Waters

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Pat Westwood

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George Williams

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**BELLAIRE BOARDS AND COMMISSIONS****TAB 1**

Jill Almaguer

**BOARD APPLICATIONS****2016**

**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Saturday, May 21, 2016 9:57 AM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.bellairetx.gov](http://www.bellairetx.gov). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

~~Click on the link to review the City's Board Handbook.~~ [Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire Boards, Commissions, and Committees.

[Summary](#)

### **Personal Information**

Select from the following choices

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Finance Board                  | <input type="checkbox"/> L.I.F.E. Advisory Board           |
| <input checked="" type="checkbox"/> Board of Adjustment       | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Building and Standards Commission    | <input type="checkbox"/> Planning & Zoning Commission      |
| <input type="checkbox"/> Cultural Arts Board                  | <input type="checkbox"/> Evelyn's Park Conservancy Board   |
| <input type="checkbox"/> Environmental & Sustainability Board |  |

Jill Almaguer

Name\*  
 Home Address\*  
 Contact Number\*  
 Business Phone Number\*  
 Occupation\*  
 Email Address\*  
 Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).  
 Are you a registered voter in a Bellaire Precinct?\*

Professional Engineer

3

[Yes \/]

Are you 18 or older? ☐ yes  
 First Time Appointment? ☒ [Yes V]

Reappointment, if so name of Board. ☐ n/a  
☐ no

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.\*  
 When I was running for Bellaire City Councilman Position 2, I learned a lot about the activities of the City of Bellaire's Boards, Commissions and Committees. As a registered Professional Engineer in the State of Texas for over 30 years, I have a great deal of continuing education including annual ethics courses which I have taken as well as taught for the American Society of Mechanical Engineers and DeVry University as an Adjunct Faculty. After speaking with Mr. Hopkins who is a former member of the Board of Adjustment, I believe I have the necessary qualifications for service on this board. I was born and raised in Bellaire and graduated from Bellaire High School. I have a BS in Bioengineering from Texas A&M University and a MBA from Houston Baptist University. During my career, I moved away from Bellaire and moved back into my childhood home 3 years ago. I have seen a lot of change over 50 years in Bellaire and want to contribute my experience in engineering and construction to making wise decisions for variance applications brought to the Board of Adjustments. I have also gone through the City of Bellaire construction permit and inspection processes for renovations done to my family home in the past 3 years. I have served on several non-profit boards including Society of Women Engineers (past President Houston Area Section) and Federation of Houston Professional Women.

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

Besides running for Bellaire City Council in 2015, I have a lifetime of civic and charitable work in and around Bellaire. I am a member of the Nature Discovery Center. One of my first jobs in high school was a lifeguard for the City of Bellaire pools. I ran I the 2016 Trolley Run after having finished the Houston Half Marathon to raise money for the Leukemia and Lymphoma Society through Team in Training.

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

☐ Yes ☒ No

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

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

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

n/a

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

Since I have only heard reports from boards presented to City Council and Town Hall meetings, I would need to consult present or former Board members for their suggestions based on their experience. Then I would apply continuous improvement methods to use best practices for communication and integration with City Council, other Boards and Commissions, City staff and citizens of Bellaire.

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

**Name\***      **Date\***  
**Jill**            **5-**  
**Almaguer** **21-**  
**2016**

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

**1) Board of Adjustment 2) Evelyn's Park Conservancy Board 3) Cultural Arts Board**

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

\* indicates required fields:

View any uploaded files by signing in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=6313>

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

Select from the following choices: Board of Adjustment

Name: Jill Almaguer

Home Address:

Contact Number:

Business Phone Number:

Occupation: Professional Engineer

Email Address:

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

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

Are you 18 or older?: yes

First Time Appointment?: Yes

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

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: When I was running for Bellaire City Councilman Position 2, I learned a lot about the activities of the City of Bellaire's Boards, Commissions and Committees. As a registered Professional Engineer in the State of Texas for over 30 years, I have a great deal of continuing education including annual ethics courses which I have taken as well as taught for the American Society of Mechanical Engineers and DeVry University as an Adjunct Faculty. After speaking with Mr. Hopkins who is a former member of the Board of Adjustment, I believe I have the necessary qualifications for service on this board. I was born and raised in Bellaire and graduated from Bellaire High School. I have a BS in Bioengineering from Texas A&M University and a MBA from Houston Baptist University. During my career, I moved away from Bellaire and moved back into my childhood home 3 years ago. I have seen a lot of change over 50 years in Bellaire and want to contribute my experience in engineering and construction to making wise decisions for variance applications brought to the Board of Adjustments. I have also gone through the City of Bellaire construction permit and inspection processes for renovations done to my family home in the past 3 years. I have served on several non-profit boards including Society of Women Engineers (past President Houston Area Section) and Federation of Houston Professional Women.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Besides running for Bellaire City Council in 2015, I have a lifetime of civic and charitable work in and around Bellaire. I am a member of the Nature Discovery Center. One of my first jobs in high school was a lifeguard for the City of Bellaire pools. I ran I the 2016 Trolley Run after having finished the Houston Half Marathon to raise money for the Leukemia and Lymphoma Society through Team in Training.

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

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

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

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

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?: Since I have only heard reports from boards presented to City Council and Town Hall meetings, I would need to consult present or former Board members for their suggestions based on their experience. Then I would apply continuous improvement methods to use best practices for communication and integration with City Council, other Boards and Commissions, City staff and citizens of Bellaire.

Name: Jill Almaguer

Date: 5-21-2016

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

2)Evelyn's Park Conservancy Board

3)Cultural Arts Board

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

Additional Information:

Form submitted on: 5/21/2016 9:56:29 AM

Submitted from IP Address:

Referrer Page: No Referrer - Direct Link

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

**BELLAIRE BOARDS AND COMMISSIONS****TAB 2**

James P. "Jim" Avioli, Sr.

**BOARD APPLICATIONS****2016**



**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Thursday, April 14, 2016 1:11 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.bellairetx.gov](http://www.bellairetx.gov). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

[Click on the link to review the City's Board Handbook](#) [Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire Boards, [Summary](#) Commissions, and Committees.

### Personal Information

Select from the following choices

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Audit Finance Board       | <input type="checkbox"/> L.I.F.E. Advisory Board           |
| <input checked="" type="checkbox"/> Board of Adjustment       | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Building and Standards Commission    | <input type="checkbox"/> Planning & Zoning Commission      |
| <input type="checkbox"/> Cultural Arts Board                  | <input type="checkbox"/> Evelyn's Park Conservancy Board   |
| <input type="checkbox"/> Environmental & Sustainability Board |  |

Jim Avioli

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Retired 2002--45 yrs. Nat Gas Industry-  
 Retired as VP operations

Email Address\*

Years in Bellaire. (Must be a resident for at least 30 years  
 6 months before appointment date in June).\*

Are you a registered voter in a Bellaire

[Yes \/]

Attachment: Boards and Commissions Applications - June 2016 (1949 : Board and Commission Interviews)



**Precinct?**

Are you 18 or older?\*

First Time Appointment?\*

Reappointment, if so name of Board.\*

yes

[No V]

Board of Adjustment prior to serving 2 terms  
on City Council

yes

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

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

Bachelor of Science School of Commerce and Finance  
Villanova University (Accounting Major)-----45 years

Business Experience Full term on BOA prior to serving on City  
Council 2 terms on Bellaire City Council-----active in City

Budget evaluation

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

Participate and financially support Bellaire  
community activities

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

( ) Yes

(X) No

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

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

(X) Yes

( ) No

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

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

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

Name\* Date\*

James April

P. 14,

Avioli 2016

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

1. Audit Finance Board 2. BOA

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=6146>

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

Select from the following choices: Audit Finance Board, Board of Adjustment

Name: Jim Avioli

Home Address:

Contact Number:

Business Phone Number:

Occupation: Retired 2002--45 yrs. Nat Gas Industry- Retired as VP operations

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 30 years

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

Are you 18 or older?: yes

First Time Appointment?: No

Reappointment, if so name of Board.: Board of Adjustment prior to serving 2 terms on City Council

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.:  
 Bachelor of Science School of Commerce and Finance Villanova University (Accounting Major)-----45 years  
 Business Experience

Full term on BOA prior to serving on City Council

2 terms on Bellaire City Council-----active in City Budget evaluation

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

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

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

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

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

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

Name: James P. Avioli

Date: April 14, 2016

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

2. BOA

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

**Additional Information:**

Form submitted on: 4/14/2016 1:11:08 PM

Submitted from IP Address:

Referrer Page: No Referrer - Direct Link

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

**BELLAIRE BOARDS AND COMMISSIONS****TAB 3**

Michael D. "Mike" Axelrad

**BOARD APPLICATIONS****2016**

**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Friday, February 05, 2016 2:43 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.ci.bellaire.tx.us](http://www.ci.bellaire.tx.us). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

~~Click on the link to review the City's Board Handbook.~~ [Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire [Summary](#)  
 Boards, Commissions, and Committees.

### Personal Information

Select from the following choices

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Finance Board                  | <input type="checkbox"/> L.I.F.E. Advisory Board                 |
| <input type="checkbox"/> Board of Adjustment                  | <input type="checkbox"/> Parks & Recreation Advisory Board       |
| <input type="checkbox"/> Building and Standards Commission    | <input checked="" type="checkbox"/> Planning & Zoning Commission |
| <input type="checkbox"/> Cultural Arts Board                  | <input type="checkbox"/> Evelyn's Park Conservancy Board         |
| <input type="checkbox"/> Environmental & Sustainability Board |  |
| Michael D. Axelrad  |  |

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Email Address\*

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

10+ yrs

Are you a registered voter in a Bellaire Precinct?\*

[Yes \ /]

Are you 18 or older?\*

yes

First Time Appointment?\*

[Yes V]

Reappointment, if so name of Board.\*

none



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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.\*  
Currently involved in the HEB/Brixmor transaction and feel that in my capacity as an Attorney and a real estate developer, could bring a more unique perspective to the City for purposes of further enhancing the growth for the City while preserving the integrity of the neighborhoods.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.\*  
Work associated with various outdoor conservation activities.

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board?\* ( ) Yes (X) No

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

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

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

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

*The City of Bellaire appreciates your commitment and willingness to serve. Name\* Date\*  
Mike 2/5/2016  
Thank you for taking the time to complete this application Axelrad*

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

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:

<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=5886>

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

Select from the following choices: Planning & Zoning Commission

Name: Michael D. Axelrad

Home Address:

Contact Number:

Business Phone Number:

Occupation: Real Estate executive

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: 10+ yrs

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

Are you 18 or older?: yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: none

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.:  
Currently involved in the HEB/Brixmor transaction and feel that in my capacity as an Attorney and a real estate developer, could bring a more unique perspective to the City for purposes of further enhancing the growth for the City while preserving the integrity of the neighborhoods.

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

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

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

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

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

Attachment: Boards and Commissions Applications - June 2016 (1949 : Board and Commission Interviews)

Commission, or Committee?:

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

Name: Mike Axelrad

Date: 2/5/2016

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

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

Additional Information:

Form submitted on: 2/5/2016 2:42:34 PM

Submitted from IP Address:

Referrer Page: No Referrer - Direct Link

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>



## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 4**

Ayobamidele G. Bello

### **BOARD APPLICATIONS**

**2016**

**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Friday, May 06, 2016 7:29 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.bellairetx.gov](http://www.bellairetx.gov). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

[Click on the link to review the City's Board Handbook](#) [Click Here for Board Handbook](#)

Click on the link for an summary of all [Summary](#)  
 Bellaire Boards, Commissions, and Committees.

### Personal Information

Select from the following choices

- ☐ Audit Finance Board  
☐ Board of Adjustment  
☒ Building and Standards Commission  
☐ Cultural Arts Board  
☒ Environmental & Sustainability Board

- ☐ L.I.F.E. Advisory Board  
☒ Parks & Recreation Advisory Board  
☒ Planning & Zoning Commission  
☐ Evelyn's Park Conservancy Board

Name\*

Ayobamidele G Bello

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Environmental Engineer

Email Address\*

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

10 months

Are you a registered voter in a Bellaire Precinct?\*

[Yes \/]

Are you 18 or older?\*

Yes

First Time Appointment?\*

[Yes V]

Reappointment, if so name of Board.\* N/A

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

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

I am new Bellaire resident and an Environmental Engineer. I am looking to serve my City with my professional knowledge in any capacity possible.

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

I am a recent Bellaire resident and have not been active in community activities within Bellaire.

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

( ) Yes

(X) No

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

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

(X) Yes

( ) No

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

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

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

Name\* Date\*  
Ayobamidele 05/06/2016  
G. Bello

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

1. Building and Standards 2. Environmental and Sustainability 3. Planning and Zoning 4. Parks and Recreation

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:

<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=6245>

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

Select from the following choices: Building and Standards Commission, Environmental & Sustainability Board, Parks & Recreation Advisory Board, Planning & Zoning Commission

Name: Ayobamidele G Bello

Home Address:

Contact Number:

Business Phone Number:

Occupation: Environmental Engineer

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: 10 months

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

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: N/A

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I am new Bellaire resident and an Environmental Engineer. I am looking to serve my City with my professional knowledge in any capacity possible.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: I am a recent Bellaire resident and have not been active in community activities within Bellaire.

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

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

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

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

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

Name: Ayobamidele G. Bello

Date: 05/06/2016

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

2. Environmental and Sustainability

3. Planning and Zoning

4. Parks and Recreation

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

Additional Information:

Form submitted on: 5/6/2016 7:28:37 PM

Submitted from IP Address:

Referrer Page: <http://www.bellairetx.gov/CivicAlerts.aspx?CID=1>

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 5**

Joe Burris

### **BOARD APPLICATIONS**

**2016**

Tracy Dutton

From: noreply@civicplus.com  
 Sent: Wednesday, March 23, 2016 5:24 PM  
 To: Tracy Dutton  
 Subject: Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.bellairetx.gov](http://www.bellairetx.gov). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

[Click on the link to review the City's Board Handbook](#) [Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire [Summary](#)  
 Boards, Commissions, and Committees.

### Personal Information

Select from the following choices

- |  |   |
|--|---|
| <input type="checkbox"/> Audit Finance Board                             | <input checked="" type="checkbox"/> L.I.F.E. Advisory Board           |
| <input checked="" type="checkbox"/> Board of Adjustment                  | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Building and Standards Commission    | <input checked="" type="checkbox"/> Planning & Zoning Commission      |
| <input type="checkbox"/> Cultural Arts Board                             | <input type="checkbox"/> Evelyn's Park Conservancy Board              |
| <input checked="" type="checkbox"/> Environmental & Sustainability Board |   |

Joe Burris

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Email Address\*

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

Are you a registered voter in a Bellaire Precinct?\*

Are you 18 or older?\*

First Time Appointment?\*

Reappointment, if so name of Board.\*

Employment Resourcing

24

[Yes V]

Yes

[Yes V]

No



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

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

Currently I'm semi-retired and plan to continue my staffing/employment services from home. One of my goals this year was to become more active in community service. From my speaking to Tracy Dunton, I understand that there are vacancies on the L.I.F.E. Advisory Board. I believe that I could provide valued input to this department. My family has resided in Bellaire since 1992. Our children grew up here and my daughter owns the property next to my wife & I on Lennette CT. Her 3 children represent a 3rd generation of Bellaire residents. I am concerned about the future of my city and have an interest in contributing to activities of my fellow neighbors. RESUME JOE BURRIS

#### Executive Search

Consultant with extensive experience in business development and staffing for major clients in the Oil & Gas, Chemicals and Energy industries. Experienced in the direct staffing and sales services for startups and management. Employment PTS Staffing Solutions Houston, TX Account Manager 2012 – 2016 Account Manager for major EPC and Oil & Gas clients in Texas. Utilizing business knowledge and experience to develop a branch office west coast staffing agency. Business development with existing clients and new client relationships. Experis Engineering Houston, TX Business Development Manager 2011 – 2012 Business Development Manager for major accounts in the Upstream Oil & Gas Industry. Successfully negotiated and attained new business MSAs with Operating, EPC and Manufacturing clients. Burris & Associates Bellaire, TX Owner 2008 - 2016 Direct employment placement of engineering personnel to the Oil & Gas and Energy Industries. Recruitment of engineers for employment with Oil & Gas, Petro-Chemical, Refinery, Pipeline, Offshore & other Energy sectors employers. Affinity Management Group Houston, TX Sr. Accounts Manager 2007 – 2008 Responsible for business development and the management of recruiting with the primary goal being the staffing of technical personnel at customer's facilities for contract employment. • Developed sales & recruiting strategies and staffing plans. • Implemented changes in recruitment procedures. • Implemented changes in employment procedures and benefit selection. • Identified, sourced, recruited and reviewed the selection of candidates. • Successfully attained MSA with Oil & Gas Operators, Engineering Procurement & Construction (EPC) contractors and Design Engineering companies. Universal Personnel New Orleans, LA Texas Market Manager 2006 - 2007 Responsible for the recruitment and growth in client base to existing and new companies. • Trained and managed the business development staff. • Developed and implemented strategic recruitment



strategies. • Successfully doubled the overall market base in Texas. Brunel Resources Houston, TX Managing Director 2002 - 2006 Responsible for business development, account management and office administration of the engineering staffing division of Brunel Energy USA. This was a successful merger of the former Carltech and Brunel Energy offices. The client base consisted of Oil & Gas operators, engineering procurement contractors and various other clients that utilize design engineering and project management personnel. • Maintained and reviewed all contract negotiations, job offers and rates. • Administered and developed proposals to various clients. Supervised the recruitment activities of the recruitment staff. • Managed the job boards and online resources available to source the best candidates for Brunel's clients. • Provided expertise in how to best service the client's recruitment demand. • Reviewed insurance coverage for Brunel Energy's global exposure. • Forecasted the budget and was responsible for the P&L of Brunel Resources. Carltech Houston, TX Managing Partner 1987 - 2002 Managing Partner and Owner of a technical staffing service that provided engineering, IT and technical support to Oil & Gas, Energy and Design Engineering companies. Responsible for the success of this start-up agency as the Managing Partner. • Duties included recruitment, P&L responsibility, financial budgets, marketing and business development. • Complete responsibility of 10 to 15 direct staff personnel consisting of recruiters, account managers and financial/administrative employees. • Maintained a consistent growth and profitability with average annual revenues of \$10 million per year. Peak year of \$15 million in 1999. • Diversified the client base by providing information technology personnel (IT) to companies in engineering, insurance, and computer manufacturing. • Actively participated in various engineering and IT organizations to foster growth and awareness to issues that challenged future industry stability. Affiliations • Houston Human Resource Management Association (HHRMA) • Texas Association of Personnel Consultants (TAPC) • American Staffing Association (ASA) • NACCB Served as Chapter President, National Membership Chairman & Director on the National Board Education B.S. Personnel Administration, University of Houston

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

Past Home Owners Association President and Board Member for Butler's Bridge, TX

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

( ) Yes

(X) No

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

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

(X) Yes

( ) No

an average, from 2 to 6 hours per month.)

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

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

*The City of Bellaire appreciates your commitment and willingness to serve.*

*Thank you for taking the time to complete this application*

Name\* Date\*

Joe 3/23/2016

Burris

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

L.I.F.E. Advisory Board

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=6065>

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

Select from the following choices: L.I.F.E. Advisory Board

Name: Joe Burris

Home Address:

Contact Number:

Business Phone Number:

Occupation: Employment Resourcing

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 24

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

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: No

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.:  
Currently I'm semi-retired and plan to continue my staffing/employment services from home. One of my goals this year was to become more active in community service. From my speaking to Tracy Dunton, I understand that there are vacancies on the L.I.F.E. Advisory Board. I believe that I could provide valued input to this department. My family has resided in Bellaire since 1992. Our children grew up here and my daughter owns the property next to my wife & I on Lennette CT. Her 3 children represent a 3rd generation of Bellaire residents. I am concerned about the future of my city and have an interest in contributing to activities of my fellow neighbors.

#### RESUME JOE BURRIS

Executive Search Consultant with extensive experience in business development and staffing for major clients in the Oil & Gas, Chemicals and Energy industries. Experienced in the direct staffing and sales services for startups and management.

#### Employment

PTS Staffing Solutions Houston, TX Account Manager  
2012 – 2016

Account Manager for major EPC and Oil & Gas clients in Texas. Utilizing business knowledge and experience to develop a branch office west coast staffing agency. Business development with existing clients and new client relationships.

Experis Engineering Houston, TX Business Development Manager 2011 – 2012

Business Development Manager for major accounts in the Upstream Oil & Gas Industry. Successfully negotiated and attained new business MSAs with Operating, EPC and Manufacturing clients.

Burris & Associates Bellaire, TX Owner 2008 - 2016

Direct employment placement of engineering personnel to the Oil & Gas and Energy Industries. Recruitment of engineers for employment with Oil & Gas, Petro-Chemical, Refinery, Pipeline, Offshore & other Energy sectors employers.

Affinity Management Group Houston, TX Sr. Accounts Manager 2007 – 2008

Responsible for business development and the management of recruiting with the primary goal being the staffing of technical personnel at customer's facilities for contract employment.

- Developed sales & recruiting strategies and staffing plans.
- Implemented changes in recruitment procedures.
- Implemented changes in employment procedures and benefit selection.
- Identified, sourced, recruited and reviewed the selection of candidates.
- Successfully attained MSA with Oil & Gas Operators, Engineering Procurement & Construction (EPC) contractors and Design Engineering companies.

Universal Personnel New Orleans, LA Texas Market Manager  
2006 - 2007

Responsible for the recruitment and growth in client base to existing and new companies.

- Trained and managed the business development staff.
- Developed and implemented strategic recruitment strategies.
- Successfully doubled the overall market base in Texas.

Brunel Resources Houston, TX Managing Director  
2002 - 2006

Responsible for business development, account management and office administration of the engineering staffing division of Brunel Energy USA. This was a successful merger of the former Carltech and Brunel Energy offices. The client base consisted of Oil & Gas operators, engineering procurement contractors and various other clients that utilize design engineering and project management personnel.

- Maintained and reviewed all contract negotiations, job offers and rates.
- Administered and developed proposals to various clients. Supervised the recruitment activities of the recruitment staff.
- Managed the job boards and online resources available to source the best candidates for Brunel's clients.
- Provided expertise in how to best service the client's recruitment demand.
- Reviewed insurance coverage for Brunel Energy's global exposure.
- Forecasted the budget and was responsible for the P&L of Brunel Resources.

Carltech Houston, TX Managing Partner  
1987 - 2002

Managing Partner and Owner of a technical staffing service that provided engineering, IT and technical support to Oil & Gas, Energy and Design Engineering companies. Responsible for the success of this start-up agency as the Managing Partner.

- Duties included recruitment, P&L responsibility, financial budgets, marketing and business development.
- Complete responsibility of 10 to 15 direct staff personnel consisting of recruiters, account managers and financial/administrative employees.
- Maintained a consistent growth and profitability with average annual revenues of \$10 million per year. Peak year of \$15 million in 1999.
- Diversified the client base by providing information technology personnel (IT) to companies in engineering, insurance, and computer manufacturing.
- Actively participated in various engineering and IT organizations to foster growth and awareness to issues that challenged future industry stability.

#### Affiliations

- Houston Human Resource Management Association (HHRMA)
- Texas Association of Personnel Consultants (TAPC)
- American Staffing Association (ASA)
- NACCB Served as Chapter President, National Membership Chairman & Director on the National Board

#### Education

B.S. Personnel Administration, University of Houston

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic,

charitable, and other community work.: Past Home Owners Association President and Board Member for Butler's Bridge, TX

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

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

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

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

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

Name: Joe Burris

Date: 3/23/2016

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred) here. There is no need to mark more than "1" if you're not interested in another Board.: ~~ETPB~~  
Advisory Board 1) BSC; 2) PRAB; 3) ESB; 4) PZC; 5) BOA

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

#### Additional Information:

Form submitted on: 3/23/2016 5:23:48 PM

Submitted from IP Address:

Referrer Page: No Referrer - Direct Link

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

## BELLAIRE BOARDS AND COMMISSIONS



### TAB 6

Charles Formica

### BOARD APPLICATIONS

2016





**BOARDS AND COMMISSIONS  
REAPPLICATION FORM**

Name: CHARLES FORMICA

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

BUILDING & STANDARDS COMMISSION  
(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

*Charles Forman*

Signature

*1/21/2016*

Date

#### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

##### Check one:

( ) Keep email address confidential

(X) Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
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## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 7**

Lee Hampton

### **BOARD APPLICATIONS**

**2016**



### BOARDS AND COMMISSIONS REAPPLICATION FORM

Name: Lee Hampton

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

Bldg + Stds  
(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on a board or commission.

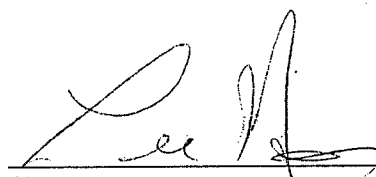


I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_

\_\_\_\_\_



Signature

Feb 1, 2016

Date

### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

( ) Keep email address confidential

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## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 8**

Jennifer Hawes

### **BOARD APPLICATIONS**

**2016**



### BOARDS AND COMMISSIONS REAPPLICATION FORM

Name: Jennifer Hawes

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

Bellaire Cultural Arts Board  
(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)  
\_\_\_\_\_  
\_\_\_\_\_



I am no longer interested in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)  
\_\_\_\_\_  
\_\_\_\_\_



I am no longer interested in serving on a board or commission.

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 9**

Susan Hawes

### **BOARD APPLICATIONS**

**2016**



### BOARDS AND COMMISSIONS REAPPLICATION FORM

Name: Susan Mawes

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

Parks and Recreation Advisory Board  
(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on a board or commission.





I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

Susan J Hawes  
Signature

20 March 2016  
Date

#### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

- ( ☒ ) **Keep email address confidential**
- ( ☐ ) **Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.**

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**

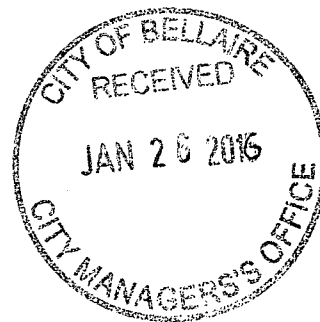


### **TAB 10**

Debbie Karakowsky

#### **BOARD APPLICATIONS**

**2016**



**BOARDS AND COMMISSIONS  
REAPPLICATION FORM**

Name: \_\_\_\_\_

DEBBIE KARAKOWSKY

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

Board of Adjustment

(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_

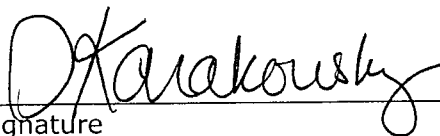


I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

  
Signature

1/21/16  
Date

#### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

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## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 11**

Paul N. Katz

### **BOARD APPLICATIONS**

**2016**



### BOARDS AND COMMISSIONS REAPPLICATION FORM

Name:

PAUL KATZ

Address:

Preferred Telephone Number:

Email Address\*:



I wish to seek reappointment to the board or commission that I currently serve on:

Building and Standards Commission

(Name of Board or Commission)

I would **also** like to be considered for another board(s) or commission(s) as follows:

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

Paul Katz  
Signature

2-17-2016  
Date

#### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

- ( ☒ ) **Keep email address confidential**
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## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 12**

Patricia King-Ritter

### **BOARD APPLICATIONS**

**2016**



**BOARDS AND COMMISSIONS  
REAPPLICATION FORM**

Name:

Pamela King-Ritter

Address:

Preferred Telephone Number:

Email Address\*:



I wish to seek reappointment to the board or commission that I currently serve on:

Evelyn's Park Conservancy

(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

Signature

Date

### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

Check one:

( ) Keep email address confidential

(✓) Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.

pkc@evelynspark.org

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 13**

Terry Leavitt-Chavez

#### **BOARD APPLICATIONS**

**2016**

**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Wednesday, April 20, 2016 2:18 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.bellairetx.gov](http://www.bellairetx.gov). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

[Click on the link to review the City's Board Handbook.](#) [Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire Boards, Commissions, and Committees.

[Summary](#)

### Personal Information

Select from the following choices

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Finance Board                  | <input type="checkbox"/> L.I.F.E. Advisory Board           |
| <input type="checkbox"/> Board of Adjustment                  | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Building and Standards Commission    | <input type="checkbox"/> Planning & Zoning Commission      |
| <input checked="" type="checkbox"/> Cultural Arts Board       | <input type="checkbox"/> Evelyn's Park Conservancy Board   |
| <input type="checkbox"/> Environmental & Sustainability Board |  |

Terry Leavitt-Chavez

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Email Address\*

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

13

Are you a registered voter in a Bellaire Precinct?\*

[Yes \ /]

Are you 18 or older?\*

yes

First Time Appointment?\*

[No \ /]

Reappointment, if so name of Board.\*

Cultural Arts Board

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

Yes

Attach Resume with Application.\*

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

**GALLERY 3, HOUSTON, TX 2010-CURRENT** Owner Active in the development, and growth of consulting company and contemporary art gallery. • Developed consulting business offering retail intelligence, brand development, and digital marketing. • Successfully revamped multi-cultural hair accessories line creating product plus packaging, point of sale assortments, and sales presentations for Target Corporation that led to purchase for one hundred doors, translating to two million dollar increase of revenue for client in 2013. • Selected artist team, optimally merchandised and grew product assortment, which led to consistent year over year comp increases. **STAGE STORES INC., HOUSTON, TX 1996-2010** Director Of Planning And Allocations Oversaw ten planners and analyst managing the financial success of multiple divisions in a 600 door department store chain by planning and executing strategic vision in relation to sales, gross margin, gross margin return on investment (GMROI) and inventory turn in a \$135.0 million zone of a billion dollar business. • Recognized consistently for overachieving plans resulting in numerous seasonal and annual planning and allocation awards. • Chosen to be on process implementation teams to evaluate, select, and implement merchandise planning, allocations, replenishment, store planning, assortment, markdown, and ecommerce planning systems, that improved the effectiveness of Stage merchandise teams. • Communicated financial results, forecasts, and action plans on a monthly, quarterly, and annual basis to senior executives fostering brainstorming sessions allowing team to grow and maintain business. • Selected to train thirty buyers and planners at acquired Peebles division open to buy and merchandise planning systems that allowed for the successful incorporation of the two divisions of Stage. • Developed assortment plans that supported overall strategy of in-stock positioning for key merchandise categories, classifications, items, and vendors. • Reviewed trends and competition initiating changes to allocations, assortment mix and pricing leading to consistent year over year comp increases adding stockholder value and bonus payouts. **EDUCATION University Of Wisconsin, Madison 1984-1988** BBA Marketing

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

**PATRONS FOR BELLAIRE PARKS, BELLAIRE, TX 2009-CURRENT** Past President, President, Vice President Administration, Vice President Public Relations • Raised on average \$100,000 annually to develop City Of Bellaire parks through event coordination and donor solicitation including Bellaire New Home Showcase, Trolley Run, Wine and Tapas, Dive In Movie Night, Dine Around, Tents In Town, and Paver Sales. **BELLAIRE CULTURAL ARTS BOARD, BELLAIRE, TX 2010-**

**CURRENT Chair • Participate on board to make recommendations on installing public art and developing cultural programs for citizens of Bellaire, appointed by City Council. EVELYN'S PARK CONSERVANCY, BELLAIRE, TX 2015-CURRENT Board Member • Responsible for the development and transformation of the five-acre historic Teas Nursery site into a park for the citizens of Bellaire, appointed by City Council. Currently work with the events and marketing committee's. CITY OF BELLAIRE SUNSET REVIEW BOARD, BELLAIRE, TX 2011 Member • Appointed by City Mayor to review the charge, size, and need for each of the City's boards, making recommendations on new city boards and updating the city's board handbook VP Finance 2015-Current Condit Elementary School PTO Responsible for annual family giving campaign.**  
 ( ) Yes (X) No

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

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

/

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

(X) Yes

( ) No

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

The arts board has made considerable headway in bringing public art to the citizen's of Bellaire. I would like to continue with the board to insure that all current projects on the books are completed, and continue to work with the board on accomplishing arts master plan objectives.

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

Continue to identify and work with all major stakeholders on all projects.

*The City of Bellaire appreciates your commitment and willingness to serve.*

*Thank you for taking the time to complete this application*

**Name\* Date\***  
**Leavitt- 4/20/15**

**Chavez**

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

Cultural Arts Board 1

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



\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://www.bellairetx.gov/Admin/FormHistory.aspx?SID=6165>

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

Select from the following choices: Cultural Arts Board

Name: Terry Leavitt-Chavez

Home Address:

Contact Number:

Business Phone Number:

Occupation: Owner/ Marketing Consultant

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 13

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

Are you 18 or older?: yes

First Time Appointment?: No

Reappointment, if so name of Board.: Cultural Arts Board

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.:  
 GALLERY 3, HOUSTON, TX  
 2010-CURRENT

Owner

Active in the development, and growth of consulting company and contemporary art gallery.

- Developed consulting business offering retail intelligence, brand development, and digital marketing.
- Successfully revamped multi-cultural hair accessories line creating product plus packaging, point of sale assortments, and sales presentations for Target Corporation that led to purchase for one hundred doors, translating to two million dollar increase of revenue for client in 2013.
- Selected artist team, optimally merchandised and grew product assortment, which led to consistent year over year comp increases.

STAGE STORES INC., HOUSTON, TX  
 1996-2010  
 Director Of Planning And Allocations

Oversaw ten planners and analyst managing the financial success of multiple divisions in a 600 door department store chain by planning and executing strategic vision in relation to sales, gross margin, gross margin return on investment (GMROI) and inventory turn in a \$135.0 million zone of a billion dollar business.

- Recognized consistently for overachieving plans resulting in numerous seasonal and annual planning and allocation awards.
- Chosen to be on process implementation teams to evaluate, select, and implement merchandise planning, allocations, replenishment, store planning, assortment, markdown, and ecommerce planning systems, that improved the effectiveness of Stage merchandise teams.
- Communicated financial results, forecasts, and action plans on a monthly, quarterly, and annual basis to senior executives fostering brainstorming sessions allowing team to grow and maintain business.
- Selected to train thirty buyers and planners at acquired Peebles division open to buy and merchandise planning systems that allowed for the successful incorporation of the two divisions of Stage.
- Developed assortment plans that supported overall strategy of in-stock positioning for key merchandise categories, classifications, items, and vendors.
- Reviewed trends and competition initiating changes to allocations, assortment mix and pricing leading to consistent year over year comp increases adding stockholder value and bonus payouts.

## EDUCATION

University Of Wisconsin, Madison 1984-1988  
BBA Marketing

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: PATRONS FOR BELLAIRE PARKS, BELLAIRE, TX

## 2009-CURRENT

Past President, President, Vice President Administration, Vice President Public Relations

- Raised on average \$100,000 annually to develop City Of Bellaire parks through event coordination and donor solicitation including Bellaire New Home Showcase, Trolley Run, Wine and Tapas, Dive In Movie Night, Dine Around, Tents In Town, and Paver Sales.

## BELLAIRE CULTURAL ARTS BOARD, BELLAIRE, TX 2010-CURRENT

Chair

- Participate on board to make recommendations on installing public art and developing cultural programs for citizens of Bellaire, appointed by City Council.

## EVELYN'S PARK CONSERVANCY, BELLAIRE, TX 2015-CURRENT

Board Member

- Responsible for the development and transformation of the five-acre historic Teas Nursery site into a park for the citizens of Bellaire, appointed by City Council. Currently work with the events and marketing committee's.

## CITY OF BELLAIRE SUNSET REVIEW BOARD, BELLAIRE, TX 2011

Member

- Appointed by City Mayor to review the charge, size, and need for each of the City's boards, making recommendations on new city boards and updating the city's board handbook

VP Finance

2015-Current

Condit Elementary School PTO

Responsible for annual family giving campaign.

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

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

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

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?: The arts board has made considerable headway in bringing public art to the citizen's of Bellaire. I would like to continue with the board to insure that all current projects on the books are completed, and continue to work with the board on accomplishing arts master plan objectives.

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?: Continue to identify and work with all major stake holders on all projects.

Name: terry Leavitt-Chavez

Date: 4/20/15

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

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

**Additional Information:**

Form submitted on: 4/20/2016 2:17:50 PM

Submitted from IP Address:

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.bellairetx.gov/Forms.aspx?FID=103>

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 14**

Tom Ligh

### **BOARD APPLICATIONS**

**2016**



# BOARDS AND COMMISSIONS REAPPLICATION FORM

*\*New telephone number*

Name: TOM LIGH

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

BOARD OF ADJUSTMENT  
(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)  
\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)  
\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

Signature

Date

### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

- ( ☒ ) **Keep email address confidential**
- ( ☐ ) **Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.**

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 15**

Jed Mandel

### **BOARD APPLICATIONS**

**2016**

**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Monday, February 15, 2016 2:32 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.ci.bellaire.tx.us](http://www.ci.bellaire.tx.us). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

[Click on the link to review the City's Board Handbook](#) [Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire Boards, Commissions, and Committees.

[Summary](#)

### Personal Information

Select from the following choices

- |   |   |
|---|---|
| <input type="checkbox"/> Audit Finance Board                          | <input type="checkbox"/> L.I.F.E. Advisory Board                      |
| <input checked="" type="checkbox"/> Board of Adjustment               | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Building and Standards Commission | <input checked="" type="checkbox"/> Planning & Zoning Commission      |
| <input type="checkbox"/> Cultural Arts Board                          | <input checked="" type="checkbox"/> Evelyn's Park Conservancy Board   |
| <input type="checkbox"/> Environmental & Sustainability Board         |   |

Jed Mandel

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

SVP for RE Investment Firm

Email Address\*

Years in Bellaire. (Must be a resident for 1.5 at least 6 months before appointment date in June).\*

Are you a registered voter in a Bellaire Precinct? [Yes \/]

Are you 18 or older? Yes

First Time Appointment? [Yes V]



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

Attach Resume with Application.\*

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

I am only interested in serving on one of the 3 committees  
 that I checked, I would be most interested in the committee  
 that the group of people that choose feel that I am most  
 qualified to participate. In my professional life within  
 commercial real estate, I have been involved in numerous  
 transactions and the planning of new development, as well  
 as redevelopment of existing properties. I feel like the  
 expertise that I have within that realm would be beneficial  
 in the public sector to continue to encourage responsible  
 growth both from the side of the use of public funds to  
 expand or contract government as well as to encourage or  
 discourage commercial and residential development on a  
 case by case basis and/or by suggesting that new  
 ordinances be authored. Also, as a father of two young sons,  
 I understand that absolute need for young families to have a  
 safe, clean, and dynamic park and recreation service and  
 system to contribute to raising healthy and responsible  
 adults while also adding to the beauty of the City of Bellaire  
 and encouraging residents to interact.

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

Unfortunately since starting a family with my wife, it  
 has been very hard to participate in regular  
 community activities that aren't associated with my  
 children, we have instead opened are pocket books to  
 charitable organizations that we care about most.  
 That is one of the main reasons that I would like to  
 get involved in this capacity.

( ) Yes (X) No

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

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

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

(X) Yes ( ) No

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

Do you have any ideas on how the  
 effectiveness of your Board, Commission, or

I would not assume to understand how a board is effective  
 before I serve. I know that is probably a politically correct

Committee can be improved?

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

statement but it is one that I do believe.

Name\* Date\*

Jed 2/15/2016

Mandel

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

**1 - Planning & Zoning 2 - Parks & Recreation 3 - Board of Adjustment 4 - Evelyn's Park Conservancy Board 5 - Building and Standards Commission**

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=5902>

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

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

Name: Jed Mandel

Home Address:

Contact Number:

Business Phone Number:

Occupation: SVP for RE Investment Firm

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: 1.5

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

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: No

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

Attachment: Boards and Commissions Applications - June 2016 (1949 : Board and Commission Interviews)

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I am only interested in serving on one of the 3 committees that I checked, I would be most interested in the committee that the group of people that choose feel that I am most qualified to participate. In my professional life within commercial real estate, I have been involved in numerous transactions and the planning of new development, as well as redevelopment of existing properties. I feel like the expertise that I have within that realm would be beneficial in the public sector to continue to encourage responsible growth both from the side of the use of public funds to expand or contract government as well as to encourage or discourage commercial and residential development on a case by case basis and/or by suggesting that new ordinances be authored. Also, as a father of two young sons, I understand that absolute need for young families to have a safe, clean, and dynamic park and recreation service and system to contribute to raising healthy and responsible adults while also adding to the beauty of the City of Bellaire and encouraging residents to interact.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Unfortunately since starting a family with my wife, it has been very hard to participate in regular community activities that aren't associated with my children, we have instead opened are pocket books to charitable organizations that we care about most. That is one of the main reasons that I would like to get involved in this capacity.

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

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

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

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

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?: I would not assume to understand how a board is effective before I serve. I know that is probably a politically correct statement but it is one that I do believe.

Name: Jed Mandel

Date: 2/15/2016

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

2 - Parks & Recreation

3 - Board of Adjustment

4 - Evelyn's Park Conservancy Board

5 - Building and Standards Commission

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

## Additional Information:

Form submitted on: 2/15/2016 2:31:51 PM

Submitted from IP Address:

Referrer Page: <http://www.bellaireconnect.com/content/bellaire-boards-and-commissions-applications-will-be-accepted-february-2-2016-until-may-6-20>Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 16**

Julie McNee

### **BOARD APPLICATIONS**

**2016**



### BOARDS AND COMMISSIONS REAPPLICATION FORM

Name:

Julie McNeel

Address:

Preferred Telephone Number:

Email Address\*:



I wish to seek reappointment to the board or commission that I currently serve on:

Parks & Recreation

(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

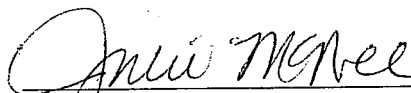


I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

  
Signature

1/20/16  
Date

#### **\*DISCLOSURE AGREEMENT**

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

- ( ☒ ) **Keep email address confidential**
- ( ☐ ) **Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.**

**\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)**

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.



## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 17**

Johanna Moran

#### **BOARD APPLICATIONS**

**2016**



**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Friday, April 08, 2016 5:25 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Application to Serve on a City Board or Commission**

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.bellairetx.gov](http://www.bellairetx.gov). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

~~Click on the link to review the City's Board Handbook.~~

~~Click Here for Board Handbook~~

Click on the link for an summary of all Bellaire Boards, Commissions, and Committees.

Summary

**Personal Information**

Select from the following choices

- |  |   |
|--|---|
| <input type="checkbox"/> Audit Finance Board                             | <input type="checkbox"/> L.I.F.E. Advisory Board                      |
| <input type="checkbox"/> Board of Adjustment                             | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Building and Standards Commission               | <input type="checkbox"/> Planning & Zoning Commission                 |
| <input type="checkbox"/> Cultural Arts Board                             | <input type="checkbox"/> Evelyn's Park Conservancy Board              |
| <input checked="" type="checkbox"/> Environmental & Sustainability Board |   |

Johanna Moran

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Email Address\*

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

40

Are you a registered voter in a Bellaire Precinct?\*

[Yes \/]

n/a

retired CPA, corp. auditor, financial officer

Are you 18 or older?\*

yes

First Time Appointment?\*

[Yes V]

Reappointment, if so name of Board.\*

Environmental & Sustainability Board  
both

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.\*  
March 2016 I became a designated Landscape for Life Trainer through the Landscape for Life program which provides education for sustainable home landscapes. This program has 300 trainers in 38 states, is presented by LBJ Wildflower Center and the US Botanic Garden and is recognized by the American Public Garden Association. We hope to offer this series with and through the Nature Discovery Center this fall. The current inventory at home is about 100 different species of plants at a ratio of 70-30 native to non-native including some specimen or single plants, thickets and areas with nectar plants. This selection qualifies for both the Xerces Pollinator Habitat and the Best of Texas Backyard Habitat. I'm concerned with watershed issues, carbon sequestration, water conservation and educating the public about proper mosquito protection, dangers of excessive use of chemicals and offsetting the misleading claims of mosquito misting system franchises as well as other standard but unsustainable landscape and lifestyle practices. Fortunately there are many non-profits and local government agencies who conduct or report on research and provide excellent information.

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

Bellaire Little League Board of Directors 3 years; many hats including umpire. Boys basketball coach Bellaire and Westland YMCA under 14. Native Plant Society of Texas-Houston Chapter  
( ) Yes (X) No

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

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

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

(X) Yes

( ) No

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

For the first year, I felt we had some responsibilities we had no vehicle to achieve. Into the second year it seemed other boards also had problems and shared some of our interests

in handling city financial resources wisely and with shared participation. Now we are beginning to be able to give input on some of our stated responsibilities and I feel the city is back on track to use the human resources we have on board (authorized boards and commissions in this case) to chart the city's path going forward. The board is now working better together and focused both on assisting Public Works and on improving the environment of Bellaire through sustainable practices.

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

Continued improvements in communication of city projects or plans that affect the health and biodiversity of our ecosystem are essential for ESB to recommend the best practices. We should be given latitude to audit existing procedures that affect the environment and recommend practices or contractors that will not degrade our property or adversely affect our health.

**Name\*    Date\***  
**Johanna   April**  
**Moran      8,**  
**2016**

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

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

**1 ESB 2 Parks and Rec**

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=6124>

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

Select from the following choices: Environmental & Sustainability Board, Parks & Recreation Advisory Board

Name: Johanna Moran

Home Address:

Contact Number:

Business Phone Number: n/a

Occupation: retired CPA, corp. auditor, financial officer

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 40

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

Are you 18 or older?: yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: Environmental & Sustainability Board

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.:  
March 2016 I became a designated Landscape for Life Trainer through the Landscape for Life program which provides education for sustainable home landscapes. This program has 300 trainers in 38 states, is presented by LBJ Wildflower Center and the US Botanic Garden and is recognized by the American Public Garden Association. We hope to offer this series with and through the Nature Discovery Center this fall.

The current inventory at home is about 100 different species of plants at a ratio of 70-30 native to non-native including some specimen or single plants, thickets and areas with nectar plants. This selection qualifies for both the Xerces Pollinator Habitat and the Best of Texas Backyard Habitat.

I'm concerned with watershed issues, carbon sequestration, water conservation and educating the public about proper mosquito protection, dangers of excessive use of chemicals and offsetting the misleading claims of mosquito misting system franchises as well as other standard but unsustainable landscape and lifestyle practices. Fortunately there are many non-profits and local government agencies who conduct or report on research and provide excellent information.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Bellaire Little League Board of Directors 3 years; many hats including umpire.

Boys basketball coach Bellaire and Westland YMCA under 14.

Native Plant Society of Texas-Houston Chapter

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

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

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

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?: For the first year, I felt we had some responsibilities we had no vehicle to achieve. Into the second year it seemed other boards also had problems and shared some of our interests in handling city financial resources wisely and with shared participation. Now we are beginning to be able to give input on some of our stated responsibilities and I feel the city is back on track to use the human resources we have on board (authorized boards and commissions in this case) to chart the city's path going forward. The board is now working better together and focused both on assisting Public Works and on improving the

environment of Bellaire through sustainable practices.

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?: Continued improvements in communication of city projects or plans that affect the health and biodiversity of our ecosystem are essential for ESB to recommend the best practices.

We should be given latitude to audit existing procedures that affect the environment and recommend practices or contractors that will not degrade our property or adversely affect our health.

Name: Johanna Moran

Date: April 8, 2016

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

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

Additional Information:

Form submitted on: 4/8/2016 5:25:26 PM

Submitted from IP Address:

Referrer Page: No Referrer - Direct Link

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 18**

Kevin Newman

### **BOARD APPLICATIONS**

**2016**



**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 02, 2016 12:51 AM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.ci.bellaire.tx.us](http://www.ci.bellaire.tx.us). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

Click on the link to review the City's Board Handbook. [Click Here for Board Handbook Summary](#)  
 Click on the link for an summary of all Bellaire Boards, Commissions, and Committees.

### Personal Information

Select from the following choices

- |   |   |
|---|---|
| <input type="checkbox"/> Audit Finance Board                  | <input checked="" type="checkbox"/> L.I.F.E. Advisory Board         |
| <input type="checkbox"/> Board of Adjustment                  | <input type="checkbox"/> Parks & Recreation Advisory Board          |
| <input type="checkbox"/> Building and Standards Commission    | <input type="checkbox"/> Planning & Zoning Commission               |
| <input checked="" type="checkbox"/> Cultural Arts Board       | <input checked="" type="checkbox"/> Evelyn's Park Conservancy Board |
| <input type="checkbox"/> Environmental & Sustainability Board |   |

Name\*

kevin newman

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

self employed

Email Address\*

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

18

Are you a registered voter in a Bellaire Precinct?\*

[Yes V]

Are you 18 or older? ☐ yes  
 First Time Appointment? ☐ [Yes ☒ V]  
 Reappointment, if so name of Board. ☐ n/a  
 Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application.\*  
 yes

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

I feel I am qualified for a board for a few reasons. Being in Bellaire for almost 30 years including attending Bellaire High School and a homeowner for 18 years. I am able and willing to devote the time needed to serve on the board. I feel I can serve the residents of Bellaire and I can offer my local insight into the needs of the average resident, I am also looking forward to learning more and I will provide a real world view on current issues we are all facing and help the board to improve the quality of life for all residents.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.\*  
 I once walked door to door talking to residents in an attempt to win votes for city council. Election clerk

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board? ☐ ( ) Yes ☒ (X) No

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

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

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

n/a

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

*The City of Bellaire appreciates your commitment and willingness to serve. Thank you for taking the time to complete this application*  
 Name\* Date\*  
 kevin 3-1-  
 newman 16

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

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



\* indicates required fields.

View any uploaded files by signing-in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=5942>

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

Select from the following choices: ~~Cultural Arts Board, L.I.F.E. Advisory Board, Evelyn's Park Conservancy Board~~ <sup>(1)</sup>

Name: kevin newman

Home Address:

Contact Number:

Business Phone Number:

Occupation: self employed

Email Address:

Years in Bellaire: (Must be a resident for at least 6 months before appointment date in June).: 18

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

Are you 18 or older?: yes

First Time Appointment?: Yes

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

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I feel I am qualified for a board for a few reasons. Being in Bellaire for almost 30 years including attending Bellaire High School and a homeowner for 18 years, I am able and willing to devote the time needed to serve on the board. I feel I can serve the residents of Bellaire and I can offer my local insight into the needs of the average resident, I am also looking forward to learning more and I will provide a real world view on current issues we are all facing and help the board to improve the quality of life for all residents.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: I once walked door to door talking to residents in an attempt to win votes for city council.

Attachment: Boards and Commissions Applications - June 2016 (1949 : Board and Commission Interviews)

Election clerk

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

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

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

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

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

Name: kevin newman

Date: 3-1-16

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

2 Cultural Arts

3 Evelyn's Park

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

Additional Information:

Form submitted on: 3/2/2016 12:51:09 AM

Submitted from IP Address:

Referrer Page: No Referrer - Direct Link

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 19**

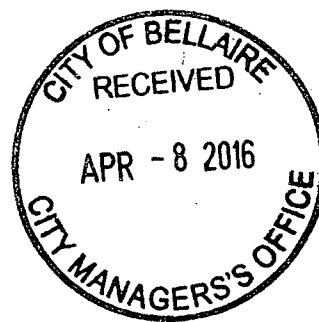
Robert Riquelmy

#### **BOARD APPLICATIONS**

**2016**

# City of Bellaire

## Application for Board, Commission, and Committee Appointment



**Instructions:** Please type or print using black ink.

**Board/Commission/Committee** (indicate selection(s) by marking each with "1" or "2" or "3" in rank order of your preference (1 = most preferred).

(The functions of each Board / Commission / Committee and procedures for appointments are described on pages 3-4 of this document.)

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Environmental and Sustainability Board	<input checked="" type="checkbox"/> Evelyn's Park Conservancy Board
<input type="checkbox"/> Building & Standards Commission	<input type="checkbox"/> L.I.F.E. Advisory Board	<input type="checkbox"/> Audit Finance Board
<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Cultural Arts Board	<input type="checkbox"/> Ad Hoc Committee (if applicable)
<input type="checkbox"/> Parks and Recreation Advisory Board		

Name: ROBERT S. RIQUELMEY

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Occupation: CARPENTER

Number of Years in Bellaire: MORE THAN 42

\*Must be a resident for at least six (6) months before appointment date. If applying for Audit Finance Board, you must be a resident with financial and/or audit experience. Please attach resume with application.

Are you a registered voter in a Bellaire precinct? YES  
Yes or No

Are you 18 years of age or older? YES  
Yes or No

First Time Appointment? NO  
Yes or No

If No, indicate the name(s) of board(s), commission(s), committee(s) and time period of previous service: BUILDING AND STANDARDS

2002-2004

Have you ever attended a meeting of the board(s), commission(s), or committee(s) to which you seek appointment?

No

Yes or No

HAVE NOT BEEN ALLOWED  
TO ATTEND

Name(s) of board(s), commission(s), or committee(s)

Please write a brief summary of your qualifications for service on the board, commission, and/or committee to which you see appointment.

AUDITING BACKGROUND

LONG EXPERIENCE WITH THE CITY

GOOD NOSE FOR BALONEY

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

NONE OF NOTE

Do you anticipate any conflicts of interest arising on connection with your service on the selected board(s), commission(s) or committee(s)? NO

Yes or No or Possibly

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

I WOULD DECLINE THE OPPORTUNITY.

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



Yes



No

Please complete the following only if you are applying for reappointment to a particular board, commission, or committee.

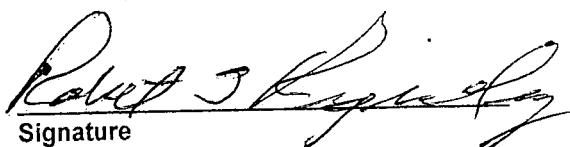
Do you have any thoughts regarding the responsibilities of and/or recent actions by your board, commission, or committee?

\_\_\_\_\_  
\_\_\_\_\_

Do you have any ideas on how the effectiveness of your board, commission, or committee can be improved?

\_\_\_\_\_  
\_\_\_\_\_

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

  
Signature

Date: APRIL 8, 2016

ROBERT S. RIQUELMY  
Printed Name

Attachment: Boards and Commissions Applications - June 2016 (1949 : Board and Commission Interviews)

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 20**

Diane Roberts

### **BOARD APPLICATIONS**

**2016**

**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Sunday, March 06, 2016 2:29 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Application to Serve on a City Board or Commission**

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.ci.bellaire.tx.us](http://www.ci.bellaire.tx.us). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

~~Click on the link to review the City's Board Handbook~~

~~Click Here for Board Handbook~~

Click on the link for an summary of all Bellaire Boards, Commissions, and Committees.

Summary

**Personal Information**

Select from the following choices

- |  |   |
|--|---|
| <input type="checkbox"/> Audit Finance Board                             | <input type="checkbox"/> L.I.F.E. Advisory Board                      |
| <input type="checkbox"/> Board of Adjustment                             | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Building and Standards Commission               | <input type="checkbox"/> Planning & Zoning Commission                 |
| <input checked="" type="checkbox"/> Cultural Arts Board                  | <input checked="" type="checkbox"/> Evelyn's Park Conservancy Board   |
| <input checked="" type="checkbox"/> Environmental & Sustainability Board |   |

Diane Roberts

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Email Address\*

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

Are you a registered voter in a Bellaire Precinct?\*

n/a

retired educator.

~30

[Yes \/] ]



Are you 18 or older? ☒ yes  
 First Time Appointment? ☒ [Yes V]  
 Reappointment, if so name of Board. ☒ no

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.\*  
 Active member of all organizations to which I have belonged - Texas Library Association, former president of both the Houston Association of School Librarians, and the Houston Association of Independent School Librarians. Served as treasurer of the Friends of Bellaire Parks in the late 1980s, served on the Friends of the Bellaire Library board in the 1990s. I am a retired school librarian, but have a MBA and experience with accounting in the tax department of Enron and a local CPA firm. I feel lucky to be part of the Bellaire community and am hoping to be able to pay back something to it. I work only 12 hours a week at the Houston Community College Central campus as a part-time reference librarian, so I have time to devote to any committee which I might be a part of.

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

Former treasurer of Friends of Bellaire Parks, former board member of the Pin Oak Homeowners Association, active on several local and national library committees, and past president of two local library organizations.

( ) Yes (X) No

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

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

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

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

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

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

Name\* Date\*  
 Diane March  
 Roberts 7,  
 2016

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your

1. Cultural Arts Board 2. Environmental & Sustainability Board 3. Evelyn's Park

preference (1 = most preferred) here. There is no need to mark more than "1" if you're not interested in another Board. Conservancy Board 4. Parks & Recreation Advisory Board

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=5962>

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

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

Name: Diane Roberts

Home Address:

Contact Number:

Business Phone Number: n/a

Occupation: retired educator

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: ~30

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

Are you 18 or older?: yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: no

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.:  
 Active member of all organizations to which I have belonged - Texas Library Association, former president of both the Houston Association of School Librarians, and the Houston Association of Independent School Librarians. Served as treasurer of the Friends of Bellaire Parks in the late 1980s, served on the Friends of the Bellaire Library board in the 1990s.

I am a retired school librarian, but have a MBA and experience with accounting in the tax department of Enron and a local CPA firm. I feel lucky to be part of the Bellaire community and am hoping to be able to pay back

Attachment: Boards and Commissions Applications - June 2016 (1949 : Board and Commission Interviews)

something to it. I work only 12 hours a week at the Houston Community College Central campus as a part-time reference librarian, so I have time to devote to any committee which I might be a part of.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Former treasurer of Friends of Bellaire Parks, former board member of the Pin Oak Homeowners Association, active on several local and national library committees, and past president of two local library organizations.

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

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

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

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

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

Name: Diane Roberts

Date: March 7, 2016

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

2. Environmental & Sustainability Board

3. Evelyn's Park Conservancy Board

4. Parks & Recreation Advisory Board

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

Additional Information:

Form submitted on: 3/6/2016 2:29:18 PM

Submitted from IP Address:

Referrer Page: <http://bellairetx.gov/CivicAlerts.aspx?AID=1621>

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 21**

Jonathan Saikin

#### **BOARD APPLICATIONS**

**2016**

**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Sunday, March 06, 2016 9:07 AM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.ci.bellaire.tx.us](http://www.ci.bellaire.tx.us). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

~~Click on the link to review the City's Board Handbook~~ [Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire Boards, Commissions, and Committees.

Summary

### **Personal Information**

Select from the following choices

- |   |   |
|---|---|
| <input type="checkbox"/> Audit Finance Board                  | <input type="checkbox"/> L.I.F.E. Advisory Board                      |
| <input type="checkbox"/> Board of Adjustment                  | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Building and Standards Commission    | <input checked="" type="checkbox"/> Planning & Zoning Commission      |
| <input type="checkbox"/> Cultural Arts Board                  | <input type="checkbox"/> Evelyn's Park Conservancy Board              |
| <input type="checkbox"/> Environmental & Sustainability Board |   |

Jonathan Saikin

**Name\***

**Home Address\***

**Contact Number\***

**Business Phone Number\***

**Occupation\***

**Email Address\***

Real estate attorney

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

12

**Are you a registered voter in a Bellaire Precinct?\***

[Yes \/]

**Are you 18 or older?\***

Yes

**First Time Appointment?\***

[Yes V]



Reappointment, if so name of Board.\* n/a

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

no

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

Real estate attorney for 13+ years very experienced in all aspects of law and real estate

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

Bellaire Rec Coach for Soccer and Basketball

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

( ) Yes

(X) No

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

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

(X) Yes

( ) No

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

n/a

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

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

**Name\* Date\***  
**Jonathan 3-6-**  
**Saikin 16**

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

**1 - Planning & Zoning 2 - Parks & Recreation**

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=5961>

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

Select from the following choices: Parks & Recreation Advisory Board, Planning & Zoning Commission

Name: Jonathan Saikin

Home Address:

Contact Number:

Business Phone Number:

Occupation: Real estate attorney

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: 12

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

Are you 18 or older?: Yes

First Time Appointment?: Yes

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

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: Real estate attorney for 13+ years very experienced in all aspects of law and real estate

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Bellaire Rec Coach for Soccer and Basketball

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

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

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

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

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

Name: Jonathan Saikin

Date: 3-6-16

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

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

Additional Information:

Form submitted on: 3/6/2016 9:07:26 AM

Submitted from IP Address:

Referrer Page: <http://www.bellairetx.gov/CivicAlerts.aspx?AID=1621>

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>



**BELLAIRE BOARDS AND COMMISSIONS****TAB 22**

S. Lynne Skinner

**BOARD APPLICATIONS****2016**



# BOARDS AND COMMISSIONS REAPPLICATION FORM

Name: S. Lynne Skinner

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

P & Z Planning & Zoning  
(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_

\_\_\_\_\_



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_

\_\_\_\_\_



I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

*S. Lynne Skene*

Signature

*Jan. 24, 2016*

Date

#### **\*DISCLOSURE AGREEMENT**

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

( ) Keep email address confidential

( ☒ ) Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.

**\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)**

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 23**

Danny A. Spencer

#### **BOARD APPLICATIONS**

**2016**



### BOARDS AND COMMISSIONS REAPPLICATION FORM

Name:

Danny A. Spencer

Address:

Preferred Telephone Number:

Email Address\*:



I wish to seek reappointment to the board or commission that I currently serve on:

Building Standards

(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

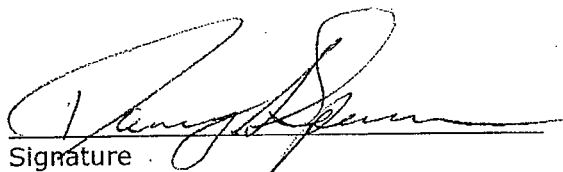


I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

  
Signature

5/20/16  
Date

#### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

Check one:

- (☒) Keep email address confidential
- ( ) Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**

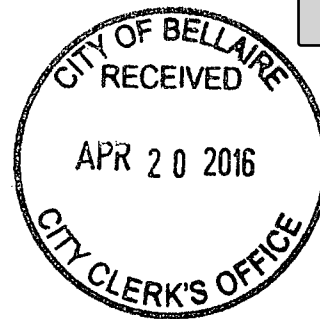


### **TAB 24**

Marc Steinberg

#### **BOARD APPLICATIONS**

**2016**



### BOARDS AND COMMISSIONS REAPPLICATION FORM

Name: Mark Steinberg

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

Planning & Zoning

(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interested in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interested in serving on a board or commission.





I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

Signature

Date

### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

- ( ) Keep email address confidential
- ( ☒ ) Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**

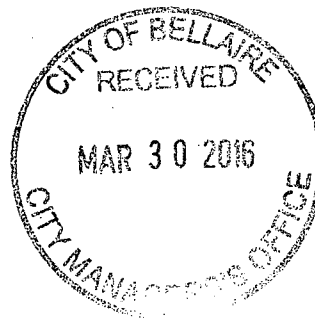


### **TAB 25**

Dirk Stiggins

### **BOARD APPLICATIONS**

**2016**



# BOARDS AND COMMISSIONS REAPPLICATION FORM

Name:

DIRK STIGGINS

Address:

Preferred Telephone Number:

Email Address\*:



I wish to seek reappointment to the board or commission that I currently serve on:

PLANNING &amp; ZONING

(Name of Board or Commission)

I would **also** like to be considered for another board(s) or commission(s) as follows:

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

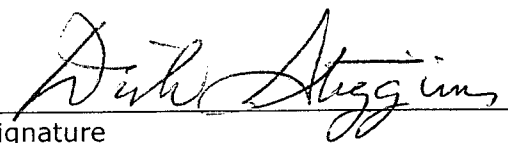


I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

  
Signature

28/MAR/2016  
Date

#### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

##### Check one:

- ( ) Keep email address confidential
- ( ) Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 26**

Carmen Ulabarro

#### **BOARD APPLICATIONS**

**2016**

## Tracy Dutton

**From:** noreply@civicplus.com  
**Sent:** Friday, May 13, 2016 2:26 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City  
 of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or  
 Commission. In order to be considered for an appointment, please  
 complete and submit this application in person at City Hall, or fill out  
 the online application at [www.bellairetx.gov](http://www.bellairetx.gov). You will be contacted  
 about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn  
 more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

[Click on the link to review the City's Board Handbook](#)

[Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire  
 Boards, Commissions, and Committees.

[Summary](#)

### Personal Information

Select from the following choices

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Finance Board                          | <input checked="" type="checkbox"/> L.I.F.E. Advisory Board      |
| <input type="checkbox"/> Board of Adjustment                          | <input type="checkbox"/> Parks & Recreation Advisory Board       |
| <input checked="" type="checkbox"/> Building and Standards Commission | <input checked="" type="checkbox"/> Planning & Zoning Commission |
| <input type="checkbox"/> Cultural Arts Board                          | <input type="checkbox"/> Evelyn's Park Conservancy Board         |
| <input type="checkbox"/> Environmental & Sustainability Board         |  |

Carmen Ulabarro

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Email Address\*

Procurement Operations Manager

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

47

Are you a registered voter in a Bellaire  
 Precinct?

[No \/]

Are you 18 or older? ☒ Yes  
 First Time Appointment? ☒ [Yes V]  
 Reappointment, if so name of Board. ☒ No  
 Have you ever attended a meeting of the Board to which you seek appointment? If so, indicate which one(s). If applying for Audit Finance Board you must be a resident with financial and/or audit experience. Attach Resume with Application. ☒ No

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.\*  
 Education: BS BIOLOGY, BS PSYCHOLOGY, MBA Work history experience: R&D, Sales, Marketing, Procurement Operations  
 I have worked in the oil industry for 39 years and I am retiring in June of 2016. My desire is to become more involved in the community now that I have time. I have lived in Bellaire for 47 years and would like to see the city continue to evolve. My work history and educational background can provide the city with a wide range of skills.

Habitat for Humanity, MS 150 Participant and Volunteer

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

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

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

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

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

No

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

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

Name\* Date\*  
 Carmen May  
 Ulabarro 13,  
 2016

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

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=6280>

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

Select from the following choices: Building and Standards Commission, L.I.F.E. Advisory Board, Planning & Zoning Commission

Name: Carmen Ulabarro

Home Address:

Contact Number:

Business Phone Number:

Occupation: Procurement Operations Manager

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June).: 47

Are you a registered voter in a Bellaire Precinct?: No

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: No

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.:  
 Education: BS BIOLOGY, BS PSYCHOLOGY, MBA

Work history experience: R&D, Sales, Marketing, Procurement Operations

I have worked in the oil industry for 39 years and I am retiring in June of 2016. My desire is to become more involved in the community now that I have time. I have lived in Bellaire for 47 years and would'd to see the city continue to evolve.

My work history and educational background can provide the city with a wide range of skills.



Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Habitat for Humanity, MS 150 Participant and Volunteer

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

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

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

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?: No

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

Name: Carmen Ulabarro

Date: May 13, 2016

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

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

**Additional Information:**

Form submitted on: 5/13/2016 2:25:55 PM

Submitted from IP Address:

Referrer Page: No Referrer - Direct Link

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 27**

Sharon Veldman

### **BOARD APPLICATIONS**

**2016**

**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Thursday, April 21, 2016 5:36 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.bellairetx.gov](http://www.bellairetx.gov). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

[Click on the link to review the City's Board Handbook](#)

[Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire Boards, Commissions, and Committees.

[Summary](#)

### **Personal Information**

Select from the following choices

- |   |   |
|---|---|
| <input type="checkbox"/> Audit Finance Board                  | <input type="checkbox"/> L.I.F.E. Advisory Board                      |
| <input type="checkbox"/> Board of Adjustment                  | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Building and Standards Commission    | <input type="checkbox"/> Planning & Zoning Commission                 |
| <input type="checkbox"/> Cultural Arts Board                  | <input type="checkbox"/> Evelyn's Park Conservancy Board              |
| <input type="checkbox"/> Environmental & Sustainability Board |   |

sharon Veldman

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Email Address\*

psychotherapist

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

1 year

Are you a registered voter in a Bellaire Precinct?\*

[Yes \/]

Are you 18 or older?\*

yes

First Time Appointment?\*

[No V]

Reappointment, if so name of Board.\*

parks & recreation advisory board

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

yes, Parks and Rec; cultural arts

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

I have a working understanding of the policies and procedures of the City's boards through my prior service from 2004 to 2010 to on the Parks & Recreation Advisory board. As a Bellaire resident for 16 years I have been a supporter of Bellaire parks and recreational activities and events and have very strong ties to our community.

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

Parks and Rec Board secretary, vice-chairperson and chairperson from 2004 to 2010. Bellaire Young Mothers Executive Board member and President from 1999 to 2003. Patrons for Bellaire Parks Executive Board member and President 2005 to 2012. Girl Scout Troop Leader Pin Oak Middle School PTO Board member Bellaire High School PTO Board member Volunteer at Horn Elementary Volunteer at Holy Ghost Catholic Church carnivals Initiated and developed with my daughter and Parks Dept the "Howl-O-Ween" Dog Parade and Contest.

( ) Yes

(X) No

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

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

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

(X) Yes

( ) No

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

I have not comments on any recent activities. In attending the State of the City I was impressed by their continued work.

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved? Not at this time

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

Name\* Date\*  
Sharon 4-  
Veldman 21-  
2016

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

**1-Parks Board 2- I would consider another board if there was a vacancy that could not be filled except Audit Finance or B-Life**

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://www.bellairetx.gov/Admin/FormHistory.aspx?SID=6178>

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

Select from the following choices: Parks & Recreation Advisory Board

Name: sharon Veldman

Home Address:

Contact Number:

Business Phone Number:

Occupation: psychotherapist

Email Address:

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

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

Are you 18 or older?: yes

First Time Appointment?: No

Reappointment, if so name of Board.: parks & recreation advisory board

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I have a working understanding of the policies and procedures of the City's boards through my prior service from 2004 to 2010 to on the Parks & Recreation Advisory board. As a Bellaire resident for 16 years I have been a supporter of Bellaire parks and recreational activities and events and have very strong ties to our community.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: Parks and Rec Board secretary, vice-chairperson and chairperson from

2004 to 2010.

Bellaire Young Mothers Executive Board member and President from 1999 to 2003.

Patrons for Bellaire Parks Executive Board member and President 2005 to 2012.

Girl Scout Troop Leader

Pin Oak Middle School PTO Board member

Bellaire High School PTO Board member

Volunteer at Horn Elementary

Volunteer at Holy Ghost Catholic Church carnivals

Initiated and developed with my daughter and Parks Dept the "Howl-O-Ween" Dog Parade and Contest.

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

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

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

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee. Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?: I have not comments on any recent activities. In attending the State of the City I was impressed by their continued work.

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?:  
Not at this time

Name: Sharon Veldman

Date: 4-21-2016

Indicate your Board selection(s) by marking "1" or "2" or "3" in rank order of your preference (1= most preferred)here. There is no need to mark more than "1" if you're not interested in another Board.: 1-Parks Board  
2- I would consider another board if there was a vacancy that could not be filled except Audit Finance or B-Life

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

Additional Information:

Form submitted on: 4/21/2016 5:35:52 PM

Submitted from IP Address:

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.bellairetx.gov/Forms.aspx?FID=103>

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 28**

Neil Verma

### **BOARD APPLICATIONS**

**2016**





### BOARDS AND COMMISSIONS REAPPLICATION FORM

Name: Neil Verma

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

PARKS + REC ADVISORY BOARD

(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



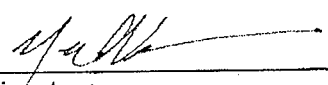
I am no longer interesting in serving on a board or commission.





I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

  
Signature

2/9/16  
Date

### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

( ☒ ) Keep email address confidential

( ☐ ) Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 29**

Lou Waters

### **BOARD APPLICATIONS**

**2016**



# BOARDS AND COMMISSIONS REAPPLICATION FORM

Name:

Lou Waters

Address:

Preferred Telephone Number:

Email Address\*:



I wish to seek reappointment to the board or commission that I currently serve on:

Evelyn's Park Conservancy

(Name of Board or Commission)

I would **also** like to be considered for another board(s) or commission(s) as follows:

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)



I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

Signature

Date

### \*DISCLOSURE AGREEMENT

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

Check one:

( ☒ ) Keep email address confidential

( ☐ ) Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 30**

Pat Westwood

### **BOARD APPLICATIONS**

**2016**



### BOARDS AND COMMISSIONS REAPPLICATION FORM

Name: Pat Westwood

Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_



I wish to seek reappointment to the board or commission that I currently serve on:

L.I.F.E. Advisory Board

(Name of Board or Commission)



I would **also** like to be considered for another board(s) or commission(s) as follows:

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on the board or commission that I currently serve on, but would like to be considered for the following board(s) or commission(s):

\_\_\_\_\_  
(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

\_\_\_\_\_  
\_\_\_\_\_



I am no longer interesting in serving on a board or commission.



I am term limited on my current board or commission and would like to continue to serve on a board or commission. Please consider me for the following board(s) or commission(s):

(List of Name(s) of Board(s) or Commission(s) in the order of desirability)

---



---

Pat Westwood  
Signature

2/8/2016  
Date

#### **\*DISCLOSURE AGREEMENT**

Email addresses may be disclosed to the public pursuant to the *Texas Government Code, Chapter 552, Public Information, Section 552.137 (a) and (b)\*\**, Confidentiality of Certain E-Mail Addresses.

**Check one:**

- ( ) Keep email address confidential
- ( ✓ ) Okay to release email address to public upon request and may be provided to the public as part of an agenda item via the City's website.

\*\*Section 552.137, Confidentiality of Certain E-Mail Addresses, Subsections (a) and (b)

- (a) An e-mail address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is not subject to disclosure under Chapter 552.
- (b) Confidential information described by Section 552.137 that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release.

## **BELLAIRE BOARDS AND COMMISSIONS**



### **TAB 31**

George Williams

### **BOARD APPLICATIONS**

**2016**



**Tracy Dutton**

**From:** noreply@civicplus.com  
**Sent:** Saturday, May 07, 2016 12:39 PM  
**To:** Tracy Dutton  
**Subject:** Online Form Submittal: Application to Serve on a City Board or Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Application to Serve on a City Board or Commission

Application to Serve on a City Board or a Commission with the City of Bellaire, Texas  
 7008 South Rice Avenue, Bellaire, Texas 77401  
 713-662-8222.

Thank you for your interest in serving on a City of Bellaire Board or Commission. In order to be considered for an appointment, please complete and submit this application in person at City Hall, or fill out the online application at [www.bellairetx.gov](http://www.bellairetx.gov). You will be contacted about an interview with Mayor and Council by City Staff.

Please review the Boards Handbook on the City's website to learn more about each Board and Commission.

THIS INFORMATION WILL BECOME PUBLIC RECORD.

[Click on the link to review the City's Board Handbook](#) [Click Here for Board Handbook](#)

Click on the link for an summary of all Bellaire Boards, Commissions, and Committees.

[Summary](#)

### **Personal Information**

Select from the following choices

- |  |   |
|--|---|
| <input type="checkbox"/> Audit Finance Board                             | <input type="checkbox"/> L.I.F.E. Advisory Board                      |
| <input type="checkbox"/> Board of Adjustment                             | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Building and Standards Commission               | <input type="checkbox"/> Planning & Zoning Commission                 |
| <input type="checkbox"/> Cultural Arts Board                             | <input type="checkbox"/> Evelyn's Park Conservancy Board              |
| <input checked="" type="checkbox"/> Environmental & Sustainability Board |   |

George Williams

Name\*

Home Address\*

Contact Number\*

Business Phone Number\*

Occupation\*

Email Address\*

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

Are you a registered voter in a Bellaire Precinct?\*

Physician

5.5

[Yes \/]

Are you 18 or older?\*

Yes

First Time Appointment?\*

[Yes V]

Reappointment, if so name of Board.\*

Not applicable

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

No

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

I am a Bellaire resident, and father of three who frequently utilize the Parks and Recreation facilities and heavily recycles. My engagement in City government up to this point has included occasionally attending City Council meetings when pertinent safety issues are being discussed, but I feel I have much more to offer my neighbors and friends. My active practice as a Anesthesiologist and Critical Care physician in the Texas Medical Center, in addition to my active involvement in the Harris County Medical Society (Past-President Central Branch) allow me to bring a unique perspective to the Parks & Recreation Advisory Board or the Environmental & Sustainability Board. It is my goal to be an asset to the City that we have grown to love and as such, volunteering my time in this capacity would be my most clear way of achieving that contribution. My schedule would allow me to regularly attend the required meetings.

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

I regularly attend the Bellaire Trolley Run, Holiday in the Park and the Bellaire New Home Showcase.

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

( ) Yes

(X) No

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

No conflicts

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

(X) Yes

( ) No

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

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

The current format for sharing board actions and topics, while available, could be made easier for the public to access. For example, a brief announcement of significant decisions or discussions on a twitter feed or to Bellaire news sources would greatly enhance the publics awareness of the boards work and enhance public comment and contribution to the city.

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

Name\* Date\*  
George May  
Williams 7,  
2016

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

1- Environmental & Sustainability Board 2- Parks & Recreation Advisory Board

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

\* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:  
<http://tx-bellaire5.civicplus.com/Admin/FormHistory.aspx?SID=6247>

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

Select from the following choices: Environmental & Sustainability Board, Parks & Recreation Advisory Board

Name: George Williams

Home Address:

Contact Number:

Business Phone Number:

Occupation: Physician

Email Address:

Years in Bellaire. (Must be a resident for at least 6 months before appointment date in June): 5.5

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

Are you 18 or older?: Yes

First Time Appointment?: Yes

Reappointment, if so name of Board.: Not applicable

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

Please write a brief summary of your qualifications for service on this Board, Commission, or Committee.: I am a Bellaire resident, and father of three who frequently utilize the Parks and Recreation facilities and heavily recycles. My engagement in City government up to this point has included occasionally attending City Council meetings when pertinent safety issues are being discussed, but I feel I have much more to offer my neighbors

and friends. My active practice as a Anesthesiologist and Critical Care physician in the Texas Medical Center, in addition to my active involvement in the Harris County Medical Society (Past-President Central Branch) allow me to bring a unique perspective to the Parks & Recreation Advisory Board or the Environmental & Sustainability Board. It is my goal to be an asset to the City that we have grown to love and as such, volunteering my time in this capacity would be my most clear way of achieving that contribution. My schedule would allow me to regularly attend the required meetings.

Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work.: I regularly attend the Bellaire Trolley Run, Holiday in the Park and the Bellaire New Home Showcase.

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

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?: No conflicts

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

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

Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?: The current format for sharing board actions and topics, while available, could be made easier for the public to access. For example, a brief announcement of significant decisions or discussions on a twitter feed or to Bellaire news sources would greatly enhance the publics awareness of the boards work and enhance public comment and contribution to the city.

Name: George Williams

Date: May 7, 2016

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

Environmental & Sustainability Board

2- Parks & Recreation Advisory Board

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

Additional Information:

Form submitted on: 5/7/2016 12:39:01 PM

Submitted from IP Address:

Referrer Page: <http://www.bellairetx.gov/615/Boards-and-Commissions>

Form Address: <http://tx-bellaire5.civicplus.com/Forms.aspx?FID=103>

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: Development Services  
Category: Public Hearing  
Department Head: John McDonald  
DOC ID: 1938

**SCHEDULED  
INFORMATION ITEM (ID  
# 1938)**

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**Item Title:**

Public Hearing on an application and request submitted by Veritas Christian Academy of Houston, for a specific use permit to allow for the operation of a school (previously used as a church) on the property addressed as 7000 Ferris Street, Bellaire, Harris County, Texas, in the R-4 Zoning District - Submitted by John McDonald, Director of Development Services, on behalf of the Veritas Christian Academy of Houston.

**Background/Summary:**

A public hearing is scheduled on an application from Veritas Christian Academy and their request for a specific use permit to operate a private school at the property located at 7000 Ferris Street. The site has historically been the home of the Bellaire Central Baptist Church with the applicant holding a long-term lease for the operation of the school. The church is no longer active and donated the property to Houston Baptist University. The applicant is in the process of purchasing the site from the university and seeks to use the entire property for their school.

Schools are allowed to operate within the R-4 zoning district with an approved specific use permit (SUP). While an SUP was not issued when VCA first began, there is a current SUP for the school that was issued when they sought permission to add two temporary classroom buildings (Ordinance 13-016).

On March 8, 2016, the Planning and Zoning Commission held a public hearing on this request. One citizen spoke. At their subsequent meeting held on April 12, 2016, the Commission voted 6-0 to forward the item to City Council with a favorable recommendation. The Commission's Report and Recommendation is attached and details the results of the public hearing. Minutes from the public hearing are included as well.

The City Clerk has fulfilled the notice requirements for this public hearing and has prepared the attached affidavit certifying such.

**Recommendation:**

No action required. This item is scheduled for consideration at a later point during the June 6, 2016 meeting.

**ATTACHMENTS:**

- VCA P&Z Report April 2016 (PDF)
- VCA P&Z Staff Report April 12, 2016 (Consideration) (PDF)
- VCA Questionnaire April 2016 (PDF)
- VCA Traffic Flow 2016 (PDF)
- VCA Floor Plan 2016 (PDF)
- VCA P&Z Staff Report March 8, 2016 (Public Hearing) (PDF)
- VCA SUP Application 2016 (PDF)
- VCA Aerial View (PDF)
- PH Notification Materials - Council June 2016 (PDF)





## CITY OF BELLAIRE

### Planning and Zoning Commission

April 13, 2016

To: Mayor and City Council  
 From: Winfred Frazier, Chairman, Planning & Zoning Commission  
 CC: John McDonald, Director of Community Development  
 Subject: Report and Recommendation on an application for a Specific Use Permit for Veritas Christian Academy

On Tuesday, March 8, 2016, the Planning & Zoning Commission held a public hearing for the purpose of reviewing an application on a request for a Specific Use Permit (SUP) to allow for the operation of a school, at a location previously used as a church, within a residential district. This property is addressed as 7000 Ferris Street, and is located within the R-4 Zoning District.

Notifications regarding the public hearing were mailed out to all properties within 500 feet of the school. Any and all persons desiring to be heard in connection with the Specific Use Permit application were invited to speak before the Commission. Public comments during the hearing included one (1) resident who was concerned that the school was planning to substantially increase enrollment.

Concerns/questions from the Commission included:

- Impact on traffic/traffic patterns in the area, if an increase in enrollment should occur
- Should/could an enrollment cap be added as a condition to the granting of the SUP?
- What changes could the school make to the site/building without prompting an additional public hearing before the Commission?

### RECOMMENDATION

At their subsequent meeting held on April 12, 2016, and after due consideration and discussion, the Commission found that the application was consistent with the criteria and standards set forth in Section 24-615 of the City of Bellaire Code of Ordinances, and voted 6-0 to recommend approval of the Specific Use Permit at 7000 Ferris Street to City Council, with the following conditions:

1. The following traffic pattern is continued:
  - a. Entry for all traffic shall only be via Ferris Street, with the Ferris Street entryway exit lane blocked at all times by a semi-permanent structure;
  - b. Between 7:00 a.m. and 9:00 a.m., traffic shall only exit via Mapleridge Street with the Otto Street entryway blocked during this time by a semi-permanent structure; and
  - c. After 9:00 a.m., all traffic shall exit via Otto Street or Mapleridge street

2. That the school's population shall not exceed 275 students until such time when all necessary improvements have been made to Mapleridge Street, allowing for the full ingress and egress of cars from Mapleridge, and entry and exit from Otto Street would no longer be permitted after 3:00 p.m.; and
3. That the school's teacher to student ratio of 2:16 for Preschool and 1:18 for Kindergarten and above may not be exceeded.

**VOTE OF THE COMMISSION****Members present and voting FOR this recommendation to City Council:**

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

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

None.

**Members absent:**

Paul Simmons

A handwritten signature in black ink, appearing to read "Win Frazier". The signature is fluid and cursive, with the first name "Win" and last name "Frazier" clearly distinguishable.

## Planning and Zoning Commission

City Council Chambers, First Floor of  
City Hall  
Bellaire, TX 77401



Meeting: 04/12/16 06:00 PM  
Department: Development Services  
Category: Specific Use Permit  
Department Head: John McDonald  
DOC ID: 1879

### SCHEDULED ACTION ITEM (ID # 1879)

#### **Item Title:**

Docket # SUP-2016-01-Consideration of a request by Veritas Christian Academy of Houston, for a Specific Use Permit, as required by Chapter 24, Planning and Zoning, Section 24-533 B. (2) a), to allow for the operation of a school, at a location previously used as a church, within a residential district. The property is located in the R-4 Zoning District.

#### **Background/Summary:**

At the March 8, 2016, meeting, the Planning and Zoning Commission held a public hearing on a request from Veritas Christian Academy (VCA) of Houston for a specific use permit to allow for the operation of a school at a location previously used as a church. VCA is zoned R-4, Residential and has frontage on Mapleridge, Ferris, and Otto.

The school has been a secondary use at this location, but the Church which was also located on this site ceased operations and donated the property to Houston Baptist University (HBU). VCA is currently leasing from HBU and in the process of acquiring the property.

VCA was granted a SUP under Ordinance 13-016 which was adopted by City Council on March 18, 2013. VCA requested this SUP to allow the installation of two temporary classroom buildings. These buildings were never added. However, the conditions imposed by the ordinance with regard to traffic flow through the site were put in place and continue today.

As before, the concern voiced at the public hearing is about traffic related to the drop-off and pick-up of students. The conditions placed upon the school under the previous SUP have help reduced this problem, but there is unease over how continued growth of the school's student population made increase the traffic problems.

No additional public comments have been received.

#### **Recommendation:**

The Director recommends approval of the applicant's request for a specific use permit with the following conditions:

1. Ordinance 13-016 is repealed;
2. The following traffic flow pattern is continued:
  - a. Entry for all traffic shall only be via Ferris Street, with the Ferris Street entryway exit lane blocked at all times by a semi-permanent structure;
  - b. Between 7:00 a.m. and 9:00 a.m. traffic shall only exit via Mapleridge Street with the Otto Street entryway blocked during this time by a semi-permanent structure; and
  - c. After 9:00 a.m., all traffic shall be via Otto Street or Mapleridge;
3. That no later than June 1, 2021, the school shall make whatever improvements may be needed to allow full ingress and egress of cars from Mapleridge, and entry and exit from Otto will no longer be permitted after 3:00 p.m.



4. No additional classrooms may be constructed until such time as the improvements to allow full ingress and egress to and from Mapleridge have been completed.
5. That the school's teacher to student ratio of 2:16 for Kindergarten and 1:18 for all other grades may not be exceeded.

Additionally, if granted, this specific use permit will be enforce whether VCA completes the purchase of the school or remains at this location as a tenant.

**ATTACHMENTS:**

- Veritas questionnaire 2016 (PDF)
- VCA traffic flow 2016 (PDF)
- VCA Floor plan 2016 (PDF)
- VCA SUP application 2016 (PDF)

Questions submitted to the school - Their answers in bold.

1. What are the school's hours for a regular school day?

**8:00 am till 3:15pm**

2. What is the earliest a student may be dropped off in the morning?

**7:00 am**

How many students on average per day are in early morning care?

**Maximum of 30, many are siblings**

3. How late does after school care go?

**6:00 pm**

How many students on average per day are in after school care?

**30-40 but by 5pm most are gone - again many siblings**

4. Will you please provide a floor plan for the existing buildings in use and indicate which rooms are in use by VCA and for what purposes (i.e. classroom, library, workroom, etc).

**Floor Plan attached.**

**All rooms are used by Veritas, except Building D First Floor.**

5. The portable classrooms that were to be added under the previous SUP were to handle expected growth. The school has grown as expected but without the use of the new buildings. How have these new students been accommodated? **Some of the current rooms became multi-purpose and we used the small chapel to teach Band.**

6. What is the teacher to student ratio?

**Teacher to students is a max of 1:18 in grades above K. In Preschool 2:16**

And, what is VCA's overall goal for this ratio?

**Keep it that way**

7. How many faculty and staff are employed by the school? **Around 30**

8. Can the school be accessed from Mapleridge?

**Yes**

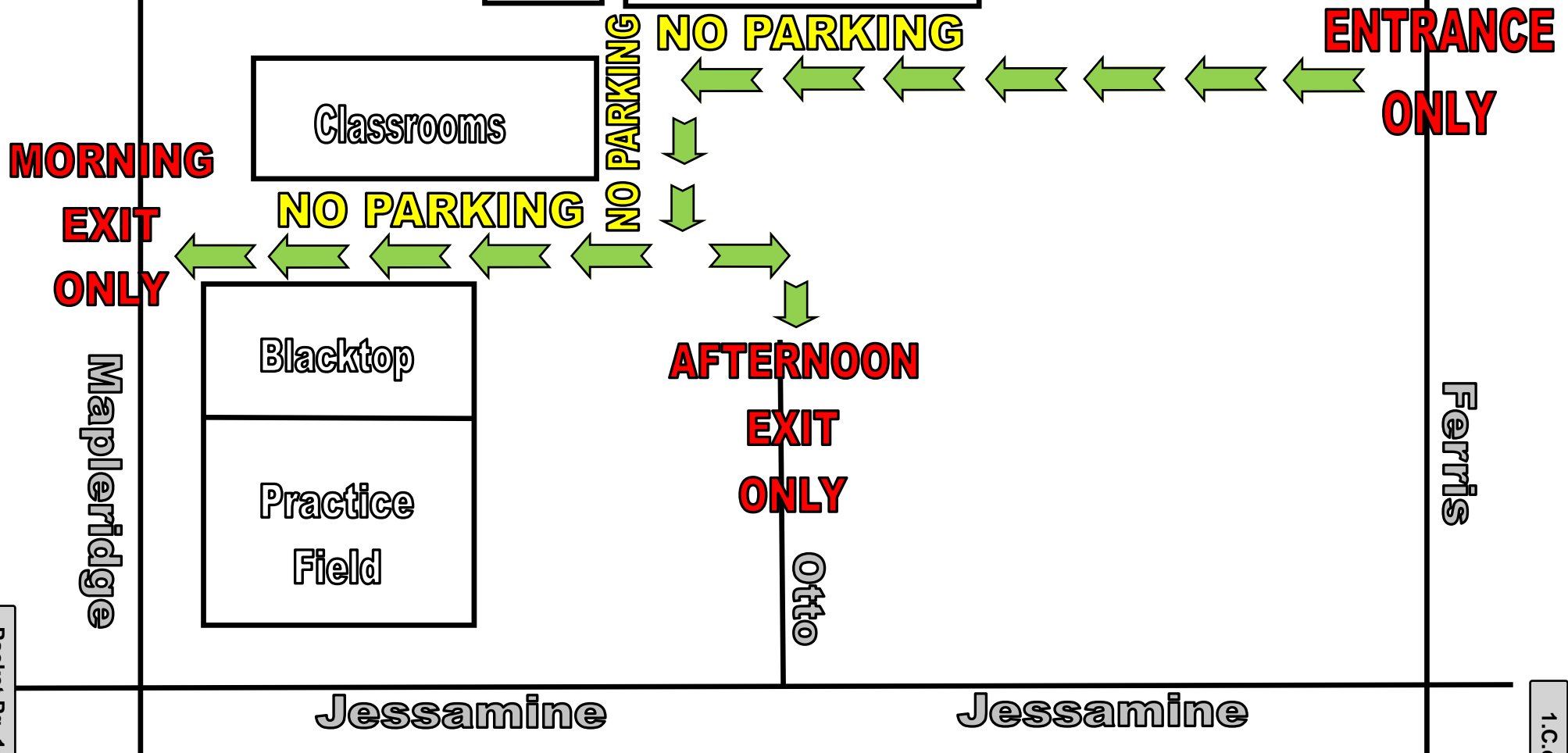
For example, if a visitor was to park on Mapleridge, would they have easy access to the school offices? **Yes if we unlock some gates during the day.**

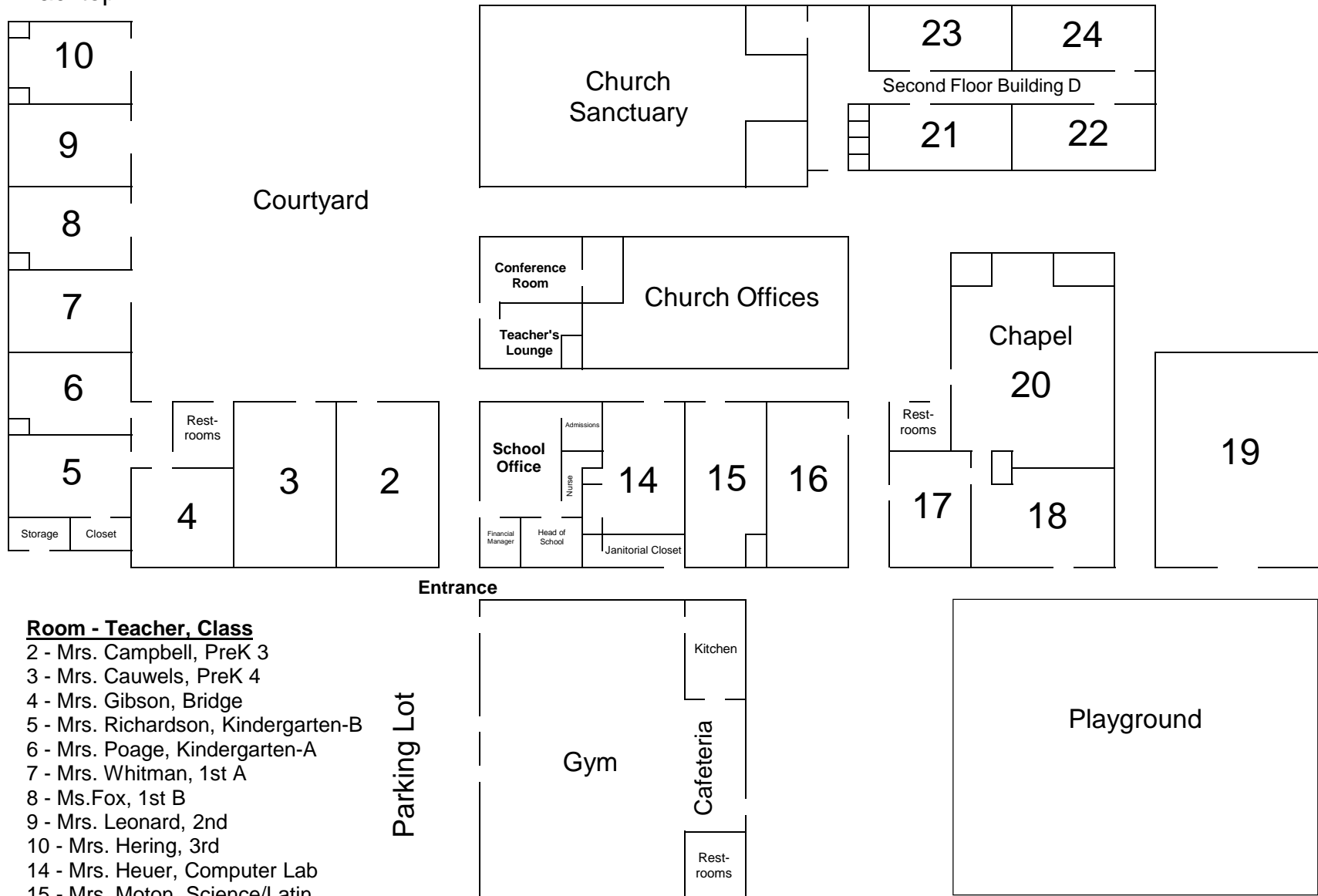
**However this will breach the security of the campus. Currently, the entrance to the offices from Ferris is monitored by a buzzer and a camera.**

9. Please provide schematics showing how traffic flows through the parking lot for drop off and pick up.

**Drop Off and Pick Up map attached**

**Always: Enter only from Ferris**  
**Mornings: Exit only from Mapleridge**  
**Afternoons: Exit only from Otto**  
**Always: No Parking alongside buildings**





- Room - Teacher, Class**

- 2 - Mrs. Campbell, PreK 3
- 3 - Mrs. Cauwels, PreK 4
- 4 - Mrs. Gibson, Bridge
- 5 - Mrs. Richardson, Kindergarten-B
- 6 - Mrs. Poage, Kindergarten-A
- 7 - Mrs. Whitman, 1st A
- 8 - Ms.Fox, 1st B
- 9 - Mrs. Leonard, 2nd
- 10 - Mrs. Hering, 3rd
- 14 - Mrs. Heuer, Computer Lab
- 15 - Mrs. Moton, Science/Latin
- 16 - Ms. Jones, MS Lab 5th HR
- 17 - Mrs. Tillman, 6th HR
- 18 - Mrs. Delgado, Mr. Sewell, 8HR
- 19 - Mrs. Flores, Art
- 20 - Chapel
- 21 - Mr. Horn, Dean of Students
- 22 - Mrs. Arrazolo, 7HR
- 23 - Mrs. El-Issa
- 24 - Mrs. Berger. 4th

VERITAS CHRISTIAN ACADEMY  
Floor Plan & Directory  
2015-16

## Planning and Zoning Commission

City Council Chambers, First Floor of  
City Hall  
Bellaire, TX 77401



Meeting: 03/08/16 06:00 PM  
Department: Development Services  
Category: Public Hearing  
Department Head: John McDonald  
DOC ID: 1828

### SCHEDULED PUBLIC HEARING (ID # 1828)

#### Item Title:

Docket # SUP-2016-01-Request by Veritas Christian Academy of Houston, for a Specific Use Permit, as required by Chapter 24, Planning and Zoning, Section 24-533 B. (2) a), to allow for the operation of a school, at a location previously used as a church, within a residential district. The property is located in the R-4 Zoning District.

#### Background/Summary:

*Address:* 7000 Ferris Street  
West side of Ferris, between Laurel and Willow

*Applicant:* Veritas Christian Academy

*Property Owner:* Houston Baptist University

*Zoning:* R-4

*Proposed Use:* Private School

*Comprehensive Plan:* Proposed use is consistent with the Comprehensive Plan Future Land Use map

*Application Date:* January 28, 2016

*Legal Notice published:* February 16, 2016

*Notification letters mailed:* February 15, 2016  
(119 notices mailed to addresses or property owners of property within 500 feet)

#### **Request:**

The applicant requests approval of an application for a Specific Use Permit for the operation of a private school at the property located at 7000 Ferris Street. The site has historically been the home of the Bellaire Central Baptist Church with the applicant holding a long-term lease for the operation of a school. The Church is no longer active and donated the property to Houston Baptist University. The applicant is in the process of purchasing the site from the university and operating the school on the grounds as the sole tenant.

#### **Adjacent Land Use/Zoning**

	Existing Land Use	Existing Zoning
<b>North</b>	Commercial	CMU
<b>South</b>	Residential	R-4
<b>East</b>	Residential	R-4
<b>West</b>	Commercial	Houston

#### **Staff Review**

Staff has conducted a review of the application and material submitted by the applicant in support of the request for a Specific Use Permit (SUP).

#### General Requirements:

Sec. 24-533, B(2)a) specifically allows the inclusion of an SUP as an acceptable specific use

within the R-4, Residential district.

*Sec. 24-615, Standards Applicable to All Planned Development Amendments and Specific Use Permits* sets forth the minimum requirements for PD's. All requirements are addressed within the applicant's submittal or were provided for under the original application. As the northern edge of this development abuts residential property zoned R-4, the height-setback plane comes into play. The proposed location of the homes on the northern lots will meet this criterion.

**Traffic:**

A traffic impact analysis was not submitted with the application.

In 2012, the VCA applied for a specific use permit to allow the placement of two portable buildings on the site. There was significant comment from neighbors regarding traffic issues. Conditions were placed on the SUP to control the traffic pattern. We have not received any complaints regarding this issue since.

If the school proposes to increase the student population, then traffic may become a concern again.

**Drainage:**

Increase in detention is only required with a decrease in impervious coverage. No new buildings are currently planned.

**Utilities:**

Current utilities are sufficient to service the site.

**Public Comment:**

No public comment has been received to date.

**Recommendation:**

Public Hearing: No action necessary

**ATTACHMENTS:**

- SUP Application Packet (PDF)
- VCA Aerial (PDF)

**Application for Special Use Permit For Veritas Christian Academy With No Change to Existing Facilities**  
**1/26/16**

Following is the relevant section of the City Ordinance dealing with Special Use Permits.  
Following each section is our application response.

**Sec. 24-605. - Application for Specific Use Permit.**

*Any person desiring to petition for a specific use permit to this chapter shall be required to file an application in writing with the Planning and Zoning Official, accompanied by a nonrefundable application fee, in an amount established by the City Council or the City Manager, to defray the actual cost of processing the application. The application shall include the following information:*

Attached is a check in the amount of \$1,055.00 for this application.

- (1) *The name and address of the applicant; and in the event that the applicant is a partnership, the full name and address of the general partner, and in the event that the applicant is a corporation, the full names and addresses of all officers, a statement as to the state of incorporation, the name and address of the registered agent and the address of the registered office of the corporation;*

**Name:** Veritas Christian Academy of Houston

**Address:** 7000 Ferris Street, Bellaire TX 77401

**Texas Taxpayer Number:** 1148542129 - Non-profit 501c(3)

**Texas Corporate File Number:** 0800139752

**Date of Incorporation:** Nov 4, 2002 with the State of Texas

**Registered Agent:** Marilyn Hughes

**Address of Registered Agent:** 7000 Ferris Street, Bellaire TX 77401

**Full Names and addresses of all officers:**

Boucher, Marc	4130 Ruskin St	Houston, TX 77005
Droog, Dan	1545 Althea Drive	Houston, TX 77018
Grieb, Don	2050 McClendon St	Houston, TX 77030
Hafemeister, Lisa	4419 Meyerwood Dr.	Houston, TX 77096
Hanchard, Neil	2834 Bellefontaine St	Houston, TX 77025
Ipe, Tina	400 South 2nd Street	Bellaire, TX 77401
Johnson, Lanette	17 Annapolis Ct	Houston, TX 77005
Marks, Brad	2336 Suffolk	Houston, TX 77027
Mueller, Elise	5002 Braeburn Dr.	Bellaire, TX 77401
Nicholas, Ollieta	10006 Murray Brook Dr.	Houston, TX 77071

- (2) *The Section or Sections of this chapter authorizing a specific use permit:*  
Since the zoning of this parcel is R-4, the relevant section of the ordinance dealing with



specific use permits is, Sec. 24-533 – R-4. – Residential District: Specific Uses include churches and schools in Sec. 24-533 B(2). (Ord. No 81-067, § 1,3-6-1989)

- (3) *A legal description and street address of the property, which is the subject of the application;*  
**Street Address:** 7000 Ferris Street, Bellaire, TX 77401  
**Legal Description:** A 3.7006 acre tract of land being Lots 1-3 and 5-9 of Luhring subdivision (vol 1397. PG. 165; H.C.D.R.) and lots 13-16 of Whitehead Subdivision (vol. 11 PG. 18 H.C.M.R) City of Bellaire, Harris County Texas.
- (4) *A statement of ownership accompanied by a certificate from a title insurance company certifying ownership;*  
Veritas Christian Academy has a long-term lease for the use of the property owned by Houston Baptist University. Veritas is purchasing the property from Houston Baptist University. Deed attached.
- (5) *A written description of the proposed specific use as provided for in this Code:*  
The proposed specific use is for school classrooms. Veritas Christian Academy has been operating a school on the property since July 1, 2004. No changes to the site improvements are being requested as a part of this application.
- (6) *A written environmental assessment statement describing in general terms the impact of the development for which approval is sought and providing any specific information that the Planning and Zoning Official shall deem necessary:*  
Since no changes are being made to the site, there should not be any adverse environmental impact to the site.
- (7) *Such other information or documentation as the Planning and Zoning Official, the Planning and Zoning Commission or the City Council may from time to time designate or which may be deemed necessary and appropriate to a full and proper consideration and disposition of the particular application:*  
(Ord. No. 10-057, § 1(App. A), 8-2-2010)

Thank you in advance for your assistance with this application. Please let me know if you need any additional information.

Best regards,



Donald Grieb, Jr.

713-854-0742  
[DLGrieb@comcast.net](mailto:DLGrieb@comcast.net)

Attachment





Sandra N. Mooney, CPA  
Vice President for Financial Operations  
Phone: 281-649-3202  
Fax: 281-649-3012  
E-mail: [smooney@hbu.edu](mailto:smooney@hbu.edu)

CITY OF BELLAIRE  
RECEIVED  
JAN 28 2016  
DEVELOPMENT SERVICES

January 27, 2016

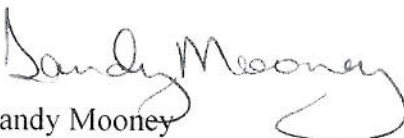
John McDonald, MPA  
Development Services Director  
City of Bellaire  
7008 South Rice Avenue  
Bellaire, Texas 77401

RE: SUP

Please accept this letter as granting permission to Veritas Christian Academy of Houston to apply for the SUP.

If I may be of further assistance please contact me by phone (281-649-3202) or email ([smooney@hbu.edu](mailto:smooney@hbu.edu)).

Sincerely,

  
Sandy Mooney

Cc: Donald Grieb  
Lamia Raad



**Gail Kohl**  
Commercial Unit Supervisor,  
VP, Commercial EO

Stewart Title Guaranty Company -  
Commercial Services  
1980 Post Oak Boulevard, Suite 110  
Houston, TX 77056  
(713) 232-4326 Phone  
(713) 629-2255 Fax  
gail.kohl@stewart.com

January 27, 2016

City Planning Commission

File No.: 16000330002CPL

To Whom It May Concern:

This company certifies that a diligent search of the Real Property Records of Stewart Title Company's abstract plant has been made, as to the herein described property, and as of 8:00 A.M. on the 21st day of January, 2016, the last Deed that we find, of record, reflects the record owner to be:

HOUSTON BAPTIST UNIVERSITY, a Texas nonprofit corporation

**Legal Description:**

ALL of that certain 3.6987 acres (161,117 square feet) of land situated in the W. J. Brown Survey, Abstract 132, Harris County, Texas, being part of Lots 1, 2, & 3, and all of Lots 5 thru 9, of the Luhning Subdivision, as shown on plat of said subdivision recorded in Volume 1397, Page 165, Harris County Deed Records, (H.C.D.R.), also being all of Lots 13 thru 16, of the Whitehead Subdivision, as shown on plat of said subdivision recorded in Volume 11, Page 15, Harris County Map Records (H.C.M.R.) (all bearings are based on the called bearing of North 00°00'00" East, along the monumented easterly right-of-way of Mapleridge Street, as shown on plat of Norwood Subdivision, recorded in Volume 433, Page 111, H.C.M.R.):

BEGINNING at a 1 inch iron pipe found for the southwest corner of said Whitehead Subdivision, the southwest corner of Lot 13 of said subdivision, and being the intersection of the easterly right-of-way of Mapleridge Street (50 feet wide) with the northerly right-of-way of Jessamine Street (60 feet wide);

THENCE North 00°00'00" East, 570.00 feet, with the easterly right-of-way of said Mapleridge Street, the westerly line of Lots 13 thru 16, Whitehead Subdivision, Lots 5 thru 9, Luhning Subdivision, to a ¾ inch iron rod found for the northwest corner of Lot 9 of said Luhning Subdivision, from which a 5/8 inch iron rod with cap found bears S42°03'W, 1.42 feet, said point being the southwesterly corner of Amending Plat of Luhning Subdivision, as shown on plat of said subdivision recorded in Volume 556, Page 156, H.C.M.R.;

THENCE North 90°00'00" East, 365.50 feet, with the northerly line of said Lot 9, the southerly line of said Amending Plat of Luhning Subdivision, to "V" cut in concrete base of fence post set for the northeasterly corner of this tract, the southeasterly corner of said Amending Plat of Luhning Subdivision, said point being in the westerly line of Norwood Subdivision, as shown on plat of said subdivision recorded in Volume 433, Page 111, H.C.M.R.;

THENCE South 00°00'00" West, 180.00 feet, with the westerly line of said Norwood Subdivision, to southwesterly corner of Lot 4 of said subdivision, from which a 5/8 inch iron rod with cap found bears N00°00'E, 0.50 feet;

THENCE North 90°00'00" East, 110.00 feet, with the southerly line of said Lot 4, to the southeasterly corner of said Lot 4, from which a 5/8 inch iron rod found bears N17°07'E, 0.40 feet, said point being in the westerly right-of-way of Ferris Street, (60 feet wide), also being in the easterly line of Lot 2 of said Luhning Subdivision;

CITY OF BELLAIRE  
RECEIVED

JAN 28 2016

DEVELOPMENT SERVICES



THENCE South 00°00'00" West, 65.00 feet, with the easterly line of said Lot 2, the westerly right-of-way of said Ferris Street, to a ¾ inch iron rod found for the northeasterly corner of Lot 5 of said Norwood Subdivision;

THENCE South 90°00'00" West, 110.00 feet, with the northerly line of said Lot 5, to a 5/8 inch iron rod found for the northwesterly corner of said Lot 5;

THENCE South 00°00'00" West, 110.00 feet, with the westerly line of said Lot 5, the westerly line of Lot 6 of said Norwood Subdivision, to the southwesterly corner of said Lot 6, from which a 5/8 inch iron rod found bears N90°00'E, 0.37 feet, said point being in the southerly line of Lot 3 of said Luhring Subdivision, the northerly line of the Whitehead Subdivision, and Lot 8 of said subdivision;

THENCE South 90°00'00" West, with the south line of said Lot 3, Luhring Subdivision, the north line of said Lot 8, Whitehead Subdivision, at 90.50 feet, passing the southwesterly corner of said Lot 3, the most southerly southeast corner of Lot 1, of said Luhring Subdivision, from which a 1 inch iron pipe found bears S62°23'E, 0.68 feet, at 102.75 feet, passing the northwesterly corner of said Lot 8, Whitehead Subdivision, the north easterly corner of the right-of-way for Otto Street, (50 feet wide) as shown on said plat of Whitehead Subdivision, at 152.75 pass a 5/8 inch iron rod with cap found for the northwesterly corner of said right-of-way, the northeasterly corner of Lot 12 of said Whitehead Subdivision, continuing for a total distance of 252.88 feet, to a 5/8 inch iron rod with cap found for the northwesterly corner of said Lot 12, the northeasterly corner of Lot 16 of said Whitehead Subdivision, said point being in the southerly line of Lot 5 of said Luhring Subdivision;

THENCE South 00°00'00" West, 215.00 feet, with the easterly lines of Lots 16 thru 13, the westerly lines of Lots 12 thru 9, of said Whitehead Subdivision, to a 1 inch iron pipe found for the southeasterly corner of said Lot 13, the southwesterly corner of said Lot 9, said point being in the northerly right-of-way of said Jessamine Street;

THENCE South 90°00'00" West, 112.62 feet, with the southerly line of said Lot 13, the northerly right-of-way of said Jessamine Street, to the POINT OF BEGINNING, and containing 3.6987 acres (161,117 square feet) of land, more or less.

Subject to the following:

1. Restrictions:

No restrictions filed of record.

2. Easements/Other Exceptions:

A) Easement 10 feet in width as reflected by the plat of Luhring Subdivision recorded in/under Volume 1397, Page 165 of the Deed Records of Harris County, Texas.

A portion of said easement has been abandoned as to the interest of the City of Bellaire, Texas and conveyed to Richmond Plaza Baptist Church by instrument recorded under Clerk's File No. E540407 of the Real Property Records of Harris County, Texas.

A portion of said easement has been released as to the interest of Reliant Energy HL&P, a division of Reliant Energy Incorporated and Reliant Energy Entex, a division of Reliant Energy Resources Corporation, by instrument recorded under Clerk's File No. U583612 of the Real Property Records of Harris County, Texas.

B) Terms, conditions, and provisions as set forth and more fully described in that certain Encroachment Agreement for 7002 Ferris, recorded in/under Clerk's File No. U826916 of the Real Property Records of Harris County, Texas.

C) Terms, conditions, and provisions as set forth and more fully described in that certain Encroachment Agreement for 6914 Ferris, recorded in/under Clerk's File No. U849472 of the Real Property Records of Harris County, Texas.

D) Lease Agreement dated April 18, 2005, with Veritas Christian Academy of Houston, as Tenant, as evidenced by memorandum recorded in/under Clerk's File No. 20130618411 of the Real Property Records of Harris County, Texas.

3. Liens/Misc:

No liens filed of record.

No examination has been made as to Abstracts of Judgments, State or Federal Tax Liens, the status of taxes, tax suits or paving assessments.

This letter is issued for platting purposes only. Liability of Stewart Title Company for mistakes or errors in this letter is hereby limited to the cost of said letter.

The letter is issued with the express understanding, evidenced by the acceptance thereof, that Stewart Title Company does not undertake to give or express any opinion as to the validity or effect of the instruments listed, and this letter is neither a guaranty or warranty of title.

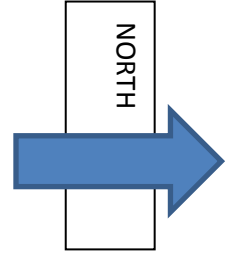
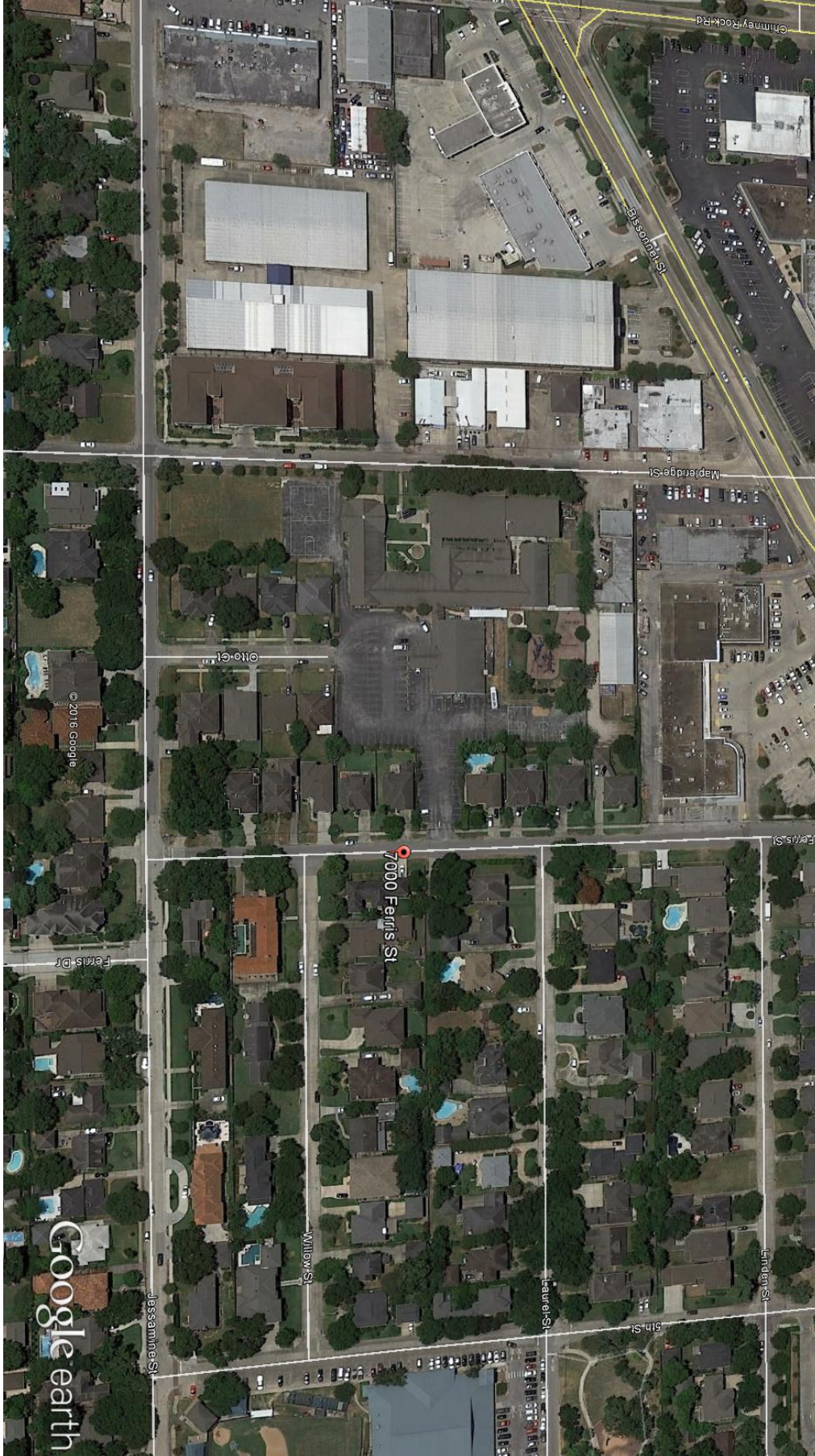
Liability hereunder is limited to the amount paid for same. This report is furnished solely as an accommodation to the party requesting same and should not be relied upon, as a warranty or representation as to the title to the property described herein and may not be given to or used by any third party. Stewart Title Company assumes no liability whatsoever for the accuracy of this report, nor for any omission or error with respect hereto. **You agree to release, indemnify and hold harmless Stewart Title Company because of any negligence by Stewart Title Company (whether sole, joint or otherwise) for any claim, loss, liability or damages arising out of this report.** This report is not title insurance. If a policy of title insurance is purchased, any liability thereunder shall be determined solely by the terms of such policy.

Sincerely,  
Stewart Title Company



Al Stewart  
Title Examiner Senior









May 17, 2016

Dear Citizen:

You have received the enclosed "Notice of Public Hearing" due to the proximity of your home and/or business to a property located at 7000 Ferris Street, Bellaire, Texas, that is the subject of an application and request for a specific use permit. Veritas Christian Academy of Houston has requested a specific use permit, as required by Chapter 24, Planning and Zoning, Article V, Zoning Regulations, Division 2, Zoning District Regulations, Section 24-533 B(2)a), R-4 Residential District, of the Code of Ordinances of the City of Bellaire, Texas (the "Code"), to allow for the operation of a school at a location previously used as a church within a residential district. The public hearing has been scheduled before the City Council of the City of Bellaire, Texas, on Monday, June 6, 2016, at 7:00 p.m. and will be held in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

All interested persons are invited to comment at the public hearing, but notices are being mailed to owners of real property lying within five hundred (500) feet of the property on which the specific use permit has been requested not less than 15 days preceding the date set for the public hearing (Chapter 24, Planning and Zoning, Article VI, Amendatory Procedure, Section 24-607, Call of Public Hearings, of the Code). Your participation is invited, but not required. If you would prefer to submit written comments instead of appearing in person, you may send your comments to the Bellaire City Council in care of the City Clerk in advance of the public hearing or at any time prior to the City Council's final deliberation on the subject matter of the public hearing.

The public hearing you have received this notice for will commence with a reading of the "Notice of Public Hearing," followed by a summary of public hearing procedures and then a presentation on the subject matter of the public hearing.

#### CITIZEN PARTICIPATION AT PUBLIC HEARINGS

1. All Bellaire City Council public hearings include an agenda item titled "PUBLIC COMMENT." During this agenda item, anyone wanting to address the Bellaire City Council may do so by placing his or her name on a "Sign-Up Sheet" prior to the beginning of the public hearing. The Sign-Up Sheet will be provided on a table at the entrance to the Council Chamber (located on the First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401). Those who would prefer to submit a written comment to the Bellaire City Council may do so by completing a "Written Comment Sheet" (also to be provided on a table at the entrance to the Council Chamber). The completed Written Comment Sheet should then be given to the City Clerk.
2. The Mayor will call on each speaker during the "PUBLIC COMMENT" agenda item. Please remember to step up to the podium as soon as you are recognized by the Mayor. State your name before beginning your presentation. If you have written notes you wish to present to the Mayor and City Council, PLEASE FURNISH AN EXTRA COPY FOR COUNCIL FILES. Each speaker is

**limited to five (5) minutes, with no extension.** Notice will be given to speakers after four (4) minutes that there is one (1) minute left for comments.

3. There will be no formal action taken during the public hearing. The Mayor and Council Members will not be able to engage in discussions with the public or debate the subject matter of the public hearing at this time.
4. The Mayor will close the public hearing after members of City Council have had an opportunity to ask questions of the applicant, presenter, and/or recommending body related to the subject matter of the public hearing.
5. Once the public hearing has been closed, *oral comments* will not be received. Written comments may be submitted after the close of the public hearing and prior to final deliberation on the subject matter of the public hearing. In order for written comments to be included in the public record of the proceedings, written comments must be submitted to the Bellaire City Council in care of the City Clerk by noon on the Thursday preceding the meeting of final deliberation.

Citizens who have questions about City Council procedures may contact the City Clerk (Tracy L. Dutton, [tdutton@bellairetx.gov](mailto:tdutton@bellairetx.gov)) or the City Manager (Paul A. Hofmann, [phofmann@bellairetx.gov](mailto:phofmann@bellairetx.gov)).

#### YOUR CITY GOVERNMENT

The City of Bellaire has an elected CITY COUNCIL composed of a MAYOR and SIX COUNCIL MEMBERS, all of whom are elected at large. The Mayor serves for a term of two years, and Council Members serve for a term of four years. Current members of City Council include: Andrew S. Friedberg, Mayor; Roman F. Reed, Mayor Pro Tem; and Council Members Trisha S. Pollard, Gus E. Pappas, Pat B. McLaughlan, Michael Fife, and David Montague.

REGULAR SESSIONS are held by the City Council on the first and third Mondays of each month in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas. PUBLIC HEARINGS may be conducted in a REGULAR SESSION or a SPECIAL SESSION. SPECIAL SESSIONS are called by the City Council as needed and occur between REGULAR SESSIONS. Items to be considered and/or discussed during such sessions are listed on an AGENDA which is posted on the City's official bulletin board (located on an outside west wall of City Hall, 7008 South Rice Avenue, Bellaire, Texas) and on the City's website ([www.bellairetx.gov](http://www.bellairetx.gov)) at least 72 hours in advance of the meeting. Information about meetings may also be obtained from the CITY CLERK by calling 713-662-8275 or by emailing the CITY CLERK at [tdutton@bellairetx.gov](mailto:tdutton@bellairetx.gov).

Visitors are welcome and requested to observe the rules established by the City Council as set forth in their RULES OF PROCEDURE, a copy of which is available on the City's website ([www.bellairetx.gov](http://www.bellairetx.gov)).

Your City Council welcomes your comments during sessions and looks forward to hearing from you.

Tracy L. Dutton, TRMC  
City Clerk

Enclosure





## NOTICE OF PUBLIC HEARING

**NOTICE OF A PUBLIC HEARING BEFORE THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, ON MONDAY, JUNE 6, 2016, AT 7:00 P.M. IN THE COUNCIL CHAMBER, FIRST FLOOR OF CITY HALL, 7008 SOUTH RICE AVENUE, BELLAIRE, TEXAS 77401, REGARDING AN APPLICATION AND REQUEST FILED BY VERITAS CHRISTIAN ACADEMY OF HOUSTON FOR A SPECIFIC USE PERMIT, AS REQUIRED BY CHAPTER 24, PLANNING AND ZONING, ARTICLE V, ZONING REGULATIONS, DIVISION 2, ZONING DISTRICT REGULATIONS, SECTION 24-533 B(2)a), R-4 RESIDENTIAL DISTRICT, OF THE CODE OF ORDINANCES OF THE CITY OF BELLAIRE, TEXAS, TO ALLOW FOR THE OPERATION OF A SCHOOL, AT A LOCATION PREVIOUSLY USED AS A CHURCH, WITHIN A RESIDENTIAL DISTRICT.**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held before the City Council of the City of Bellaire, Texas, on Monday, June 6, 2016, at 7:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401, at which time and place any and all persons desiring to be heard will be heard on or in connection with any matter or question involving an application and request filed by Veritas Christian Academy of Houston for a Specific Use Permit, as required by Chapter 24, Planning and Zoning, Article V, Zoning Regulations, Division 2, Zoning District Regulations, Section 24-533 B(2)a), R-4 Residential District, of the Code of Ordinances of the City of Bellaire, Texas, to allow for the operation of a school, at a location previously used as a church, within a residential district. This property is addressed as 7000 Ferris Street, Bellaire, Harris County, Texas, in the R-4 Residential District.

Prior to the public hearing, any person may review the aforementioned application for a Specific Use Permit at either the City of Bellaire's Office of Development Services, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas, Monday through Friday, from 8:30 a.m. until 4:00 p.m., except for holidays, or on the City's website ([www.bellairetx.gov](http://www.bellairetx.gov)) under the "Document Center" (once there, click on the folder titled "City Council Public Hearings" and select the document named "Veritas Christian Academy of Houston SUP").

A handwritten signature in cursive script, reading "Tracy L. Dutton", is written over a horizontal line.


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





### CERTIFICATE

I, the undersigned authority, do hereby certify that the "Notice of Public Hearing" set forth on the preceding page regarding a Public Hearing before the City Council of the City of Bellaire, Texas, Monday, June 6, 2016, at 7:00 p.m. was posted on the City's official bulletin board located on an outside west wall of City Hall, 7008 South Rice Avenue, Bellaire, Texas, a place convenient and readily accessible to the general public at all times, and was posted on the following date at the stated time: Wednesday, May 18, 2016, at 8:50 a.m./p.m. I further certify that the "Notice of Public Hearing" was also published in the legal notices section of the following edition of the *Southwest News*: Tuesday, May 17, 2016.

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

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

### CERTIFICATE OF REMOVAL

I, the undersigned authority, do hereby certify that the "Notice of Public Hearing" set forth on the preceding page regarding a Public Hearing before the City Council of the City of Bellaire, Texas, on Monday, June 6, 2016, at 7:00 p.m. was removed by me from the City's official bulletin board located on an outside west wall of City Hall, 7008 South Rice Avenue, Bellaire, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_ a.m./p.m. I hereby certify further that said notice remained posted continuously for at least 72 hours preceding the scheduled time of the Public Hearing.

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

# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
1	5212 Aspen Street [Lot 20, Block B, Laurelhurst]	David E. Varner Joan P. Varner	5212 Aspen Street Bellaire, TX 77401-4918
2	5300 Aspen Street [Lot 10, Huberts]	Current Owner	5300 Aspen Street Bellaire, TX 77401-4920
3	5302 Aspen Street [Lot 8, Huberts 2nd Amend]	Loren H. Raun	5302 Aspen Street Bellaire, TX 77401-4920
4	5305 Aspen Street [Lot 8, Block 1, Bassett]	Shomer Real Estate LLC	P.O. Box 71048 Houston, TX 77271
5	5305 Aspen Street [Lot 8, Block 1, Bassett]	Current Resident {Presumed Rental Property}	5305 Aspen Street Bellaire, TX 77401-4919
6	5306 Aspen Street [Lot 7, Huberts]	Sumeet K. Sharma Archna Vajapyee	5306 Aspen Street Bellaire, TX 77401-4920
7	5307 Aspen Street [Lot 7, Block 1, Bassett]	Jorge E. Cortes Lili A. Cortes	5307 Aspen Street Bellaire, TX 77401-4919
8	5308 Aspen Street [Lot 6, Huberts]	Arlinda Klempin	5308 Aspen Street Bellaire, TX 77401-4920
9	5309 Aspen Street [Lot 6, Block 1, Bassett]	Henry R. Hopkins Barbara S. Hopkins	5309 Aspen Street Bellaire, TX 77401-4919

# City of Bellaire

**Property List - Public Hearing**  
**Operation of a School at a Location Previously Used as a Church**  
**7000 Ferris Street**

	Property Address	Property Owner	Mailing Address
10	5310 Aspen Street [Lot 5, Huberts]	Anant Patel Girija Patel	5310 Aspen Street Bellaire, TX 77401-4920
11	5311 Aspen Street [Lot 5, Block 1, Bassett]	David Meade Rania Meade	5311 Aspen Street Bellaire, TX 77401-4919
12	5312 Aspen Street [Lot 4, Huberts]	William V. Dabney Julie D. Dabney	5312 Aspen Street Bellaire, TX 77401-4920
13	5313 Aspen Street [Lot 4, Block 1, Bassett]	Casey W. Doherty Julie B. Doherty	5313 Aspen Street Bellaire, TX 77401-4919
14	5314 Aspen Street [Lot 3, Huberts]	Franco De Monte Paula De Monte	5314 Aspen Street Bellaire, TX 77401-4920
15	5315 Aspen Street [Lot 3, Block 1, Bassett]	Keith D. Calcote Jylann C. Calcote	5315 Aspen Street Bellaire, TX 77401-4919
16	5316 Aspen Street [Lot 2, Huberts]	Francis M. Williams	5316 Aspen Street Bellaire, TX 77401-4920
17	5317 Aspen Street [Lot 2, Block 1, Bassett]	Robbie K. Wright	5317 Aspen Street Bellaire, TX 77401-4919
18	5318 Aspen Street [Lot 1, Huberts Amended]	William S. Barnett Joyce T. Barnett	c/o Barnett Family Living Trust 5318 Aspen Street Bellaire, TX 77401-4920



# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
19	5319 Aspen Street [Lot 1, Block 1, Bassett]	Michael T. Shook Shella R. Shook	5319 Aspen Street Bellaire, TX 77401-4919
20	5235 Bellaire Boulevard [Tract 11, Block 47, Bellaire Par Amend]	Prosperity Bank	80 Sugar Creek Center Boulevard Sugar Land, TX 77478-3542
21	5311 Bellaire Boulevard [Res A1, Block 1, Burger King Bellaire]	Allstate BK Real Estate Holdings Ltd.	4415 Highway 6 Sugar Land, TX 77478-4476
22	5313 Bellaire Boulevard [Lot 6 and Tract 7A, Block 17, Westmoreland Farms]	EKG Trust	c/o Joseph F. Meyer, IV 6802 Mapleridge Street, Suite 209 Bellaire, TX 77401-3947
23	5407 Bellaire Boulevard [Lot 3 and Tracts 1, 2, 4, 11, and 12, Block 17, Westmoreland Farms]	FKM Partnership Ltd. 3-05	P.O. Box 1074 Bellaire, TX 77402-1074
24	5301 Bissonnet Street [Tract 18B, Block 17, Westmoreland Farms]	Southwest Bank of TX NA	4400 Post Oak Parkway Houston, TX 77027-3421
25	5303 Bissonnet Street [Lot 19 and Tract 18A, Block 17, Westmoreland Farms]	MVM Capital Partners LLC	5555 West Loop South, Suite 100 Bellaire, TX 77401-2108

# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
26	5321 Bissonnet Street [Track 24, Block 17, Westmoreland Farms]	Kochran Scott Family Trust	5818 Bissonnet Street Houston, TX 77081-6510
27	5321 Bissonnet Street [Tract 24A, Block 17, Westmoreland Farms]	Kochran Scott Family Trust	5818 Bissonnet Street Houston, TX 77081-6510
28	5430 Bissonnet Street [Res A, Block 1, CVS Bellaire]	XVX Bellaire TX LLC	20 Community Place Morristown, NJ 07960-7500
29	6908 Ferris Street [Lot 1, Block 1, Norwood]	Charles W. Beasley Kathi H. Beasley	6908 Ferris Street Bellaire, TX 77401-3920
30	6910 Ferris Street [Lot 2, Block 1, Norwood]	David F. Joseph Grace Joseph	6910 Ferris Street Bellaire, TX 77401-3920
31	6912 Ferris Street [Lot 3, Block 1, Norwood]	William S. Barnett Joyce Tang-Wing	c/o Barnett Family Living Trust 5318 Aspen Street Bellaire, TX 77401-4920
32	6912 Ferris Street [Lot 3, Block 1, Norwood]	Current Resident {Assumed Rental Property}	6912 Ferris Street Bellaire, TX 77401-3920
33	6914 Ferris Street [Lot 4, Block 1, Norwood]	Marco Patriarchi Francesca Guerri	6914 Ferris Street Bellaire, TX 77401-3920

# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
34	7002 Ferris Street [Lot 5, Block 1, Norwood]	Natalia Romanovskaya	7002 Ferris Street Bellaire, TX 77401-3921
35	7004 Ferris Street [Lot 6, Block 1, Norwood]	Jacobo Malca Matilde Malca	7004 Ferris Street Bellaire, TX 77401-3921
36	7008 Ferris Street [Lot 4, Whitehead]	Jaafar F. El Annan Randa J. Jalloul	7008 Ferris Street Bellaire, TX 77401-3921
37	7010 Ferris Street	Zhong Guoming Piao Yingchao	7010 Ferris Street Bellaire, TX 77401-3921
38	7011 Ferris Street [Lot 4, Block 50, Bellaire]	Current Owner	7011 Ferris Street Bellaire, TX 77401-3941
39	7012 Ferris Street [Lot 2, Whitehead]	Kenneth L. Marx	7012 Ferris Street Bellaire, TX 77401-3921
40	7014 Ferris Street [Lot 1, Whitehead]	Sandy Guevara-Tyer	3528 N. Braeswood Boulevard Houston, TX 77025-2523
41	7014 Ferris Street [Lot 1, Whitehead]	Current Resident {Assumed Rental Property}	7014 Ferris Street Bellaire, TX 77401-3921
42	5312 Huisache Street [Lot 17, Block 1, Bassett]	Charles O. Stidham Rebecca Stidham	5312 Huisache Street Bellaire, TX 77401-4934



# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
43	5314 Huisache Street [Lot 18, Block 1, Bassett]	Maurice J. Robichaux, III	5314 Huisache Street Bellaire, TX 77401-4934
44	5316 Huisache Street [Lot 19, Block 1, Bassett]	Michael B. Caplan Hildy B. Caplan	5316 Huisache Street Bellaire, TX 77401-4934
45	5318 Huisache Street [Lot 20, Block 1, Bassett Amended]	William W. Bremer Patricia D. Schwab	5318 Huisache Street Bellaire, TX 77401-4934
46	5204 Jessamine Street [Lot 7 and Tract 7A, Block 50, Bellaire Amend]	Richard T. Hung Katheryn Hung	5204 Jessamine Street Bellaire, TX 77401-3923
47	5207 Jessamine Street [Lot 5, Block B, Laurelhurst]	George A. Amundson Terry Amundson	5207 Jessamine Street Bellaire, TX 77401-3922
48	5209 Jessamine Street [Lot 4, Block B, Laurelhurst]	Daniel Sebesta Ruth J. Sebesta	5209 Jessamine Street Bellaire, TX 77401-3922
49	5211 Jessamine Street [Lot 3, Block B, Laurelhurst]	Raymond S. Tang Klairon K. Tang	5211 Jessamine Street Bellaire, TX 77401-3922
50	5212 Jessamine Street [Lot 6 and Tract 6A, Block 50, Bellaire Amend]	Jay O. Gerson Celine Gerson	5212 Jessamine Street Bellaire, TX 77401-3923



# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
51	5213 Jessamine Street [Lot 2, Block B, Laurelhurst]	Alfred M. Meyerson Pauline L. Meyerson	5213 Jessamine Street Bellaire, TX 77401-3922
52	5215 Jessamine Street [Lot 1, Block B, Laurelhurst]	Hubert Ho Monica Ho	5215 Jessamine Street Bellaire, TX 77401-3922
53	5300 Jessamine Street [Lot 1, Block 1, Whitehead Amend]	Cary Hoffman Marilyn J. Hoffman	5300 Jessamine Street Bellaire, TX 77401-3925
54	5301 Jessamine Street [Lot 2, Block 1, Whitehead Amend]	Scott R. Shepard Agnes Shepard	5301 Jessamine Street Bellaire, TX 77401-3924
55	5303 Jessamine Street [Tracts 25 and 26, Whitehead]	Denise M. Vecera	5116 Bissonnet Street, Apt. 273 Bellaire, TX 77401-4007
56	5303 Jessamine Street [Tracts 25 and 26, Whitehead]	Current Resident {Assumed Rental Property}	5303 Jessamine Street Bellaire, TX 77401-3924
57	5305 Jessamine Street [Lot 2, Dicknell]	Pan Jackson Co. Inc.	4041 Richmond Avenue, Suite 200 Houston, TX 77027-6837
58	5305 Jessamine Street [Lot 2, Dicknell]	Current Resident {Assumed Rental Property}	5305 Jessamine Street Bellaire, TX 77401-3924

# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
59	5307 Jessamine Street [Lot 1, Dicknell]	Joseph T. Alvarez	5307 Jessamine Street Bellaire, TX 77401-3924
60	5311 Jessamine Street [Lot B, Johnson & Mancuso]	Elias Zinn Janis Zinn	5311 Jessamine Street Bellaire, TX 77401-3924
61	5313 Jessamine Street [Lot A, Johnson & Mancuso]	John H. Connelly Rosa M. Connelly	6619 Sewanee Avenue Houston, TX 77005-3749
62	5313 Jessamine Street [Lot A, Johnson & Mancuso]	Current Resident {Assumed Rental Property}	5313 Jessamine Street Bellaire, TX 77401-3924
63	5315 Jessamine Street [Lot B, McConnell]	Ronald L. Schneider Kathleen J. Schneider	5315 Jessamine Street Bellaire, TX 77401-3924
64	5317 Jessamine Street [Lot A, McConnell]	Current Owner	5317 Jessamine Street Bellaire, TX 77401-3924
65	7136 Jessamine Street [Lots 13, 14, 15 and 16, Whitehead]	Richmond Plaza Baptist Church	7115 Mapleridge Street Bellaire, TX 77401
66	5205 Laurel Street [Tracts 3 and 4, Block 49 and Adj. N. 5 Ft. of Alley, Bellaire Corrective Amend]	Current Owner	5205 Laurel Street Bellaire, TX 77401-3926

# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
67	5207 Laurel Street [Tracts 4 and 5, Block 49 and Adj. N. 5 Ft. of Alley, Bellaire]	Fusheng Wang Lily Wang	5207 Laurel Street Bellaire, TX 77401-3926
68	5208 Laurel Street [Lot 19, Block 48 and Adj. S. 5 Ft. of Alley and Tract 20A, Block 48, Bellaire Amend]	Ronald G. Kikuchi Marie C. Bergeron	5208 Laurel Street Bellaire, TX 77401-3927
69	5209 Laurel Street [Lot 6, Block 49 and Adj. N. 5 Ft. of Alley, Bellaire R/P]	Deepak Bedi Ranjana V. Bedi	c/o Deepak and Ranjana Bedi Revocable Trust 5209 Laurel Street Bellaire, TX 77401-3926
70	5210 Laurel Street [Lot 18, Block 48 and Adj. S. 5 Ft. of Alley and Tract 17, Block 48, Bellaire Amended]	Lynn Swaffer	5210 Laurel Street Bellaire, TX 77401-3927
71	5211 Laurel Street [Lot 7, Block 49 and Adj. N. 5 Ft. of Alley, Bellaire R/P]	Amanda B. Nathan David H. Nathan	5211 Laurel Street Bellaire, TX 77401-3926
72	5212 Laurel Street [Tracts 16 and 17A, Block 48 and Adj. S. 5 Ft. of Alley, Bellaire]	Julie A. May Richard J. May	5212 Laurel Street Bellaire, TX 77401-3927



# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
73	5213 Laurel Street [Tracts 8 and 9A, Block 49 and Adj. N. 5 Ft. of Alley, Bellaire]	Matthew Berry Simone Ann Berry	4812 Braeburn Drive Bellaire, TX 77401-5314
74	5213 Laurel Street [Tracts 8 and 9A, Block 49 and Adj. N. 5 Ft. of Alley, Bellaire]	Current Resident {Assumed Rental Property}	5213 Laurel Street Bellaire, TX 77401-3926
75	5214 Laurel Street [Tracts 15 and 16A, Block 48 and Adj. S. 5 Ft. of Alley, Bellaire]	Current Owner	5214 Laurel Street Bellaire, TX 77401-3927
76	5215 Laurel Street [Tracts 9 and 10A, Block 49 and S. 5 Ft. of Alley, Bellaire]	Current Owner	5215 Laurel Street Bellaire, TX 77401-3926
77	5216 Laurel Street [Lot 14 and Tract 15A, Block 48 and Adj. S. 5 Ft. of Alley, Bellaire]	Beth W. Bruce	5216 Laurel Street Bellaire, TX 77401-3927
78	5217 Laurel Street [Lot 11 and Tract 10, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire]	James R. Brown Bonnie Brown	P.O. Box 1796 Bellaire, TX 77402-1796
79	5217 Laurel Street [Lot 11 and Tract 10, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire]	Current Resident {Assumed Rental Property}	5217 Laurel Street Bellaire, TX 77401-3926

# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
80	5218 Laurel Street [Lot 13, Block 48 and Adj. S. 5 Ft. of Alley, Bellaire]	Beth W. Bruce	5216 Laurel Street Bellaire, TX 77401-3927
81	5218 Laurel Street [Lot 13, Block 48 and Adj. S. 5 Ft. of Alley, Bellaire]	Current Resident {Assumed Rental Property}	5218 Laurel Street Bellaire, TX 77401-3927
82	5219 Laurel Street [Lot 12, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire]	Robert S. Pearce Margaret G. Pearce	5219 Laurel Street Bellaire, TX 77401-3926
83	5213 Linden Street [Lot 7 and Tract A, Block 48 and Adj. N. 5 Ft. of Alley, Bellaire Amended]	Robert G. Vecera	4909 Bellaire Boulevard Bellaire, TX 77401-4422
84	5213 Linden Street [Lot 7 and Tract A, Block 48 and Adj. N. 5 Ft. of Alley, Bellaire Amended]	Current Resident {Assumed Rental Property}	5213 Linden Street Bellaire, TX 77401-3928
85	5214 Linden Street [Lot 18 and Tract A and Adj. 12.5 X 135 Ft. of Alley, Block 47, Bellaire Amend]	Erik Paul Nolte Leanne Marie Rakowitz	5214 Linden Street Bellaire, TX 77401-3929
86	5215 Linden Street [Lot 8, Block 48 and Adj. N. 5 Ft. of Alley, Bellaire]	Khalil G. Khoury Lydia D. Khoury	5215 Linden Street Bellaire, TX 77401-3928

# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
87	5216 Linden Street [Lot 17, Block 47, Bellaire]	Francis K. Yogi Mary M. Yogi	5216 Linden Street Bellaire, TX 77401-3929
88	5217 Linden Street [Lot 9, Block 48 and Adj. N. 5 Ft. of Alley, Bellaire]	Jason Wintz Ruth Wintz	5217 Linden Street Bellaire, TX 77401-3928
89	5218 Linden Street [Lot 16, Block 47, Bellaire]	Dean A. Nelson Susan R. Nelson	5218 Linden Street Bellaire, TX 77401-3929
90	5219 Linden Street [Lot 10, Block 48 and Adj. N. 5 Ft. of Alley, Bellaire]	Deborah H. Weinstein	5219 Linden Street Bellaire, TX 77401-3928
91	5220 Linden Street [Lot 15, Block 47, Bellaire]	Yang Zhang Yan Wang	5220 Linden Street Bellaire, TX 77401-3929
92	5221 Linden Street [Lot 11, Block 48 and Adj. N. 5 Ft. of Alley, Bellaire]	David J. Canady Caren L. Canady	5221 Linden Street Bellaire, TX 77401-3928
93	5222 Linden Street [Lot 14 and Tract A, Block 47 and Adj. S. 1/2 Alley, Bellaire]	John D. Swafford	5222 Linden Street Bellaire, TX 77401-3929
94	5223 Linden Street [Lot 12, Block 48 and Adj. N. 5 Ft. of Alley, Bellaire]	John Vozzo, Jr.	5223 Linden Street Bellaire, TX 77401-3928



# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
95	5224 Linden Street [Lot 13, Block 47, Bellaire]	Teresa H. Chae	5224 Linden Street Bellaire, TX 77401-3929
96	6802 Mapleridge Street [Tract 5A, Block 17 Westmoreland Farms]	Luel Partnership Ltd. 2-02	P.O. Box 1074 Bellaire, TX 77402-1074
97	7005 Mapleridge Street [Lot 10, Luhring Amend]	MWH Properties LLC	7005 Mapleridge Street Bellaire, TX 77401-3930
98	7100 Mapleridge Street [Lots 5 thru 9, Tracts 1, 2, 3 Luhring]	Richmond Plaza Baptist	c/o Bellaire Central Baptist Church 7115 Mapleridge Street Bellaire, TX 77401-4940
99	400 Otto Street [Lot 12, Whitehead]	Current Owner	400 Otto Street Bellaire, TX 77401-3935
100	401 Otto Street [Lot 8, Whitehead]	Current Owner	401 Otto Street Bellaire, TX 77401-3931
101	402 Otto Street [Lot 11, Whitehead]	Alan Eixman	402 Otto Street Bellaire, TX 77401-3935
102	403 Otto Street [Lot 7, Whitehead]	Madelyn M. Foster	5218 Willow Street Bellaire, TX 77401-3933



# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
103	403 Otto Street [Lot 7, Whitehead]	Current Resident {Assumed Rental Property}	403 Otto Street Bellaire, TX 77401-3931
104	404 Otto Street [Lot 10, Whitehead]	Wenyi Wang	404 Otto Street Bellaire, TX 77401-3935
105	405 Otto Street [Lot 6, Whitehead]	Srikanth Punukula Rukmini Punukula	405 Otto Street Bellaire, TX 77401-3931
106	406 Otto Street [Lot 9, Whitehead]	Graham Neuhaus Edward Neuhaus	10906 Lisa Lane Houston, TX 77024-5419
107	406 Otto Street [Lot 9, Whitehead]	Current Resident {Assumed Rental Property}	406 Otto Street Bellaire, TX 77401-3935
108	407 Otto Street [Lot 5, Whitehead]	Jack S. Simes Charlotte M. Simes	407 Otto Street Bellaire, TX 77401-3931
109	5203 Willow Street [Lot 2 and Tract 2A, Block 50, Bellaire Amended]	Kim I. Delacruz Maxine G. Delacruz	5203 Willow Street Bellaire, TX 77401-3932
110	5204 Willow Street [Tracts 21 and 22A, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire]	Alexandra McLean Stevens	5204 Willow Street Bellaire, TX 77401-3933

# City of Bellaire

## Property List - Public Hearing Operation of a School at a Location Previously Used as a Church 7000 Ferris Street

	Property Address	Property Owner	Mailing Address
111	5206 Willow Street [Tracts 20 and 21A, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire]	Jeffrey Groudan Lenna Groudan	5206 Willow Street Bellaire, TX 77401-3933
112	5208 Willow Street [Lot 19, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire R/P]	Stuart P. Sperling Jennifer G. Sperling	5208 Willow Street Bellaire, TX 77401-3933
113	5212 Willow Street [Lot 18, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire R/P]	Marcelo F. Benveniste	5212 Willow Street Bellaire, TX 77401-3933
114	5214 Willow Street [Tracts 15 and 17, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire]	Robert Mark Penn	5214 Willow Street Bellaire, TX 77401-3933
115	5215 Willow Street [Lot 3 and Tract 3A, Block 50, Bellaire Amended]	Martha C. Hansen H. M. Delaittre	5215 Willow Street Bellaire, TX 77401-3932
116	5216 Willow Street [Tracts 15 and 16A, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire]	Joseph O. Tedore Kathy L. Tedore	5216 Willow Street Bellaire, TX 77401-3933
117	5218 Willow Street [Tracts 14 and 15A, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire]	Madelyn Foster	5218 Willow Street Bellaire, TX 77401-3933

## City of Bellaire

**Property List - Public Hearing**  
**Operation of a School at a Location Previously Used as a Church**  
**7000 Ferris Street**

	Property Address	Property Owner	Mailing Address
118	5220 Willow Street [Lot 13 and Tract 14A, Block 49 and Adj. S. 5 Ft. of Alley, Bellaire]	Kathleen E. Mabe	5220 Willow Street Bellaire, TX 77401-3933
120	Applicant:	Veritas Christian Academy of Houston 7000 Ferris Street Bellaire, TX 77401	
121	Agent:	Development Systems Donald L. Grieb, Jr. Principal 2050 McClendon Houston, TX 77030	

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: City Manager's Office  
Category: Presentation  
Department Head: Paul A. Hofmann  
DOC ID: 1917

**SCHEDULED  
ACTION ITEM (ID # 1917)**

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**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



Meeting: 06/06/16 05:30 PM  
Department: City Clerk  
Category: Resolution  
Department Head: Tracy L. Dutton  
DOC ID: 1948

**SCHEDULED  
RESOLUTION (ID # 1948)**

**Item Title:**

Presentation of a report and recommendations to City Council by a special committee appointed by the Council to review a proposed 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; and consideration of and possible action on the committee's recommendations - Submitted by Council Committee Members Michael Fife, Pat B. McLaughlan, and David R. Montague.

**Background/Summary:**

After a brief discussion at the May 16th City Council Regular Meeting Council voted to refer a beautification resolution presented that evening to a committee of three members of City Council for review Council Members Michael Fife, Pat B. McLaughlan, and David R. Montague volunteered to serve as members of the committee. A deadline of June 6th was set for the committee to return to Council with any revisions at the June 6th City Council Regular Meeting.

Significant community support exists for the beautification of Bellaire. That support is evidenced by the creation of The Citizens for a Beautiful Bellaire (CBB) and the establishment of a \$300,000 FY16 budget for beautification. The CBB conducted an online survey of Bellaire citizens, receiving over 1021 responses, that has yielded valuable data about the citizens' opinions and desires for citywide beautification efforts. The results and data from this survey have been shared with City Council, Cultural Arts Board, Parks and Recreation Advisory Board, Planning and Zoning Commission, the ad hoc Municipal Facilities Committee and other stakeholders. These groups have provided valuable input into projects and initiatives to improve our community's appearance.

The Public Works Department and Parks, Recreation, and Facilities Department have recommended and implemented initiatives that have improved the condition and appearance of the City's rights of way.

At the May 5, 2016, pre-budget planning session, City Council discussed the drafting of a resolution in support of city-wide beautification which would acknowledge the work and identify the roles of the CBB and other stakeholders, identify and describe various funding mechanisms, and describe the relationship between the City, stakeholders and any professional service providers.

**Previous and Proposed 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. This is in addition to the \$30,000 mention above for current total expenditures of \$75,000. Additionally, there is a proposal before Council at the June 6, 2016 meeting requesting the City enter into a contract with Terrain Studio/Landscape Architecture in the amount of \$70,000.

**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 for FY17 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 restriping, curb maintenance, street sign replacement, and traffic control device pole replacement. The FY17 budget will also include funds in the base budget for ROW maintenance with placement/replacement of seasonal color in the esplanades endcaps.

**Recommendation:**

Council will review and revise the draft resolution as appropriate. Council will adopt the resolution affirming the city's commitment to citywide beautification.

**ATTACHMENTS:**

- Beautification Resolution revision 5-31-16 (DOCX)



## 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 of a Master Plan for City Beautification to provide vision and structure for plan implementation,

**WHEREAS**, the formation of the Citizens for a Beautiful Bellaire, has provided new momentum toward a substantive and longstanding beautification improvements,

**WHEREAS**, the City’s efforts toward implementation of specific beautification programs are supported by over 1000 responses to the Citizen Beautification Survey providing extensive citizen input and demonstrating support for beautification. This important public input will be further supplemented through Town Hall meetings and existing Bellaire Boards and Commissions,

**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. Furthermore, The CAB has laid the groundwork for branding and theming, the precursor work in way finding and logo updates,

**WHEREAS**, the Environmental Sustainability Board has exhibited leadership in the area of sustainable and beautiful landscape designs, specifically related to the landscape design for Bellaire esplanades, Rights of Way, and the sustainable garden in Mulberry Park,

**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 safe and attractive pathways and public spaces in Bellaire,

Attachment: Beautification Resolution revision 5-31-16 (1948 : Beautification Resolution)

**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. Their leadership and the information they obtain from Bellaire citizens through public comments and the Citizen Beautification Survey will enhance their ability to significantly impact Bellaire downtown redevelopment and beautification through zoning,

**WHEREAS**, the establishment of a "brand identity", based on meaningful public input, such as but not limited to the Citizen Beautification Survey and various projects initiated by the Cultural Arts Board, is a valuable step toward consensus on the overall image the City of Bellaire wishes to project,

**WHEREAS**, CBB, City Staff and Council have recognized the need for professional expertise to further guide these beautification efforts. Such a firm shall be experienced in Landscape Architecture and/or Urban Planning and have a verifiable history of outstanding project completions. A firm should demonstrate the ability to work collaboratively with all stakeholders and provide leadership to develop, support, and guide a comprehensive plan that represents all stakeholders.

**NOW THEREFORE LET IT BE RESOLVED BY THE CITY COUNCIL, THAT:**

- 1) The Bellaire City Council is fully committed to ongoing efforts to improve 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 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. Planning and Zoning Commission (P&Z)
  - c. Cultural Arts Board (CAB)
  - d. Parks and Recreation Board (PRB)
  - e. Environmental Sustainability Board (ESB)
  - f. Building and Standards Board (BSB)
- 5) The CBB, as a grass roots citizens group responsible for much of the current enthusiasm and momentum for city-wide beautification, will play an important role in the support and coordination of stakeholder inputs and the recommendation to Council of appropriate consultants to develop, support, and guide a Beautification Plan for the City. The role of CBB will be further clarified and enhanced by the implementation of the already approved, but not as yet implemented, move to an executive board structure.

- 6) ALL City Boards, Commissions, and Committees are encouraged to explore and collaborate with fellow Boards and Commissions on ideas and projects for beautification and provide feedback to Council.
- 7) Council will utilize the data from the Citizen Beautification Survey as an additional guiding document for the Bellaire citizens' desired appearance of esplanades, rights of way, downtown/commercial areas and overall physical image.
- 8) City Council retains the responsibility for:
  - a. Appointing and guiding the work of Council-appointed Boards and Commissions
  - b. Approval of the Master Plan for Beautification of Bellaire and any subsequent modification of/to the Plan
  - c. Ensuring adequate and timely budget funding to achieve the preparation and implementation of the Master Plan
  - d. Directing the City Manager and City Staff in their implementation of The Plan so as to encourage a cooperative and interactive relationship between design responsibilities of planning professionals and implementation responsibilities of City staff
  - e. Selecting and directing any professional and contractual services
  - f. Accepting the work performed by consultants and contractors

**PASSED** and **APPROVED** this 6th day of June , 2016.

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Andrew S. Friedberg, Mayor  
City of Bellaire, Texas

ATTEST:

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

APPROVED AS TO FORM:

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Alan P. Petrov  
City Attorney  
City of Bellaire, Texas

Attachment: Beautification Resolution revision 5-31-16 (1948 : Beautification Resolution)

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: City Manager  
Category: Agreement  
Department Head: Paul A. Hofmann  
DOC ID: 1907

**SCHEDULED  
ACTION ITEM (ID # 1907)**

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**Item Title:**

Presentation by Scott Slaney, FASLA and Principal of Terrain Studio, regarding his professional credentials and the proposed steps and processes to create a Master Beautification Plan - Submitted by Paul A. Hofmann, City Manager, on behalf of the Citizens For A Beautiful Bellaire.

**Background/Summary:**

As you may recall, Scott Slaney, FASLA and Principal of Terrain Studio (landscape, architecture, urban design, and planning firm), was scheduled to address the City Council on April 18, 2016, at the request of John Monday of the Citizens For A Beautiful Bellaire, to present his professional credentials and a proposal for the development of a Master Beautification Plan for the City of Bellaire, Texas. Due to inclement weather, the April 18th City Council Regular Session was canceled.

Since that time, Mr. Monday has continued to work with Mr. Slaney on an alternate presentation date. At Mr. Monday's request, City Manager Paul A. Hofmann has placed two agenda items on the May 16th agenda to (1) allow Mr. Slaney to present his professional credentials and (2) to allow for City Council consideration of a proposal to engage Terrain Studio to assist the City of Bellaire with the development of a Master Beautification Plan.

This agenda item will consist of a presentation by Mr. Slaney of his professional credentials.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

No action required.

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: City Clerk  
Category: Minutes  
Department Head: Tracy L. Dutton  
DOC ID: 1950

**SCHEDULED  
ACTION ITEM (ID # 1950)**

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**Item Title:**

Consideration of and possible action on the adoption of the minutes of the Special Session and Regular Session of the City Council of the City of Bellaire, Texas, held on Thursday, May 5, 2016, and Monday, May 16, 2016, respectively - Submitted by Tracy L. Dutton, City Clerk.

**Background/Summary:**

Minutes have been prepared for the Special Session and Regular Session of the City Council of the City of Bellaire, Texas, held on Thursday, May 5, 2016, and Monday, May 16, 2016, respectively.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

The City Clerk recommends approval of the minutes.

**ATTACHMENTS:**

- May 5 2016 - Special Session (DOCX)





# CITY OF BELLAIRE TEXAS

## MAYOR AND COUNCIL

MAY 5, 2016

CenterPoint Energy  
Community Center

Special Session

8:30 AM

**SECOND FLOOR  
BELLAIRE FAMILY AQUATICS CENTER  
7001 FIFTH STREET  
BELLAIRE, TX 77401**

### **SPECIAL SESSION - 8:30 A.M.**

#### **A. Call to Order, Announcement of a Quorum, and Introduction to the Day, Andrew S. Friedberg, Mayor.**

**Andrew S. Friedberg, Mayor**, called the Special Session of the City Council of the City of Bellaire, Texas, to order at 8:30 a.m. on Thursday, May 5, 2016. The Special Session was held in the CenterPoint Energy Community Center, Second Floor of the Bellaire Family Aquatics Center, 7001 Fifth Street, Bellaire, Texas 77401.

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

<b>Name</b>	<b>Title</b>	<b>Status</b>
Andrew S. Friedberg	Mayor	Present
Roman F. Reed	Mayor Pro Tem	Present
Trisha S. Pollard	Council Member	Absent
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; Diane K. White, Assistant City Manager; Terrence Beaman, Chief Financial Officer; John McDonald, Director of Development Services; and Tracy L. Dutton, City Clerk.

\*Pat B. McLaughlan, Council Member, arrived during the discussion related to agenda item C., Review of Comprehensive Plan Update, at 9:43 a.m. and participated in the remainder of the Workshop Session.

Although the Special Session was convened at 8:30 a.m., Mayor Friedberg allowed for a brief recess and reconvened City Council at 8:50 a.m.

#### **B. WORKSHOP**

A pre-budget planning retreat workshop was conducted by members of City Council, professional facilitator Joe Gonzales, Chief Executive Officer of The Management Connection Inc., and City Staff over the course of the day on May 5, 2016.

Among the topics reviewed in the workshop were the City's Strategic Planning Model,

Attachment: May 5 2016 - Special Session (1950 : Minutes)

Comprehensive Plan Update, City Council Priorities, Capital Improvement Plan, Bond Election Plan, Fiscal Forecast Assumptions and Projections, and Draft Fiscal Year 2017 Budget Themes (agenda items B. through G.)

At the conclusion of the workshop, Mayor Friedberg thanked everyone for their participation.

**C. Adjourn.**

**Mayor Friedberg** announced that the Special Session of the City Council of the City of Bellaire, Texas, was adjourned at 4:30 p.m. on Thursday, May 5, 2016.



# CITY OF BELLAIRE TEXAS

## MAYOR AND COUNCIL

MAY 16, 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 16, 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 City Council were 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; Alan P. Petrov, City Attorney; and Tracy L. Dutton, City Clerk.

\*Michael Fife, Council Member, arrived shortly after the meeting was called to order at 6:02 p.m.

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

**Roman F. Reed, Mayor Pro Tem,** provided the inspirational reading for the evening.

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

**Roman F. Reed, Mayor Pro Tem,** led the members of the City Council and audience in the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

### I. TOWN HALL MEETING (MUNICIPAL FACILITIES PROJECT)

#### A. Introduction - Andrew S. Friedberg, Mayor.

**Andrew S. Friedberg, Mayor,** noted that the first meeting of the evening's Regular Session was a Town Hall Meeting. He indicated that City Council was excited to see the updated designs and elevations for the City's new municipal facilities and to receive

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

public input on them.

Mayor Friedberg expressed the City's appreciation to the members of the Ad Hoc Municipal Facilities Committee ("Committee") for their hard work and efforts in a very short period of time. Each member was individually recognized as follows: Dee Avioli, Todd Blitzler, Christopher Butler, Ron Fash, Jimmy Griffin, Paul Katz, Michael Shirley, and former member Dawn Hawley. Council Liaison Gus E. Pappas and Architect Jeff Gerber were also recognized and thanked for their hard work.

The charge of the Committee was outlined by Mayor Friedberg as follows: to provide input and recommendations regarding the style of architecture, including exterior finishes, and further recommendations including, but not limited to, the exact location and orientation of buildings within the approved site plan, and recommendations regarding parking, layout of buildings, and programming.

Mayor Friedberg advised that the Committee maintained an aggressive pace and completed its charge right on schedule.

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

**Paul A. Hofmann, City Manager**, summarized the procedure for the Town Hall Meeting on the City's Municipal Facilities Project.

#### **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).

**Jeff Gerber, AIA, LEED AP, Chief Executive Officer of Pierce Goodwin Alexander and Linville (PGAL)**, agreed with Mayor Friedberg that the Ad Hoc Municipal Facilities Committee (the "Committee") did great work and put in a great deal of effort. Architect Gerber indicated that he hoped that the community would be pleased with the progress made to date.

Architect Gerber presented a site plan very similar to the site plan presented at the State of the City Address in February of 2016. The City Hall/Civic Center was located along the edge of Loftin Park facing South Rice Avenue with a surface parking lot also located off of South Rice Avenue. The Police/Municipal Courts building faced Jessamine Street between the Central Water Plant and Jessamine Baseball Field.

Campus images were provided with various views from South Rice Avenue and Jessamine Street, as well as blocking plans for the first and second floors of the City Hall/Civic Center and the Police/Municipal Courts building.

Architect Gerber advised that the Committee recommended low-sloped roofs, which helped keep the scale of the buildings down as well. Materials recommended for the exterior of the buildings were red brick and cast stone. With respect to interior design, the lobbies of both buildings were reviewed by the Committee. Renderings of the City Hall lobby, Council Chamber, Police/Municipal Courts lobby, and the Court Room were provided.

With respect to project scheduling, Architect Gerber advised that upon approval

by City Council, full project design could occur from June 2016 to December 2016.

**Mayor Friedberg** thanked Architect Gerber for his presentation and continued to agenda item I. D, Public Comment.

#### **D. Public Comment.**

**Mayor Friedberg** recognized speakers who had completed a sign-up sheet prior to the commencement of the Town Hall Meeting. He advised that each speaker would have a time limit of up to three (3) minutes, with no extension, and with notice after two (2) minutes that one (1) minute was left.

#### **Mary Montague:**

Mrs. Montague indicated that she wished to personally thank Mr. Gerber and every member of the Ad Hoc Municipal Facilities Committee who gave so generously of their time and their talents. She advised that a marvelous job had been done on the project.

#### **Dee Avioli:**

Mrs. Avioli advised that she had been a member of both Ad Hoc Municipal Facilities Committees (1 and 2) and indicated that it had been a pleasure to serve. She asked members of City Council and citizens to carefully review the floor plans for the municipal facilities, especially the second floor and, more specifically, the idea of having a shower facility on the second floor in a building which was not a call center or a dispatch center.

#### **Dana Guefen:**

Ms. Guefen addressed City Council, noting that she had the privilege of attending a meeting of the Ad Hoc Municipal Facilities Committee during the prior week. Subsequent to that meeting, Ms. Guefen had several questions regarding the endurance and safety of a protruding canopy unsupported by pillars at the City Hall/Civic Center building and disability access in the City Hall/Civic Center building and Police and Municipal Courts building (i.e., number of entrances and bathrooms that could accommodate disabled citizens).

**Mayor Friedberg** advised that the order of business was for City Council to receive public input on the presentation. He indicated that Ms. Guefen's questions might be addressed when the matter came back to City Council for deliberation.

#### **Lynn McBee:**

Ms. McBee addressed City Council and indicated that the light finishes made the facilities look like a hospital and the red brick exterior was common and unimaginative, in her opinion. She expressed dissatisfaction that podium parking was not considered and advised that the recommended parking was not adequate in her opinion. She stated that a bulletin board for legal postings was recommended for the back of the building rather than the front of the building and that no accommodation or mention had been made for an electronic sign in front of the building to be seen as one drove or walked by the facility. In closing, Ms. McBee suggested forgetting about a shower in the facilities.

#### **John Monday:**

Mr. Monday addressed City Council, noting that there were many questions this evening

related to details that the Town Hall Meeting should accomplish. One would be an internal discussion among members of City Council that the Ad Hoc Municipal Facilities Committee should continue to help guide and shape the smaller elements and components of this particular design.

### **E. Adjourn.**

**Mayor Friedberg** announced that the Town Hall Meeting of the City Council of the City of Bellaire, Texas, was adjourned at 6:42 p.m. on Monday, May 16, 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 6:42 p.m. on Monday, May 16, 2016. The Regular Meeting was held in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas 77401.

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

<b>Name</b>	<b>Title</b>	<b>Status</b>
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.

### **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.

**Mayor Friedberg** read a proclamation he had issued 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.

**Alton Moses, Assistant Fire Chief and Fire Marshal**, of the Bellaire Fire Department accepted the proclamation on behalf of the Emergency Medical Services Division.



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.

**Mayor Friedberg** read a proclamation he had issued 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 had made the ultimate sacrifice for their communities.

The proclamation was accepted on behalf of the Bellaire Police Department by the following officials: **Byron Holloway, Chief of Police; Michael Leal, Assistant Chief of Police; Jeff Cotton, Lieutenant; April Delgado, Patrol Officer; and Chase Liccketto, Patrol Officer.**

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.

**Mayor Friedberg** read a proclamation he had issued proclaiming the week of May 15-21, 2016, as "National Public Works Week" in honor and tribute of the substantial contributions made to the health, safety, welfare, and quality of life in the community by public works professionals, engineers, managers, and employees.

**Brant Gary, Director of Public Works,** accepted the proclamation on behalf of the Bellaire Public Works Department.

### C. Personal/Audience Comments.

#### Barbara Jerige:

Mrs. Jerige addressed City Council regarding her residence, which was located directly behind Evelyn's Park. She advised that after being promised that utilities for Evelyn's Park would be located underground, two telephone poles and a hole in the concrete appeared beside her home a few months ago. Mrs. Jerige and her husband were told by City officials on May 13<sup>th</sup> that an electrical pole with aboveground high voltage power lines and transformers would be installed by their home. Mrs. Jerige expressed concern and disappointment as she and her husband had purchased their home on the premise that they would never have aboveground utilities.

Mrs. Jerige continued and requested that City Council consider the many real damages that were being caused to her neighborhood by Evelyn's Park, and urged them to put the utilities for Evelyn's Park underground as promised.

#### Andrew Jerige:

Mr. Jerige addressed City Council regarding the same issues raised by Mrs. Jerige. He urged City to put the utilities for Evelyn's Park underground. Additionally, he provided several slides to City Council showing the east side of Evelyn's Park and electrical transformers that were already available for use (as opposed to installing new aboveground utilities on the west side of Evelyn's Park).

In closing, Mr. Jerige stated that Evelyn's Park was supposed to be a good neighbor; however, a number of issues were still unresolved, such as parking, security, and noise.

**Lou Waters:**

Mr. Waters addressed City Council and indicated that he had great respect for the Jeriges; however, quotes had been attributed to him that were factually untrue and he would appreciate accurate quotes.

**Jim Avioli:**

Mr. Avioli addressed City Council and expressed his disappointment that the Mayor and City Council had not given residents the opportunity to say everything they needed to say during the Town Hall Meeting.

Also of concern to Mr. Avioli was a report he had seen regarding recommended significant increases in water rates for the City. He urged City Council to carefully reconsider making such increases.

**Dana Guefen:**

Ms. Guefen addressed City Council and restated some of her concerns regarding the Municipal Facilities Project, such as endurance and wind speed tolerance with respect to a proposed protruding canopy at the entrance to the City Hall/Civic Center building. Also of concern was the amount of glass or windows in the buildings which could be damaged from activities in the park and baseball field.

Ms. Guefen concluded and spoke in favor of showers, and possibly bunk beds, for public servants that might need to shelter onsite.

**Lynn McBee:**

Ms. McBee addressed City Council and referenced a "notify me" she had received warning of construction work on Newcastle Street related to drainage. She expressed concern that she had posed several questions related to the construction work and previous drainage projects completed in the area and was told that additional research needed to be done. She had not received a response to her inquiry to date.

Ms. McBee, in closing, referenced zoning regulations. She advised that the intent of such regulations was to protect residential from nonresidential uses. She expressed concern that Evelyn's Park and other City parks did not have to observe the City's zoning regulations, noting that residents living next to a City facility paid a price because zoning was not observed, in her opinion.

**Jill Almaguer:**

Ms. Almaguer addressed City Council and thanked the Mayor for the proclamations he had issued this evening. She continued and encouraged City Council to consider safety, disaster planning, and emergency management as they considered the new municipal facilities.

In closing, Ms. Almaguer advised that the Ad Hoc Municipal Facilities Committee had done a wonderful job. She indicated that she hoped the City Council had gotten input from departments, such as the police, emergency medical services, and fire, and that

concerns that had been expressed would be taken into account.

#### 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 16, 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 the closure of Newcastle Street for sanitary and storm sewer drainage repairs; an update on the City's mosquito control program; details regarding a community cleanup event; and a reminder for an upcoming Wine, Dine & Design event benefiting Evelyn's Park.

Personnel updates included one new hire for the Public Works Department, Rodney Stubblefield, as well as promotions for Alia Williams, the City's new Building Inspector, and Jennifer Bunch, the City's Interim Aquatic Supervisor. Also of note was the announced retirement of long-time Public Works employee Chester Smith on May 20, 2016, and the award of a Bachelor's Degree to Chief of Police Byron Holloway from Midwestern State University.

Field updates included weather-related impacts to the construction schedule for Evelyn's Park, utility possibilities and plans for Evelyn's Park, and an overview of the City's storm event response on May 14th.

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).

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

**Terrence Beaman, Chief Financial Officer** ("CFO"), presented the Monthly Financial Report for the City of Bellaire, Texas, for the period ending April 30, 2016, to members of City Council. The report included an overview of the revenues collected and expenditures made during the month for the City's General Fund, Enterprise Fund, and the Debt Service Fund.

CFO Beaman estimated that all departments would spend their entire budget by the end of the fiscal year. He also advised that revenues for the Enterprise Fund would come in close to the amount budgeted by the end of the fiscal year. He concluded and indicated that he would continue to provide monthly reports to the City Council on unexpected variances.

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

#### 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.

After reading the captions for the three items on the May 16, 2016, Consent Agenda, **Mayor Friedberg** inquired as to whether any member of City Council wished to remove an item or items from the Consent Agenda.

**Gus E. Pappas, Council Member**, asked for separate consideration of item b., indicating that he wished to ask a question regarding the item.

**Mayor Friedberg** proceeded and entertained a motion to consider the remaining two items, a. And c., setting aside item b. For individual consideration.

**Motion:**

**To adopt items a. and c. On the Consent Agenda dated May 16, 2016.**

<b>RESULT:</b>	<b>APPROVED [7 TO 0]</b>
<b>MOVER:</b>	Roman F. Reed, Mayor Pro Tem
<b>SECONDER:</b>	Michael Fife, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague
<b>NAYS:</b>	None
<b>ABSENT:</b>	None

**Separate Consideration of Item b.:****Motion:****To adopt the ordinance as presented.**

**Mayor Friedberg** opened the floor for questions and discussion related to the agenda item. Discussion ensued among members of City Council for a period of time when a motion to end debate was offered by Roman F. Reed, Mayor Pro Tem.

**Motion:****To call the question.**

<b>RESULT:</b>	<b>APPROVED [7 TO 0]</b>
<b>MOVER:</b>	Roman F. Reed, Mayor Pro Tem
<b>SECONDER:</b>	Gus E. Pappas, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague
<b>NAYS:</b>	None
<b>ABSENT:</b>	None

Following the motion calling the question, action was immediately taken on the motion on the floor, which was to adopt the ordinance as presented.

<b>RESULT:ADOPTED [6 TO 1]</b>	
<b>MOVER:</b>	Roman F. Reed, Mayor Pro Tem
<b>SECONDER:</b>	Trisha S. Pollard, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife
<b>NAYS:</b>	Montague
<b>ABSENT:</b>	None

**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.

**Terrence Beaman, Chief Financial Officer** ("CFO"), introduced a resolution that would allow the City of Bellaire to join a coalition of Houston area cities to review and understand the distribution cost recovery factor ("DCRF") amendment requested by CenterPoint Energy Houston Electric, LLC ("CenterPoint Houston").

CFO Beaman indicated that on April 4, 2016, an application was filed on behalf of CenterPoint Energy Houston with the Public Utility Commission of Texas for approval of an amended DCRF. As a result, eight cities within the area had joined together, following the lead of the City of Houston, to create a coalition to speak on behalf of the cities to review the actual DCRF proceedings going forward.

CFO Beaman concluded by requesting favorable Council consideration of the proposed resolution.

**Mayor Friedberg** opened the floor for questions and noted that a motion was also in order.

**Motion:**

**To adopt the resolution as presented.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	David R. Montague, Council Member
<b>SECONDER:</b>	Michael Fife, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- 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.

**Motion:**

**To adopt the ordinance as presented.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Trisha S. Pollard, Council Member
<b>SECONDER:</b>	David R. Montague, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- 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.



Prior to a presentation of the audit selection process and related recommendation of the Staff Audit Selection Team, **Mayor Friedberg** advised that the voting members of the Audit Finance Board (consisting of himself, Council Member David R. Montague, Council Member Gus E. Pappas, and Citizen Appointee Pat D. Lunn) met, heard the recommendation of the Staff Audit Selection Team, and unanimously recommended that City Council approve the engagement of Whitley Penn, LLP, Certified Public Accountants, for audit services.

**Diane K. White, Assistant City Manager** ("ACM"), provided an overview of the audit selection process followed by the Staff Audit Selection Team (consisting of Bill Mize, Finance Manager; Jim Harrison, Senior Accountant; and Diane K. White, Assistant City Manager).

It was noted that a "Request for Proposals" or RFP was issued by the City on February 23, 2016, for the purpose of selecting a potential new auditor. Seven firms responded to the RFP. The Staff Audit Selection Team reviewed, evaluated, and scored all seven proposals independently. The seven respondents were subsequently dwindled down to the top three. Following interviews, reference checks, and reviews of webcasts of the top three, the Staff Audit Selection Team recommended the engagement of Whitley Penn, LLP, Certified Public Accountants, for audit services. The recommendation was presented to the Audit Finance Board on April 26, 2016, and received unanimous support.

In closing, ACM White recommended that City Council adopt the ordinance as presented in their agenda packet to engage Whitley Penn, LLP, Certified Public Accounts, for an annual fee not to exceed \$38,000.00.

#### **Motion:**

**To adopt the ordinance as presented to engage Whitley Penn, LLP, for audit services.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gus E. Pappas, Council Member
<b>SECONDER:</b>	Roman F. Reed, Mayor Pro Tem
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague

- 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.

**Mayor Friedberg**, by way of introduction, advised that during the May 5th Pre-Budget Planning Retreat, the City Council discussed beautification and related topics, such as city image, branding, and wayfinding. That discussion led to a consensus of the City Council that a resolution be prepared and placed on an upcoming agenda for consideration. Although the evening's agenda item was submitted by the City Manager, he had done so pursuant to the direction he was given on May 5th by the City Council.

#### **Motion:**

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

**To adopt the resolution as presented.**

**{Moved by Pat B. McLaughlan, Council Member, and seconded by Roman F. Reed, Mayor Pro Tem}**

**Pat B. McLaughlan, Council Member**, spoke to his motion, indicating that he had made the motion to initiate a general discussion from the table.

**Mayor Friedberg** opened the floor for discussion. Following discussion, an amendment to the motion was offered and seconded.

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

**To refer this matter to a committee.**

**Michael Fife, Council Member**, spoke to her motion, indicating that she wished to see a more complete list of items that had been funded, proposed to be funded, and proposed (but unfunded, at this point in time) in the resolution document.

Following further discussion, action was taken on the amendment to the motion.

<b>RESULT:</b>	<b>APPROVED [4 TO 3]</b>
<b>MOVER:</b>	Michael Fife, Council Member
<b>SECONDER:</b>	David R. Montague, Council Member
<b>AYES:</b>	Pollard, Pappas, Fife, Montague
<b>NAYS:</b>	Friedberg, Reed, McLaughlan
<b>ABSENT:</b>	None

**Mayor Friedberg** suggested that a motion was in order for the purpose of defining the Council committee.

**Motion:**

**The committee to which this matter will be referred shall be comprised of three City Council members.**

Mayor Friedberg asked for volunteers to constitute the Council committee. Three members volunteered to do so as follows: Michael Fife, Pat B. McLaughlan, and David R. Montague. Mayor Friedberg inquired as to whether there was any objection to the motion being altered to identify the three members constituting the committee.

After noting no objections, Mayor Friedberg inquired as to a timeframe for the committee's work. The members of the Council committee indicated that the matter could be handled expeditiously. Mayor Friedberg inquired as to whether there was any objection to the motion being altered as follows:

**Motion, as altered by the City Council:**

**The committee to which this matter will be referred will be comprised**

**of Council Members Michael Fife, Pat B. McLaughlan, and David R. Montague, and said committee to report back to Council at its meeting on June 6<sup>th</sup>.**

<b>RESULT:</b>	<b>APPROVED [7 TO 0]</b>
<b>MOVER:</b>	Michael Fife, Council Member
<b>SECONDER:</b>	Trisha S. Pollard, Council Member
<b>AYES:</b>	Friedberg, Reed, Pollard, Pappas, McLaughlan, Fife, Montague
<b>NAYS:</b>	None
<b>ABSENT:</b>	None

### **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.

**Brant Gary, Director of Public Works,** provided a brief overview of the agenda item requesting additional authorization for the temporary public works facility.

It was noted that at the December 7th City Council meeting, direction was provided to staff on three points as follows: (1) to demolish the existing Public Works Service Center (Administration Building); (2) to allow the placement of a temporary building at the site of the existing Public Works Service Center; and (3) to continue to evaluate the site regarding flooding issues.

Director Gary advised that the third point was the impetus for the agenda item this evening. Since Memorial Day of 2015, the Public Works Department had observed the site flood again. Staff came to the conclusion that there were many decisions and a great deal of analysis that needed to take place regarding the feasibility of the site for a future permanent home for the Administration Building. It did not seem logical that the site, as it existed, would be a suitable place for a new Administration Building, as major modifications would need to be made to the site to make it suitable.

The agenda item this evening requested additional consideration to allow for the temporary building to be placed at the Public Works Department's current pipe yard location. It was still relatively close to the existing facilities and although the property was low, it was a few feet higher than the current Administration Building site.

Director Gary advised that the Public Works Department would the use the opportunity to really look at the current pipe yard as a possible location for a future permanent building, as well as to re-purpose the site. For example, current disruptive (loud) activities could be shifted to the current Administration Building site further away from residences.

**Mayor Friedberg** opened the floor for questions from City Council and noted that motions were in order at this time as well.

Following questions from members of the City Council, a motion was offered

and seconded for consideration.

**Motion:**

**To adopt the recommendation.**

**David R. Montague, Council Member**, spoke to his motion and indicated that he felt the recommendation was well thought out.

Questions and discussion ensued among members of the City Council and Director Gary related to the subject of the motion. Following questions and discussion, action was taken on the motion.

<b>RESULT:</b>	<b>APPROVED [6 TO 1]</b>
<b>MOVER:</b>	David R. Montague, Council Member
<b>SECONDER:</b>	Trisha S. Pollard, Council Member
<b>AYES:</b>	Friedberg, Pollard, Pappas, McLaughlan, Fife, Montague
<b>NAYS:</b>	Reed

- 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.

**Motion:**

**To 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 exists currently on the opposite side of the street as determined by the Public Works Department.**

**Trisha S. Pollard, Council Member**, provided a brief overview of the agenda item before City Council. She noted that the agenda statement provided detail as to the history of sidewalks and various iterations of previous sidewalk requirements. Council Member Pollard stated that the bottom line was the foregone opportunities--the number of homes that should have built sidewalks, but did not during the time the previous ordinances was suspended. That number was noted to be approximately 1,565 homes. In summary, almost 1,600 of the City's 6,000 homes could have had sidewalks today if the sidewalk requirement had always been in effect.

Council Member Pollard concluded and advised that her motion would get the sidewalk requirement ordinance back on track.

**Mayor Friedberg** opened the floor for discussion and questions related to the motion. Following discussion and questions, action was taken on the motion.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

<b>RESULT:</b>	<b>APPROVED [4 TO 3]</b>
<b>MOVER:</b>	Trisha S. Pollard, Council Member
<b>SECONDER:</b>	Roman F. Reed, Mayor Pro Tem
<b>AYES:</b>	Reed, Pollard, McLaughlan, Fife
<b>NAYS:</b>	Friedberg, Pappas, Montague

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

Community interest items from the Mayor and City Council included expressions of thanks to Council Liaison Gus E. Pappas and all of the members of the Ad Hoc Municipal Facilities Committee for their hard work and a terrific job on the Municipal Facilities Project; expressions of thanks to the Environmental and Sustainability Board and the Bellaire Public Works Department on their successful recycling event; expressions of thanks to Council Members Trisha S. Pollard and David R. Montague for their participation in a street cleanup project organized by resident and former Council Member Peggy Faulk; expressions of thanks to Mrs. Shields' First Grade Class at Horn Elementary School for their warm welcome of Mayor Andrew S. Friedberg during a recent visit; expressions of congratulations to Mayor Pro Tem Roman F. Reed's son on his recent graduation from the University of Houston Law School; and expressions of condolences to the family of former Police Chief Jerry Loftin who, along with his wife, former City Clerk Roena Loftin, were long-time volunteers and leaders in the community.

#### **G. Adjourn.**

**Mayor Friedberg** announced that the Regular Session of the City Council of the City of Bellaire, Texas, was adjourned at 9:44 p.m. on Monday, May 16, 2016.

Minutes Acceptance: Minutes of May 16, 2016 6:00 PM (Approval of Minutes:)

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: Police Department  
Category: Grant  
Department Head: Byron Holloway  
DOC ID: 1941

**SCHEDULED  
INFORMATION ITEM (ID  
# 1941)**

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**Item Title:**

Consideration of and possible action on a request from the Bellaire Police Department and the Bellaire Fire Department to make two separate grant applications to the Bellaire Police and Fire Foundation for funding, as well as approval to accept any subsequent funding/donation.

**Background/Summary:****Background/Summary:**

Approval for the Bellaire Police Department to submit a grant application to the Bellaire Police and Fire Foundation (BPFF) and accept any subsequent donation of 26 ECHO body worn camera packages, one (1) 24 bay dock, and a five (5) year warranty. The 5 year warranty allows for each body worn camera to be replaced twice within the 5 year warranty period; once at the 2 year mark and once at the 4 year mark.

The total cost of this project is \$44,969.00 of which the Police Department will contribute \$5,000.00 in FY2016 budgeted funds. This will make the BPFF grant amount \$39,969.00. This will provide 1 body worn cameras for each patrol officer and allow for scheduled replacement of each over the 5 year warranty period.

Approval for the Bellaire Fire Department to submit a grant application to BPFF and accept any subsequent donation in the amount of \$19,950.00 to purchase and refurbish a surplus military 2.5 ton light 4X4 tactical vehicle to be used for high water operations. The purpose of this vehicle is to access or extract persons during flooding conditions in which standard service vehicles can not be used.

A listing of cost totaling the requested amount of \$19,950.00 is included in the attached grant application.

**Previous Council Action:**

Bellaire Police Project - Approved \$5,000.00 in the FY2016 Budget for body worn camera testing and field trials. These funds were not used and are to be redirected to this project.

Bellaire Fire Project - No previous Council action.

**Fiscal Impact:**

Bellaire Police Project - \$5,000.00 from FY2016 Budget. \$7,500.00 to be requested in the FY2017 Budget for additional network storage.

Bellaire Fire Project - anticipated annual \$500.00 recurring cost for servicing, maintenance, and other upkeep beginning in FY2017.

**Recommendation:**

Police Chief Holloway and Fire Chief Anderson recommends approval of their respective projects and the approval to make this funding requests to the BPFF s well as accept subsequent donation/funding.

**ATTACHMENTS:**

- May 2016 BPFF Request (PDF)



5/24/2016



# **Bellaire Police & Fire Foundation**

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## **Funding Guidelines**

April 2015

## **BELLAIRE POLICE & FIRE FOUNDATION FUNDING GUIDELINES**

### **Mission**

To enhance public safety in the City of Bellaire by promoting excellence in the Police and Fire Departments.

### **Purpose**

Formed by local Bellaire residents and business leaders, the Bellaire Police & Fire Foundation ("Foundation") is a Texas nonprofit 501c(3) charitable organization created to enhance public safety in the City of Bellaire.

### **Foundation Funding Guidelines**

The Bellaire Police & Fire Foundation acts as an independent resource to the Police and Fire Departments funding equipment, technology and training that promotes officer and fire fighter safety, excellence and operational efficiency. The Foundation receives and administers grants and contributions of money, services, and/or property to fund, assist or undertake programs and activities to strengthen the Departments. Contributions and gifts can be restricted by the donor to a specific program or given to the general fund as an unrestricted gift.

### **Foundation Funding Considerations/Restrictions**

The role of the Foundation is not to replace funding or to reduce in any way the responsibility of the City of Bellaire to commit funding to the public safety of its citizens. The Foundation seeks to promote excellence by going above and beyond what is possible within the confines of a city budget. It is important to remember that the Bellaire Police and Fire Department does not have the authority to enter into any agreements or contracts with third parties committing Foundation funds without the specific written authorization from the Foundation.

The Bellaire Police & Fire Foundation does not provide support for influencing legislation and/or elections, promoting voter registration, political candidates, or campaigns (as per IRS 501(c)3 tax status regulations). Additionally, it does not donate money to individuals, fund employee salaries and benefits or consider projects or expenses that circumvent city or Department policy. Requests for anonymity from donors are honored.

### **Procedures Governing New Requests for Support**

1. All requests for funds are received and reviewed by the Bellaire Police & Fire Foundation.
2. Proposals must indicate why private funding, as opposed to city funding, is necessary.
3. The Foundation will make final funding decisions.



**BELLAIRE POLICE & FIRE FOUNDATION  
GRANT APPLICATION**

**Date:** May 24, 2016

**Amount Requested:** \$39,969.00

**Department/Unit:** Bellaire Police Department

**Contact Name:** Chief Byron Holloway

**Mailing Address:** 5110 Jessamine Street

**Email Address:** bholloway@bellairepolice.com

**Phone Number:** 713-662-8123

**Fax Number:** 713-662-8289

**Name of Program/Equipment Requested:** Body Worn Cameras

**Brief Description of the Program or Equipment:**

The Bellaire Police Department request the funding of 26 Body Worn Cameras (BWC) and related support items. These BWC will be primarily used by Patrol Officers.

**What is the specific need for this program or equipment?**

BWC are used for evidence collection as well as documentation of police officer contacts with citizens. Expectations for police accountability are at the highest they have ever been within the profession. BWC also protect officers from false complaints. BWC enhance the collection of evidence in various type cases.

**Has this program/equipment been previously requested through the City budget?**

X ☐ Yes

☐ No

The City of Bellaire has funded a small number of cameras in the past, but there has never been a request to fully fund all officers.

**If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:** \$5,000.00 in the current FY2016 Budget was to fund field trials. BPD worked with vendors and was able to conduct field trials without having to use the budgeted funds. This \$5,000.00 will be added to the requested \$39,969.00 for a total project cost of \$44,969.00

**What objectives will be accomplished if the funding is granted?**

Funding BWC will increase evidence collection, increase police accountability, reduce false complaints against officers. BWC will also increase officer safety as potentially dangerous suspects know their actions are being documented.

**What impact will this project have on the relationship between the Department and the community?**

The objective of increased police accountability will enhance community trust and cooperation with police.

**Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)**

To measure the effectiveness of BWC the following will be completed for a two year period from date of full implementation:

1. A review and analysis of reduced complaints as well as complaints found to be false.
2. A review and analysis of cases in which video from BWC were used to secure convictions in court.
3. Citizen comments and input on the use of BWC will be collected at regularly scheduled police/community meetings.

**Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).**

See attached Sales Quote from Coban Technologies, Inc.

\*\*\*\*\*



**Direct all questions regarding the application to:**

Bellaire Police & Fire Foundation

E-mail: [info@bellairepoliceandfirefoundation.org](mailto:info@bellairepoliceandfirefoundation.org)

Web address: [www.bellairepoliceandfirefoundation.org](http://www.bellairepoliceandfirefoundation.org)



COBAN Technologies, Inc.  
 11375 W. Sam Houston Pkwy S., Suite 800  
 Houston, TX 77031-2348  
 TEL: 281-925-0488, FAX: 281-925-0535

## SALES QUOTE

Quote No.: 336100  
 Date: 2/23/2016  
 Page: 1 of 1

Bill to: Attn: Nancy Smithers  
 Bellaire Police Department  
 5110 Jessamine St  
 Bellaire, TX 77401

Ship to: Attn: Lt. Russell Brown  
 Bellaire Police Department (Bellaire, Texas)  
 5110 Jessamine St  
 Bellaire, TX 77401

Account No.: 567	Your P/O No.: 26 ECHO	Terms: Net 30
Sales Rep : LA	Shipping Via: Ground	Due Date: 3/24/16

Line	Item Number	Description	Quantity	Unit Price	Extended
1	ECHO-01	ECHO BODYCAM PACKAGE	26	399.00 /KT	10,374.00
2	ECHO-06	ECHO 24 BAY MULTI BAY DOCK	1	3,395.00 /KT	3,395.00
3	ECHO-CLU-002	CHO 3YR PACKAGE INCL 5YR WARRANTY AND MAINTENANCE FREE CAMERA REPLACEMENT AT END OF YEAR 2 FREE CAMERA REPLACEMENT AT END OF YEAR 4	26	1,300.00 /KT	33,800.00
4	LDISC-01	DISCOUNT- HARDWARE	-26	100.00 /KT	(2,600.00)
Sub Total:					44,969.00

Sales Tax:  
 Total Amount: 44,969.00

Balance:	44,969.00
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5/17/2016



# **Bellaire Police & Fire Foundation**

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## **Funding Guidelines**

April 2015



## **BELLAIRE POLICE & FIRE FOUNDATION FUNDING GUIDELINES**

### **Mission**

To enhance public safety in the City of Bellaire by promoting excellence in the Police and Fire Departments.

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### **Foundation Funding Considerations/Restrictions**

The role of the Foundation is not to replace funding or to reduce in any way the responsibility of the City of Bellaire to commit funding to the public safety of its citizens. The Foundation seeks to promote excellence by going above and beyond what is possible within the confines of a city budget. It is important to remember that the Bellaire Police and Fire Department does not have the authority to enter into any agreements or contracts with third parties committing Foundation funds without the specific written authorization from the Foundation.

The Bellaire Police & Fire Foundation does not provide support for influencing legislation and/or elections, promoting voter registration, political candidates, or campaigns (as per IRS 501(c)3 tax status regulations). Additionally, it does not donate money to individuals, fund employee salaries and benefits or consider projects or expenses that circumvent city or Department policy. Requests for anonymity from donors are honored.

### **Procedures Governing New Requests for Support**

1. All requests for funds are received and reviewed by the Bellaire Police & Fire Foundation.
2. Proposals must indicate why private funding, as opposed to city funding, is necessary.
3. The Foundation will make final funding decisions.



**BELLAIRE POLICE & FIRE FOUNDATION  
GRANT APPLICATION**

**Date:** May 2, 2016

**Amount Requested:** \$20,000

**Department/Unit:** Bellaire Fire

**Contact Name:** Darryl Anderson, Chief

**Mailing Address:** 7008 S. Rice Ave

**Email Address:** [danderson@bellairetx.gov](mailto:danderson@bellairetx.gov)

**Phone Number:** 713-662-8201

**Fax Number:** 713-662-8199

**Name of Program/Equipment Requested:** High Water Response Vehicle

**Brief Description of the Program or Equipment:** Purchase/refurbish and repurpose military surplus troop transport/cargo vehicle.

**What is the specific need for this program or equipment?** Bellaire needs a response vehicle for use during high water events. The configuration (very tall tires, high air intake and exhaust outflow) allows for a response where a minimum pressure wave will be produced while driving through high water, reducing vehicle induced flooding to neighborhoods.

**Has this program/equipment been previously requested through the City budget?**

☐

Yes

☒

No

If yes, please list the most recent date of submission and the result / If no, please explain the reason why it was not submitted:

No--While the need has existed from historic rain events, those events appeared to be sporadic. The growth of Houston and the surrounding area seems to have increased the speed to which flood waters enter our bayou system. The volume of rain falling in recent storms has been of a quantity that the conveyance systems are over taxed, increasing the flooding and the need for a high water type vehicle, capable of moving greater numbers of people, than current capabilities in a dump truck, to a safe area.

What objectives will be accomplished if the funding is granted?

We will have a dedicated vehicle for high water rescue, an operation currently met with dump trucks with little or no protection for the rescued persons.

A secondary benefit will be the reduced use of fire apparatus as rescue vehicle in floods, and the associated maintenance.

What impact will this project have on the relationship between the Department and the community?

The project will allow for a safer, protected transportation alternative to Bellaire residents affected by flooding. The vehicle also has a ground clearance of height to pass through water without creating a large wake, reducing the vehicle induced home flooding associated with past storms. By adding other equipment the vehicle could be utilized for an ambulance response, and as a firefighting vehicle. There will likely be a maintenance cost saving, since each current response requires complete fluid changes in the vehicles exposed to high water.

Please identify your metrics for measuring projected outcomes (i.e. Number of lives saved, year to year statistics, individuals served, etc.)

Metrics for a high water vehicle will be measured on victims served. The incalculable is the number of homes that were not flooded due to the use of this vehicle. Current vehicles have a potential to produce a wave while responding, pushing water into homes that were at risk, but hadn't flooded. That is a bad situation.

**Please attach an itemized budget for program expenses or a quote from equipment manufacturer for equipment/technology purchases (including shipping/handling costs).**

**\$7500--LMTV-Light Medium Tactical Vehicle 2.5 ton, 4x4 Surplus Military Equipment in San Antonio or Fort Worth Yard**

**\$4000—Industrial Paint Job by Green River Coatings**

**\$750—Paint Prep Work Materials – done by Fire Department**

**\$750—Recover Seats**

**\$750—Replace/fabricate tarp**

**\$1200—Graphics and Lettering**

**\$4000--Mechanical Review & Repair**

**\$1000--Incidental (lights, door handles, tarp framework). Incidental cost is very subjective and may increase or decrease based on condition of vehicle.**

\*\*\*\*\*

**Direct all questions regarding the application to:**

Bellaire Police & Fire Foundation

E-mail: [info@bellairepoliceandfirefoundation.org](mailto:info@bellairepoliceandfirefoundation.org)

Web address: [www.bellairepoliceandfirefoundation.org](http://www.bellairepoliceandfirefoundation.org)

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: Development Services  
Category: Specific Use Permit  
Department Head: John McDonald  
DOC ID: 1939

**SCHEDULED  
ACTION ITEM (ID # 1939)**

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**Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, granting Specific Use Permit S-85 to Veritas Christian Academy of Houston to allow for the operation of a school (previously used as a church) on the property known as 7000 Ferris Street, Bellaire, Harris County, Texas, in the R-4 Zoning District - Submitted by John McDonald, Director of Development Services.

**Background/Summary:**

This ordinance would authorize the Veritas Christian Academy (VCA) to operate a school on the entire property located at 7000 Ferris Street in the R-4, Residential Zoning District. To date, VCA has been a tenant operating within portions of the current structures, sharing space with a church. The church is no longer in operation and VCA wishes to expand throughout the site.

A public hearing was held earlier this evening.

**Recommendation:**

The Director of Development Services concurs with the recommendation of the Planning and Zoning Commission and recommends adoption of this ordinance approving the Specific Use Permit for Veritas Christian Academy with detailed conditions.

**ATTACHMENTS:**

- ORD - SUP Veritas Christian June 2016 (PDF)
- VCA P&Z Report (PDF)



## ORDINANCE NO. 16-\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, GRANTING SPECIFIC USE PERMIT S-85 TO VERITAS CHRISTIAN ACADEMY, TO OPERATE A SCHOOL ON A TRACT OF LAND COMMONLY KNOWN AS 4440 BISSONNET STREET, BELLAIRE, TEXAS 77401, IN THE R-4, RESIDENTIAL ZONING DISTRICT.**

**WHEREAS**, in accordance with *Chapter 24, Planning and Zoning, Article VI, Amendatory Procedure, Section 24-607, Call of Public Hearings*, of the *Code of Ordinances of the City of Bellaire, Texas*, and upon receipt of a report and recommendation from the Planning and Zoning Commission, the City Manager scheduled a public hearing to be held before the City Council on Monday, June 6, 2016, at 7:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas, on an application and request for a specific use permit submitted by Veritas Christian Academy, to operate a school on a tract of land commonly known as 7000 Ferris Street, Bellaire, Texas 77401, in the R-4, Residential Zoning District; and

**WHEREAS**, notice of said public hearing having been duly given and published as required by law, said public hearing was held on the 6<sup>th</sup> day of June, 2015, at 7:00 p.m. in the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas. All persons desiring to be heard were heard on or in connection with the application and request for a specific use permit as herein described; and

**WHEREAS**, the report and recommendation from the Planning and Zoning Commission of the City of Bellaire, Texas ("Commission"), prepared in the form of a memorandum by Chair Winfred Frazier dated April 13, 2016, and attached hereto and marked as Exhibit "A," indicated that the Commission voted 6-0 to recommend approval of a specific use permit for Veritas Christian Academy, for the operation of a school, with specific conditions attached; and



**WHEREAS**, the City Council duly received the report and recommendation of the Commission and was fully informed as to the facts and circumstances of the application, as submitted; **NOW, THEREFORE**,

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

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

**2. THAT** Specific Use Permit S-85 is hereby granted to Veritas Christian Academy, LLC, to operate a school on a tract of land currently owned by Houston Baptist University, and more commonly known as 7000 Ferris Street, Bellaire, Texas 77401, in the R-4, Residential Zoning District, subject to the following conditions:

1. The following traffic pattern is continued:
  - a. Entry for all traffic shall only be via Ferris Street, with the Ferris Street entryway exit lane blocked at all times by a semi-permanent structure;
  - b. Between 7:00 a.m. and 9:00 a.m., traffic shall only exit via Mapleridge with the Otto Street entryway blocked during this time by a semi-permanent structure; and
  - c. After 9:00 a.m., all traffic shall exit via Otto Street or Mapleridge Street;
2. That the school's population shall not exceed 275 students until such time when all necessary improvements have been made to Mapleridge, allowing for the full ingress and egress of cars from Mapleridge and entry and exit from Otto Street would no longer be permitted after 3:00 p.m.; and
3. That the school's teacher to student ratio of 2:16 for Preschool and 1:18 for Kindergarten and above may not be exceeded.

**3. THAT** Veritas Christian Academy, LLC, shall file an annual report on a form approved by the Director of Development Services certifying compliance with the foregoing conditions as of September 1 of each year.



4. **THAT** the conditions contained within Ordinance No. 13-016 are hereby repealed and replaced by the conditions contained within this Ordinance.

5. **THAT** the permit as granted herein shall be effective whether the Veritas Christian Academy, LLC, completes the purchase of the school or remains on the location as a tenant, and is subject to any restrictions and limitations as are from time to time imposed by the City Council of the City of Bellaire, Texas.

**PASSED** and **APPROVED** this 6th day of June, 2016.

(SEAL)

**ATTEST:**

**SIGNED:**

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

\_\_\_\_\_  
Andrew S. Friedberg  
Mayor

**APPROVED AS TO FORM:**

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

Attachment: ORD - SUP Veritas Christian June 2016 (1939 : Consideration-Veritas Christian Academy)



**EXHIBIT A  
TO  
ORDINANCE NO. 16-0\_\_  
(ATTACHED)**

Attachment: ORD - SUP Veritas Christian June 2016 (1939 : Consideration-Veritas Christian Academy)



## CITY OF BELLAIRE

### Planning and Zoning Commission

April 13, 2016

To: Mayor and City Council  
 From: Winfred Frazier, Chairman, Planning & Zoning Commission  
 CC: John McDonald, Director of Community Development  
 Subject: Report and Recommendation on an application for a Specific Use Permit for Veritas Christian Academy

On Tuesday, March 8, 2016, the Planning & Zoning Commission held a public hearing for the purpose of reviewing an application on a request for a Specific Use Permit (SUP) to allow for the operation of a school, at a location previously used as a church, within a residential district. This property is addressed as 7000 Ferris Street, and is located within the R-4 Zoning District.

Notifications regarding the public hearing were mailed out to all properties within 500 feet of the school. Any and all persons desiring to be heard in connection with the Specific Use Permit application were invited to speak before the Commission. Public comments during the hearing included one (1) resident who was concerned that the school was planning to substantially increase enrollment.

Concerns/questions from the Commission included:

- Impact on traffic/traffic patterns in the area, if an increase in enrollment should occur
- Should/could an enrollment cap be added as a condition to the granting of the SUP?
- What changes could the school make to the site/building without prompting an additional public hearing before the Commission?

### RECOMMENDATION

At their subsequent meeting held on April 12, 2016, and after due consideration and discussion, the Commission found that the application was consistent with the criteria and standards set forth in Section 24-615 of the City of Bellaire Code of Ordinances, and voted 6-0 to recommend approval of the Specific Use Permit at 7000 Ferris Street to City Council, with the following conditions:

1. The following traffic pattern is continued:
  - a. Entry for all traffic shall only be via Ferris Street, with the Ferris Street entryway exit lane blocked at all times by a semi-permanent structure;
  - b. Between 7:00 a.m. and 9:00 a.m., traffic shall only exit via Mapleridge Street with the Otto Street entryway blocked during this time by a semi-permanent structure; and
  - c. After 9:00 a.m., all traffic shall exit via Otto Street or Mapleridge street

2. That the school's population shall not exceed 275 students until such time when all necessary improvements have been made to Mapleridge Street, allowing for the full ingress and egress of cars from Mapleridge, and entry and exit from Otto Street would no longer be permitted after 3:00 p.m.; and
3. That the school's teacher to student ratio of 2:16 for Preschool and 1:18 for Kindergarten and above may not be exceeded.

**VOTE OF THE COMMISSION****Members present and voting FOR this recommendation to City Council:**

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

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

None.

**Members absent:**

Paul Simmons

A handwritten signature in black ink, appearing to read "Win Frazier". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: City Clerk  
Category: Contract  
Department Head: Tracy L. Dutton  
DOC ID: 1947

**SCHEDULED  
ORDINANCE (ID # 1947)**

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**Item Title:**

Consideration of and possible action on a recommendation from the Citizens For A Beautiful Bellaire to engage the Landscape, Architecture, Urban Design and Planning firm of Terrain Studio to develop a Master Beautification Plan for the City of Bellaire, Texas, and on the adoption of an ordinance authorizing the Mayor and City Clerk of the City of Bellaire, Texas, to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a Standard Form of Agreement with Terrain Studio to provide the structure and process to follow for Bellaire's beautification efforts and create a Master Beautification Plan in an amount not to exceed \$70,000, plus expenses - Submitted by Paul A. Hofmann, City Manager, on behalf of the Citizens For A Beautiful Bellaire.

**Background/Summary:**

Earlier in the evening of June 6th, members of City Council will have had an opportunity to hear a presentation from Scott Slaney, FASLA and Principal of Terrain Studio (landscape, architecture, urban design, and planning firm), regarding his credentials.

At the request of John Monday of the Citizens For A Beautiful Bellaire, Mr. Slaney has prepared a proposal to provide the structure and process to be follow for Bellaire's beautification efforts and to create a Master Beautification Plan for the City of Bellaire, Texas, in an amount not to exceed \$70,000, plus expenses.

An ordinance has been prepared for City Council consideration that would authorize the Mayor and City Clerk to execute and attest, respectively, a Standard Form of Agreement with Terrain Studio for the referenced services in an amount not to exceed \$70,000, plus expenses.

**Previous Council Action Summary:**

N/A

**Fiscal Impact:**

Funds included in the Beautification Capital Improvement Plan.

**Recommendation:**

Action as City Council deems appropriate.

**ATTACHMENTS:**

- Agmt - Terrain Studio - Program Plan for Beautification (DOCX)
- Standard Form of Agreement - Terrain Studio - Services Related to Beautification Vision and Development of Beautification Plan (DOC)
- Pro Bellaire Visioning - Final Jun 1 A 20160601 (PDF)



**ORDINANCE NO. 16-\_\_\_\_\_**

**AN ORDINANCE AUTHORIZING THE MAYOR AND THE CITY CLERK OF THE CITY OF BELLAIRE, TEXAS, TO EXECUTE AND ATTEST, RESPECTIVELY, FOR AND ON BEHALF OF THE CITY OF BELLAIRE, TEXAS, A *STANDARD FORM OF AGREEMENT* BY AND BETWEEN TERRAIN STUDIO AND THE CITY OF BELLAIRE, TEXAS, FOR SERVICES NECESSARY TO DEFINE A CONSENSUS BEAUTIFICATION VISION FOR BELLAIRE, INCLUDING THE DEVELOPMENT OF A PROGRAM PLAN FOR BELLAIRE'S BEAUTIFICATION EFFORTS IN AN AMOUNT NOT TO EXCEED \$70,000.00, PLUS EXPENSES.**

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

**THAT** the Mayor and the City Clerk of the City of Bellaire, Texas, are each hereby authorized to execute and attest, respectively, for and on behalf of the City of Bellaire, Texas, a *Standard Form of Agreement* by and between Terrain Studio and the City of Bellaire, Texas, in a form as attached hereto and marked "Exhibit A," for services necessary to define a consensus beautification vision for Bellaire, including the development of a program plan for Bellaire's beautification efforts in an amount not to exceed \$70,000.00, plus expenses.

**PASSED, APPROVED, and ADOPTED** this 6<sup>th</sup> day of June, 2016.

(SEAL)

**ATTEST:**

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

**SIGNED:**

\_\_\_\_\_  
Andrew S. Friedberg  
Mayor



**APPROVED AS TO FORM:**

---

Alan P. Petrov  
City Attorney

## STANDARD FORM OF AGREEMENT

STATE OF TEXAS                   §  
    §  
 COUNTY OF HARRIS           §

This **AGREEMENT** is made and entered into this 6<sup>th</sup> day of June, 2016, by and between the **CITY OF BELLAIRE, TEXAS**, of the County of Harris and State of Texas, duly incorporated and existing under and by virtue of the Constitution and laws of the State of Texas, acting by and through the undersigned Mayor, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS**, thereunto duly authorized to do so, hereinafter referred to as “**CITY**,” and **TERRAIN STUDIO**, a corporation, hereinafter referred to as “**CONTRACTOR**.”

## WITNESSETH:

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the **CITY**, the **CONTRACTOR** hereby agrees with the **CITY** to commence and provide the following:

Services necessary to define a consensus beautification vision for Bellaire, including the development of a program plan for Bellaire’s beautification efforts in an amount not to exceed \$70,000.00, plus expenses,

in accordance with the conditions and costs stated in the **CONTRACTOR’S PROPOSAL** attached hereto and marked “Attachment 1,” all of which are made a part hereof, and collectively evidence and constitute the entire **Contract**.

The **CITY** agrees to pay the **CONTRACTOR** in current funds for the performance of the **Contract** in accordance with the **CONTRACTOR’S PROPOSAL** submitted therefore which forms a part of this **Contract** and to make payment on account thereof as provided therein.

The undersigned person executing this **Contract** and all other documents executed simultaneously herewith, does certify and attest that he or she is executing the same in his or her capacity as herein stated as an officer of said corporation.

**IN WITNESS WHEREOF**, the Mayor of the **CITY OF BELLAIRE, TEXAS**, as attested to by the City Clerk of the **CITY OF BELLAIRE, TEXAS**, hereunto, have executed this **AGREEMENT** in the year and date first above written, under the authority granted to them under the provisions of Ordinance No. 16-\_\_\_\_, an Ordinance duly enacted by the City Council of the **CITY OF BELLAIRE, TEXAS**, on June 6, 2016.

**CITY OF BELLAIRE, TEXAS**

\_\_\_\_\_  
Andrew S. Friedberg, Mayor  
City of Bellaire, Texas

ATTEST:

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

APPROVED AS TO FORM:

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

**IN WITNESS WHEREOF**, the **CONTRACTOR**, whose name is hereinafter set out,  
does certify and attest that he or she has executed this **Agreement** in his or her capacity as  
herein stated, for and on behalf of said corporation, and that he or she has authority to do so.

**TERRAIN STUDIO**

\_\_\_\_\_  
Printed Name:  
Title:

Witness:

\_\_\_\_\_  
Printed Name:  
Title:



1 June 2016

The City of Bellaire Texas  
 c/o Mr. John Monday  
 Citizens for a Beautiful Bellaire  
 7008 S Rice Ave  
 Bellaire, Texas 77401

Subject: Visioning Bellaire  
 A Conceptual Master Plan to Guide the Beautification and Urban Evolution of Bellaire,  
 Texas, Proposal for Landscape Architectural, Planning and Urban Design Services  
*(Terrain Job Number COB1601)*

Dear John:

What a great honor it has been to meet with you and representatives of the Citizens for a Beautiful Bellaire over the past few months and to gain an understanding of the Committee's and Community's priorities as expressed in-person and through the remarkable citizen's survey recently conducted. Clearly there are grass roots aspirations to transform the image of Bellaire through beautification improvements within streets and related public spaces and a deep interest in creating a vibrant and viable town center. A live, work, play, learn and social destination that becomes one of the centers of gravity of Bellaire.

Since 1976 I have been fortunate to be able to contribute to municipalities and districts within and around the City Houston through landscape architectural, planning and urban design efforts that form a clear sense of place. Design that balances social, environmental and economic opportunities defined by a long-term vision that can be achieved incrementally and endure for generations to come. Some of these include:

- Uptown Houston's Public Realm Planning, Urban Design and Design
- The West Loop Design within Uptown Houston
- Cotswold Master Plan and Design
- Downtown Houston Transit Streets Skyline District and Theater Center
- The Heart of the Park at Hermann Park
- Woodlands Waterway and Town Green Park
- Heights Downtown Master Plan
- The Broadway Boulevard Redevelopment Master Plan, Galveston
- The Commons Master Plan and Design, Beaumont

Houston  
 San Francisco

1320 McGowen St.  
 Houston, TX 77004  
 713.489.5894  
 sslaney@terrainstudio  
 mli@terrainstudio.net  
 bcowan@terrainstudio

www.terrain-studio.com



### PROJECT GOALS:

Through a design process characterized by listening, fluid idea generation, stakeholder involvement and on-site workshops we propose to structure a planning and design process that cost effectively develops a Conceptual Master Plan that in one document results in; 1) a consensus vision (*the idea*); 2) a strategy for implementing near term and long term interventions required to achieve the vision (*land-use policies, design guidelines, priorities, phasing, capital and maintenance costs per phase*) and; 3) graphics, renderings and text that can be used to effectively communicate the vision in print and digital form, garner support, attract funding (*public and private*), coordinate with a City departments and related public agencies.

### SCOPE OF WORK;

1. Terrain Studio will lead a landscape architectural, planning and urban design and public outreach process to define a consensus beautification urban evolution "VISION" for Bellaire, Texas.
2. This effort will include the development of a program plan for Bellaire's beautification efforts. The program plan would be developed by Terrain Studio in cooperation with City Council, the Bellaire CM (City Manager), John Monday as Chairman of the CBB (Citizens for a Beautiful Bellaire), CBB membership, City Staff and City Boards and Commissions. The purpose of the plan is to develop a cooperative framework and structure with the City Staff in terms of task definition and implementation, CM management of contracted efforts, scheduling, and budgeting.
3. The proposed approach to creating a Conceptual Master Plan that establishes a vision for Bellaire is outlined below:

### APPROACH:

#### STEP ONE –CONCEPTUAL ALTERNATIVES (*four weeks*)

1. **Listening to the Community** – Conduct an initiation workshop with the Committee and stakeholders to better understand aspirations of the City of Bellaire as well as the results of the citizen survey. Present case studies of similar communities, their vision and how they've achieved them. The goal is to spark a lively conversation around the topic of the "City's Identity" now and into the future. (*1 meeting*)





2. **Data Gathering** – Meet with the City of Bellaire Public Works Department and other Departments as necessary to attain survey, zoning, deed restrictions, land use control information as well as the most recent, published and updated Comprehensive Plan for the City of Bellaire Texas. Also to be briefed on planned improvements to the public and private realm that might influence planning and design. *(1 meeting)*
3. **Listening to the Land** – We will conduct a physical and visual analysis of key urban areas, street corridors, parks and public spaces, existing and proposed, documenting the wonderful and not so wonderful physical and natural attributes of the City.
4. **Design Principles** – What are the values that should guide a vision? Informed by listening we will distill the core principles that any idea should abide by, principles that each intervention should live up to as they are planned, designed, constructed and maintained.
5. **Conceptual Alternatives Workshop** – Guided by principles and informed through listening we will develop three (3) alternative ideas during a three (3) day on-site workshop. Each alternative idea will be visually communicated through illustrative plans, reference images and other visual tools and presented to the Committee and stakeholders for input and consensus. Discussion will be guided towards identifying the virtues of each idea that can be assimilated into one consensus vision.

#### STEP TWO – DRAFT CONCEPTUAL MASTER PLAN *(four weeks)*

1. **Draft Conceptual Master Plan** - Based on input from Step One develop a consensus draft conceptual master plan with the “Vision” and ideas communicated through an overall illustrative plan, project typology diagrams, enlarged plans of key areas, sections, reference images and draft renderings. During the process meet with Committee representatives for input. *(1 meeting)*
2. **Draft Prioritization Plan** – Diagram recommended priorities based on project typologies along with a phasing strategy or action plan.
3. **Draft Cost Estimates** – Develop order of magnitude budgets for capital improvements projects.
4. **Draft Maintenance Requirements** – Develop draft maintenance implications for project typologies.



5. **Draft Conceptual Master Plan Workshop** - During a three (3) day on-site workshop present draft conceptual master plan recommendations to the Committee and stakeholders for input, discussion and approval. During the workshop refine the plan based on input and towards the end of the workshop present refinements for approval.

#### STEP THREE – FINAL CONCEPTUAL MASTER PLAN (*four weeks*)

Once we have completed Step Two – Draft Conceptual Master Planning, the Committee and City should have a comfort level with the larger design strategy allowing the implementation of a prototype project to be design and implemented in parallel with the completion of the Final Conceptual Master Plan. Having something built in tandem with the plan is a great way to accelerate public visibility, funding and support for the larger beautification effort. This proved to be a very successful strategy employed for Cotswold in Downtown Houston with one block of Prairie between Travis and Main Streets being constructed in parallel with the Cotswold Master Planning effort. At Terrain Studio we certainly have the resources to accomplish both efforts in a timely manner and will be happy to provide a proposal for the design of a prototype project once defined.

1. **Final Conceptual Master Plan** - Based on input develop the final conceptual master plan with the “Vision” and ideas communicated through an overall illustrative plan, diagram of project typologies, enlarged plans of key areas, sections, reference images and final renderings (4). During the process meet with Committee representatives for input. (*1 meeting*)
2. **Final Prioritization Plan** – Diagram recommended priorities based on project typologies along with a phasing strategy or policy action plan.
3. **Final Cost Estimates** – Develop order of magnitude budgets for each capital improvement project phase, a capital expenditures plan.
4. **Final Maintenance Requirements** – Develop final maintenance requirements outline for each project typology.
5. **Final Conceptual Master Plan Presentation** - Present the final conceptual master plan to the Committee / stakeholders, Planning Commission and City Council for input and approval. Publish the Conceptual Master Plan in booklet and digital form and provide files to the Committee and City for use. (*3 meetings*)



#### STEP FOUR – PROGRAM PLAN (*three weeks*)

Based on the Final Conceptual Master Plan and in collaboration with the City Manager, John Monday as Chairman of the CBB (Citizens for a Beautiful Bellaire), CBB membership, City Staff and City Boards and Commissions Terrain will develop a detailed Program Plan for Bellaire's beautification efforts. The purpose of the plan is to develop a cooperative framework and structure with the City Staff in terms of task definition, costs, schedules and implementation priorities. A tool for the City Manager's in management of future contracted efforts, scheduling, and budgeting. The process will involve:

1. **Coordination Meeting** – Review with the City Manager, CBB, City Staff and representatives from Boards and Commissions key beautification initiatives (projects) identified by the Conceptual Master Plan, their cost, maintenance implications and initial prioritization. Explore how projects may dove-tail into on-going or planned projects, leveraging opportunities with related entities, funding possibilities or items that need to be addressed quickly to take advantage of the moment.
2. Based on this input Terrain will develop a preliminary Program Plan that will be reviewed with the same group.
3. Comments will be incorporated in to final program Plan that will be documented in a booklet and digital form as a tool to guide the way forward.

#### FUTURE PHASES

This proposed contracted effort may be expanded to consist of an additional two independent phases – called Phase II and Phase III. Phase 1 is as described above, and will contain suggestions for FY 2017 activities. Phase II may therefore include refinement of landscape and other beautification designs under the direction of and cooperation with the CM as part of City capital improvements. Phase 2 design may consider entry and street signage, suggestions for city ordinance revisions relating to beautification, transportation recommendations and capital items such as power and utility line relocations, street lighting, South Rice Street esplanade, a signature corner at Jessamine and S. Rice, etc.

Phase 3 would include other recommended items as developed by this visioning plan, and implementation efforts for Phase 2 items. Professional service fees for Phase 2 or 3 items are not included in this proposal.



## DESIGN APPROVAL

City Council is the designated final approval authority for all designs and beautification plans proposed. Citizens for a Beautiful Bellaire has been designated as the entity responsible for design direction to Terrain for this project. In the event that the design as approved by Citizens for a Beautiful Bellaire is rejected by City Council, and re-design is required, such re-design services shall be compensated as Additional Services.

## MEETINGS AND SITE VISITS

This proposal includes Professional Service time for up to seven (7) meetings for coordination with Client, City and related Public Agencies and two (2) 3-day design workshops. Additional meetings shall be billed as Additional Services. Travel expenses shall be billed as Reimbursable Expenses.

## EXCLUSIONS TO SCOPE OF SERVICES

Client shall provide the following information or services as required for performance of the work. Terrain assumes no responsibility for the accuracy of such information or services and shall not be liable for error or omissions therein. Should Terrain be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as Additional Services.

1. GEMS Maps, City Survey in digital form
2. Zoning Ordinance and any relevant deed restrictions or architectural guidelines already established
3. Capital Improvements program information for projects that might influence planning and design
4. Existing utility base information including overhead power line locations
5. Diagram of locations exhibiting chronic drainage issues
6. Relevant economic or market analyses studies.
7. High resolution overhead aerial photographs at controlled scale.
8. Conceptual design, schematic design, design development, construction document, bidding and construction observations services related to a pilot project resulting from the visioning plan.

## FEES AND TERMS

Services described above shall be provided on an "hourly not to exceed" basis in accordance with the terms and conditions in Appendix A attached hereto and which is incorporated and made part of this Agreement by reference. Fees for Professional Services shall not exceed \$70,000.00 without



further authorization. The cost of Reimbursable Expenses as identified in Appendix A will not exceed \$7,000.00

We hope you and the Committee will find the approach outlined to be an effective beginning in charting "Vision" for Bellaire's beautification and urban evolution. We look forward to the opportunity to be of service to the Committee, City and Citizens of Bellaire. We would be pleased to answer questions you may have or to clarify the various points above. If this proposal meets with your approval, please sign below and return one copy for our files.

Best personal regards,

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

Scott Slaney FASLA, Principal

Landscape Architect, TX License #643, Landscape architects are licensed by the State of Texas.



## Appendix A

Appended to and part of Agreement for Professional Services between Terrain Studio (TERRAIN) and the City of Bellaire Texas (CLIENT), dated 1 June 2016.

### FEES FOR PROFESSIONAL SERVICES:

Services outlined under the Scope of Services or under Additional Services shall be provided on a time basis computed as follows:

Principals	Rate / Hour
Slaney	245.00
Li	173.00
Associate	115.00
LA I	98.00
LA II	90.00

Other employee time shall be charged at a multiple of two and one-half (2.5) times Direct Personnel Expense. These rates are applicable for six months from the date of the Agreement for Professional Services, but may be increased subsequently without written notice.

### REIMBURSABLE COSTS:

The following costs shall be reimbursed at cost and are not included in the Fee for Professional Services:

1. Cost of copies of drawings, specifications, reports and cost estimates; xerography and photographic reproduction of drawings and other documents furnished or prepared in connection with the work of this contract.
2. Cost of commercial carrier and public transportation, domestic travel, lodging, car rental and parking, subsistence and out-of-pocket expenses. Private automobile travel at the IRS-allowable rate at the time of traveling.
3. Cost of postage and shipping expenses other than first class mail.
4. Cost of physical models, special renderings, promotional photography, special process printing, special equipment, special printed reports or publications, maps and documents approved in advance by Client.
5. Fees for additional consultants retained with the approval of Client.



#### **ADDITIONAL SERVICES:**

Additional Services include but are not limited to:

1. Making planning surveys, feasibility studies, and special analyses of Client's needs to clarify requirements for project programming.
2. Preparation of technical sections of specifications in other than Construction Specifications Institute (CSI) format.
3. Revisions and changes in drawings or other documents when such revisions are inconsistent with approvals or instructions previously given by the Client; required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents.
4. Plan preparation for and construction observation of portions of a project to be advanced beyond the conceptual master planning level

#### **STATEMENTS:**

Fees for Professional Services and Reimbursable Costs shall be billed monthly using the hourly rate schedule. Reimbursable Costs shall be billed monthly with receipts or with fee invoices.

#### **ACCOUNTS:**

Accounts are payable net 30 days from date of invoice at our office in San Francisco, California.

#### **INSURANCE:**

At all times during the performance of its services under this Agreement, Terrain shall maintain in full force and effect the following insurance, with the coverages and limits specified:

1. Workers' compensation insurance, including occupational disease, in accordance with the statutory requirements set forth by the state in which the work is to be performed, and employer's liability insurance covering all of Terrain's employees engaged in the performance of this Agreement, in the sum of \$1,000,000.00.
2. Commercial general liability insurance, including Landscape Architect protective liability and contractual liability insurance, covering death or bodily injury and property damage of \$1,000,000.00 for any one accident, bodily injury and property damage combined single limit.





3. Commercial automobile liability insurance covering Terrain for claims arising from owned, hired and non-owned vehicles covering death or bodily injury and property damage with limits of \$1,000,000.00 for any one accident, bodily injury and property damage combined single limit.
4. Professional liability (errors and omissions) insurance, on a claims-made basis, with limits of \$2,000,000.00 per claim and \$2,000,000.00 in the aggregate.
5. Certificates of insurance covering any or all of the above insurance required to be maintained by Terrain shall be provided to Client upon written request.
6. Should Client request in writing that modifications be made to the stated policy limits or deductibles, Terrain shall use its best efforts to have its insurers accommodate such modifications. All charges and additional premiums levied by insurers for such modifications shall be paid by Client in advance.
7. Upon written request by Client, Terrain shall use its best efforts to have Client named as an additional insured on the Commercial general liability and Commercial automobile liability policies described above, subject to acceptance by the insurer.

#### **INDEMNIFICATION:**

Within the limits of its insurance coverage as provided in this Agreement, Terrain shall indemnify and save harmless Client against any and all loss, liability and damages arising out of any claim, suit or legal proceeding to recover damages for wrongful death, bodily injury, illness or disease, or injury to, or destruction of property to the extent caused by the negligent errors or omissions or willful misconduct of Terrain, its subcontractors, agents or employees.

Client shall indemnify and save harmless Terrain from and against any and all loss, liability and damage arising out of any claim, suit or legal proceeding to recover damages for wrongful death, bodily injury, illness or disease, or injury to, or destruction of property, to the extent caused by or attributable to:

1. The negligent errors or omissions or willful misconduct of Client, its contractors, subcontractors, agents or employees.
2. Any hazardous substance, condition, element or material, or any combination of the foregoing, produced by Client; or emitted intentionally or unintentionally from the property on which the project is located or from the facilities to be designed; or specifically required by Client to be used or incorporated by Terrain into the work to be performed by Terrain. Terrain shall not be under any duty or obligation to investigate for the existence of such



conditions, and shall not be responsible for any failure to discover such conditions.

3. Failure of Client to provide information or services required to be provided by Client under the terms of this Agreement or from any inaccuracy, error or omission in such information or services.
4. Any claim asserted by an individual Home Owner or a Homeowners' Association formed for or associated with this project or any portion of this project, except to the extent caused by the negligence of Terrain, its subcontractors, agents or employees. Client's obligation to indemnify Terrain under this clause shall include (without limitation) reimbursement to Terrain for all reasonable costs incurred in the defense of such claims, including attorneys' fees incurred in connection with any appeal of a legal action, and all reasonable settlement costs, unless Terrain is found to be negligent with respect to such claim under the dispute resolution procedures agreed to in this Agreement, upon which finding Client shall have no duty to reimburse Terrain for any such damages or costs which are attributable to Terrain's negligence.

#### **CONFIDENTIALITY:**

Terrain will use its best efforts and will take reasonable precautions to protect and maintain the confidentiality of any information supplied by Client during the course of this Agreement and which is identified in writing by Client as being confidential information, except to the extent that disclosure of such information to third parties is necessary in the performance of Terrain's services. This clause shall not apply to any information which is in the public domain, or which was acquired by Terrain prior to the execution of this Agreement, or obtained from third parties under no obligation to Client.

#### **RIGHT TO SUSPEND SERVICES:**

Terrain shall have the right to suspend services on this project if (a) client fails to make payments when due or otherwise is in breach of this agreement; or (b) the parties have not executed a written contract for Terrain's services and unpaid invoices have been rendered with an aggregate balance exceeding \$5,000.

#### **AUTHORIZATION TO PROCEED:**

If Terrain is authorized to commence and/or continue providing its services on the project, either verbally or in writing, prior to the full execution of a written contract, such authorization shall be deemed an acceptance of this proposal, and all such services shall be provided and compensated for in accordance with the terms and conditions contained herein as though this proposal were fully executed by the Client.



## **OWNERSHIP OF DOCUMENTS**

Original drawings and other documents, as instruments of professional service, are the property of Terrain. None of them is to be used on other projects except by written agreement of Terrain. One reproducible set of final documents will be furnished to Client upon request.

## **DOCUMENTS FURNISHED IN ELECTRONIC MEDIA**

Instruments of professional service provided in electronic media form, once released by Terrain, may be subject to inaccuracies, anomalies and errors due to electronic translation, formatting or interpretation. Terrain is not responsible for errors and omissions because of these conditions, nor for those resulting from conversion, modification, misinterpretation, misuse or reuse by others after electronic media is released by Terrain.

## **CREDITS/ACKNOWLEDGMENTS:**

Terrain shall be given proper credit and acknowledgments for all services rendered including, but not limited to, planning, design and implementation. Proper credit shall be defined as being named by Client (or their agent/client) in project identification boards, published articles, promotional brochures, and similar communications.

## **FORCE MAJEURE:**

Terrain shall not be responsible for any delay in the performance or progress of the work, or liable for any costs or damages sustained by Client resulting from such delay, caused by any act or neglect of the Client or Client's representatives, or by any third person acting as the agent, servant or employee of Client, or by changes ordered in the work, or as a result of compliance with any order or request of any federal, state or municipal government authority or any person purporting to act therefore, or by acts of declared or undeclared war or by public disorder, riot or civil commotion, or by any other cause beyond the control and without the fault or negligence of Terrain. In the event of any such delay, Terrain shall proceed with due diligence to alleviate such delay and continue the performance of all obligations under this Agreement. The time during which Terrain is delayed in the performance of the work, shall be added to the time for completion of its services to the extent such time is specified in this Agreement. All additional costs or damages resulting from any delay in the performance or progress of the work caused by any act or neglect of Client, its agents or representatives, shall be borne entirely by the Client.

**LAW:**

This Agreement shall be interpreted and enforced according to the laws of the State of Texas.

**VALIDITY:**

Should any provision herein be found or deemed to be invalid, this Agreement shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect, and to this end the provisions of the Agreement are declared to be severable.

**SUCCESSORS AND ASSIGNS:**

It is mutually understood and agreed that this Agreement shall be binding upon Client and its successors and assigns and upon Terrain, its successors and assigns. Neither party shall assign nor transfer its interest in this Agreement or any part thereof without the written consent of the other party.

**TERMINATION:**

It is understood that these services may be terminated upon 10 days written notice for good reason by either party. In this event, Terrain shall be compensated for all work performed prior to date of termination at the rates set forth above.

**REVOCATION:**

This proposal shall be considered revoked if acceptance is not received within 90 days of the date hereof.

**ENTIRE AGREEMENT:**

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representations, by any party which are not embodied herein and that no other agreement, statement or promise not contained in this Agreement shall be valid and binding. Any modification of this Agreement will be effective only if it is in writing signed by the parties.

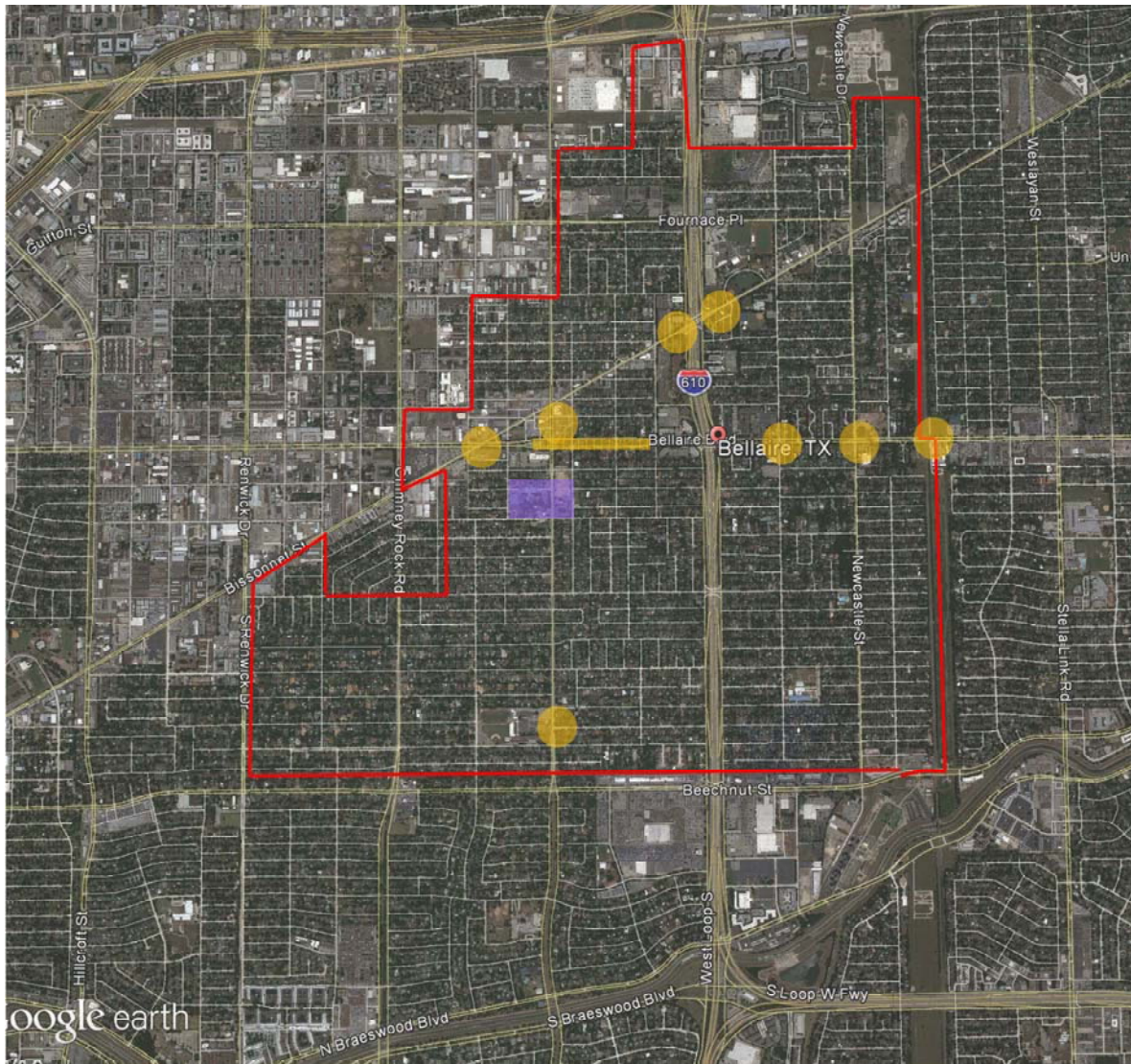
**END**



## APPENDIX B - SCOPE OF WORK

### Visioning Bellaire

(Terrain Job Number COB1601)





**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: Development Services  
Category: Ordinance  
Department Head: John McDonald  
DOC ID: 1943

**SCHEDULED  
ACTION ITEM (ID # 1943)**

**Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending the Code of Ordinances of the City of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards and Commissions, Division 2, Boards and Commissions Governed by State Law, Sec. 2-112, Board of Adjustment, for the purpose of amending the number of members required for a quorum - Submitted by John McDonald, Director of Development Services.

**Background/Summary:**

In their 2016 Annual Report to City Council, the Board of Adjustment (BOA) included a recommendation to reduce the number of members required to form a quorum for the purposes of calling a meeting to order from 75% (6 out of 7) to 4 members. The 75% requirement would still be enforced to conduct the main business of the BOA:

- Hear and decide an appeal of a decision by an administrative official;
- Hear and decide in favor of an applicant on a matter on which the board is required to pass under a zoning ordinance; and
- Authorize a variance.

However, the lower quorum requirement, bringing the BOA into agreement with the Planning and Zoning Commission and the Building and Standards Commission (the other two commissions governed by State Law), would allow the BOA to discuss and handle any business not specifically requiring a higher number of members under Tex. Local Government Code § 211.009(c). There have been instances where meetings have been scheduled with no cases on the docket, but the Board was unable to meet due to not meeting the current 75% requirement.

**Recommendation:**

The Director of Development Services recommends adoption of the ordinance amending the number of members of the Board of Adjustment required to form a quorum.

**ATTACHMENTS:**

- Code Amendment - Chapter 2 - Amend 2-112 BOA Quorum June 2016 (PDF)
- Sec. 2-112 BOA redline amendment June 2016 (PDF)
- BOA 2016 Report to City Council (PDF)



## ORDINANCE NO. 16-\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VII, BOARDS AND COMMISSIONS, DIVISION 2, BOARDS AND COMMISSIONS GOVERNED BY STATE LAW, SECTION 2-112, BOARD OF ADJUSTMENT, (G) QUORUM, OF THE CODE OF ORDINANCES OF THE CITY OF BELLAIRE, TEXAS, FOR THE PURPOSE OF AMENDING THE MINIMUM NUMBER OF MEMBERS NEEDED FOR A QUORUM.**

**WHEREAS**, the Board of Adjustment included in their 2016 Annual Report to City Council a recommendation to reduce the number of members required to form a quorum for the purposes of handling business not specifically called out in the Texas Local Government Code, § 211.009(c);

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

**Section 1.** *Chapter 2, Administration, Article VII, Boards and Commissions, Division 2, Boards and Commissions Governed by State Law, Section 2-112, Board of Adjustment, of the Code of Ordinances of the City of Bellaire, Texas ("Code"), is hereby amended by repealing and replacing (g) Quorum in its entirety. The new (g) Quorum shall read as follows:*

(g) *Quorum.* No meeting of the board may be called to order nor may any business be transacted by the board without a quorum, consisting of at least four members of the board, being present.

(1) The concurring vote of at least 75 percent of members (six members) shall be necessary for the board to take action as defined in the Texas Local Government Code, § 211.009(c).



All other portions of *Chapter 2* of the City's Code not specifically amended hereby shall remain in full force and effect.

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

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

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

**Section 5.** This Ordinance shall be effective ten (10) days after notice of its passage has been published in the official newspaper of the City.

**PASSED** and **APPROVED** this 6<sup>th</sup> day of June, 2016.

(SEAL)

**ATTEST:**

**SIGNED:**

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Tracy L. Dutton, TRMC  
City Clerk

Andrew S. Friedberg  
Mayor

**APPROVED AS TO FORM:**

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Alan P. Petrov  
City Attorney

Sec. 2-112. - Board of adjustment.

(g) Quorum. No meeting of the board may be called to order nor may any business be transacted by the board without a quorum, consisting of at least ~~75 percent of the~~four members of the board, being present.

(1) The concurring vote of at least 75 percent of the members (six members) shall be necessary for the board to take action, ~~save and except to consider and pass rules of procedure or a motion of adjournment which shall require the concurring vote of a simple majority of the members of the board then present and voting,~~ as defined in the Texas Local Government Code, § 211.009(c).

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Attachment: Sec. 2-112 BOA redline amendment June 2016 (1943 : BOA-Quorum Requirements)



February 1, 2016

Honorable Mayor Friedberg and City Council  
City of Bellaire  
7008 S. Rice Avenue  
Bellaire, TX 77401

Submitted herewith is the annual report from the Board of Adjustment for the year 2015.

The Board of Adjustment (Board) is authorized by Texas Local Government Code Chapter 211 and is responsible for considering applications for variances or special exceptions to Chapter 24 of the Code of Ordinances of the City of Bellaire. Landowners or their agents apply to the Building Official of the Department of Community Development. Formal dockets, which must be legally advertised, are scheduled for the Board. Meetings are held to hear testimony on the application. The Board, appointed by the Bellaire City Council, consists of seven members who are citizens of the United States and residents of Bellaire for at least one year. Board members serve staggered terms of two years each, with a maximum of three consecutive terms. The Board selects its own Chair and Vice Chair for a term of one year. The Board meets on the third Thursday of each month beginning at 7:00 p.m. in the Council Chamber of City Hall. A meeting is cancelled if there are no applications for hearing that month. Special meetings may be called as necessary following all the required procedures.

A quorum of at least six members is required to hear a case. The Board of Adjustment may, authorize in specific cases, a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so the spirit of the ordinance is observed and substantial justice is done.

We believe the Board is serving the purpose for which it was created. It provides an avenue for residents who have a particular situation to appeal to the Board for relief when they believe the zoning ordinances, if enforced, would create a hardship for them. The Board, a quasi-judiciary body, determines the outcome of all applications, which may only be appealed to a Harris County District Court.

During calendar year 2015 there were only three applications for hearing. Two were in April and one in December.

Docket # BOA-2015-01 in April was an application from the property owner at 4701 Pine Street, which is at the corner with West Loop 610. The property owner, who bought the newly built house, wanted a 10-foot high masonry fence in lieu of the 8-foot allow because the first floor of his house was built higher than the minimum required elevation above the flood plain. That application was denied.

Docket # BOA-2015-02 in April was an application from the Crosspoint Church, a satellite campus of the West University Baptist Church, to build a youth center on their property located at 4609 Bellaire Blvd. in the R-3 Residential District. One Board member recused himself since he is a member of that church. The church property has 21,600 square feet. The current area required for a church is 22,000 square feet. The church applied for the permit when the code allowed only 7,400 square feet for a church in that district. The architect satisfied the adjacent neighbors with some of the building's exterior features and relocating the entry and exit to Bellaire Blvd. The application for a variance was unanimously approved by the remaining six members of the Board.

Docket # BOA-2015-03 was an application in December and the last one of the year. It had to do with the number of parking spaces required for the building at 4950 Terminal Street. The building has existed for many years and has no parking spaces. The building will be undergoing renovation to create mostly retail spaces and a limited number of office spaces. Land adjacent to the property will be leased by the applicant from CenterPoint for parking spaces, plus street parking was also counted to make up the required number of parking spaces. The application was unanimously approved.

The Board is currently reviewing their Rules of Procedures to clarify some language and delete unnecessary verbiage.

The Board recommends that City Council amend Section 2-112(g) of the Bellaire Code of Ordinances to allow a simple majority of members present and voting to consider actions not specifically called out in the Texas Local Government Code, Section 211.009 (c).

The Board greatly appreciates the City staff for their support throughout the year.

Respectfully submitted,



Tom Ligh

Chair, Board of Adjustment

**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: Development Services  
Category: Ordinance  
Department Head: John McDonald  
DOC ID: 1946

**SCHEDULED  
ORDINANCE (ID # 1946)**

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**Item Title:**

Consideration of and possible action on the adoption of an ordinance of the City Council of the City of Bellaire, Texas, amending the Code of Ordinances of the City of Bellaire, Texas, Chapter 9, Buildings, Article II, Building Codes, Division 1, Generally, by repealing Sec. 9-22, Removal of existing sidewalks, and replacing with a new Sec. 9-22, Sidewalks required for new construction, to require the installation of sidewalks with new construction and to permit the payment of a fee-in-lieu of sidewalks under specific circumstances - Submitted by John McDonald, Director of Development Services.

**Background/Summary:**

On May 16, 2105, in response to a request placed on the agenda by Council Member Pollard, City Council directed "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 exists currently on the opposite side of the street as determined by the Public Works Department."

After meeting with Council Member Pollard to further review her intentions with regard to the installation of sidewalks and overall development of a community pathways network, the attached ordinance was prepared for Council consideration.

The proposed ordinance would require sidewalks to be installed for all new construction. A fee-in-lieu of option is available only within single-family residential zoning districts. While the requirement for the installation of a sidewalk would be the default, the fee-in-lieu option would be allowed under the following circumstances:

1. There is no sidewalk on an adjacent property, and
2. Less than fifty (50) percent of the block face on which the property is located has a sidewalk; and
3. The side of the street that the house will be built is not designated as a pedestrian route on an approved city pathways plan.

Working with the concept that the City wishes to ultimately have complete sidewalk segments joining to form a network, then the idea behind the fee-in-lieu of option is to limit it to those houses being built in areas where requiring the installation of a sidewalk segment would not bolster the overall connectivity goals.

Additionally, understanding that there are instances where a sidewalk may not work, a subsection has been included to allow the Administrative Official to approve the payment of the fee-in-lieu of even when the three points above are not met, if:

1. An existing public utility facility prevents the installation of the sidewalk, and that neither the sidewalk nor the facility can be reasonably relocated to accommodate both the sidewalk and the facility; or
2. Other unusual circumstances make the sidewalk installation requirement



unreasonable or inappropriate.

Funds raised through the fee-in-lieu of program would kept in a special revenue fund and be restricted to the "installation and maintenance of sidewalks and curb ramps within distances zoned for single-family residential use."

**Recommendation:**

The Director of Development Services recommends adoption of this ordinance which will allow the City to immediately address the lack of pathway connectivity, especially in our residential areas, and takes into account the need for a long-term pathway plan for the city.

**ATTACHMENTS:**

- Ordinance- Chapter 9 - Amend 9-22, Sidewalks June 2016 (PDF)
- Sec. 9-22. Sidewalk requirements draft June 2016 - Redline (PDF)





## ORDINANCE NO. 16-\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELLAIRE, TEXAS, AMENDING CHAPTER 9, BUILDINGS, ARTICLE II, BUILDING CODES, DIVISION 1, GENERALLY, OF THE CODE OF ORDINANCES OF THE CITY OF BELLAIRE, TEXAS, BY REPEALING SECTION 9-22, REMOVAL OF EXISTING SIDEWALKS, IN ITS ENTIRETY AND REPLACING IT WITH SEC. 9-22, SIDEWALKS REQUIRED FOR NEW CONSTRUCTION, FOR THE PUPOSE OF REQUIRING SIDEWALKS DURING NEW CONSTRUCTION AND TO PERMIT THE PAYMENT OF A FEE-IN-LIEU OF SIDEWALKS UNDER SPECIFIC SITUATIONS**

**WHEREAS**, the City Council of the City of Bellaire, Texas, has determined that sidewalks should be constructed in connection with new construction; and

**WHEREAS**, the City Council of the City of Bellaire, Texas, has determined that under specific situations an option to pay a fee-in-lieu of the construction of sidewalks is appropriate in single-family neighborhoods; and

**WHEREAS**, the City Council of the City of Bellaire, Texas, has determined that any and all fees collected through payment of the fee-in-lieu of option shall be spent solely on the installation and maintenance of sidewalks and curb ramps within single-family neighborhoods;

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

**Section 1.** *Chapter 9, Buildings, Article II, Building Codes, Division 1, Generally, Section 9-22, Removal of existing sidewalks, of the Code of Ordinances of the City of Bellaire, Texas ("Code"), is hereby repealed and replaced in its entirety; said revised City Code shall read as set out in Appendix "A" attached hereto. All other portions of Chapter 9 of the City's Code not specifically amended hereby shall remain in full force and effect.*

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

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

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

**Section 5.** This Ordinance shall be effective as of the 1<sup>st</sup> of July, 2016.

**PASSED** and **APPROVED** this 6<sup>th</sup> day of June, 2016.

(SEAL)

**ATTEST:**

**SIGNED:**

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

\_\_\_\_\_  
Andrew S. Friedberg  
Mayor

**APPROVED AS TO FORM:**

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



**APPENDIX A  
TO  
ORDINANCE NO. 16-\_\_\_\_  
(ATTACHED)**

Attachment: Ordinance- Chapter 9 - Amend 9-22, Sidewalks June 2016 (1946 : Sidewalk Ordinance)

## Appendix A

## Sec. 9-22. - Sidewalks required for new construction.

1. All new construction shall require the installation of sidewalks along each side of a property abutting a public street in accordance with city specifications. Sidewalks shall be installed prior to the issuance of a certificate of occupancy.
  - a. In a district zoned for single-family residential use, a builder may elect to pay a fee-in-lieu of installing or replacing a sidewalk if:
    - i. There is no sidewalk on an adjacent property; and
    - ii. Less than fifty (50) percent of the block face on which the property is located has a sidewalk, and
    - iii. The side of the street that the house will be built is not designated as a pedestrian route on an approved city pathways plan; or
    - iv. The Administrative Official determines that:
      1. an existing public utility facility prevents the installation of the sidewalk, and that neither the sidewalk nor the facility can be reasonably relocated to accommodate both the sidewalk and the facility; or
      2. Other unusual circumstances make the sidewalk installation requirement unreasonable or inappropriate.
  - b. Fee-in-lieu:
    - i. The cost per linear foot of sidewalk shall be set by the Administrative Official on the 1st of October of each year and be included in the city's fee schedule. The fee shall be calculated by multiplying the cost per linear foot by the length of each side of the property abutting a public street.
    - ii. All funds generated by the payment of fees in-lieu of sidewalk construction shall be maintained in a special revenue fund. Funds are to be spent solely on the installation and maintenance of sidewalks and curb ramps within districts zoned for single-family residential use.

Sec. 9-22. - ~~Removal of existing sidewalks.~~ Sidewalk requirements

~~No person may remove an existing sidewalk without first obtaining a permit from the city building official, which permit shall require the reconstruction of said sidewalk within six months of the date of the permit.~~

1. ~~All new construction shall require the installation of sidewalks along each side of a property abutting a public street in accordance with city specifications. Sidewalks shall be installed prior to the issuance of a certificate of occupancy.~~

a. ~~In a district zoned for single-family residential use, a builder may elect to pay a fee in-lieu of installing or replacing a sidewalk if:~~

- i. ~~there is no sidewalk on an adjacent property; and~~
- ii. ~~less than fifty (50) percent of the block face on which the property is located has a sidewalk, and~~
- iii. ~~the side of the street that the house will be built is not designated as a pedestrian route on an approved city pathways plan; or~~
- iv. ~~the Administrative Official determines that:~~

1. ~~an existing public utility facility prevents the installation of the sidewalk, and that neither the sidewalk nor the facility can be reasonably relocated to accommodate both the sidewalk and the facility; or~~

2. ~~Other unusual circumstances make the sidewalk installation requirement unreasonable or inappropriate.~~

b. ~~Fee in-lieu:~~

i. ~~The cost per linear foot of sidewalk shall be set by the Administrative Official on the 1<sup>st</sup> of October of each year and be included in the city's fee schedule. The fee shall be calculated by multiplying the cost per linear foot by the length of each side of the property abutting a public street.~~

ii. ~~All funds generated by the payment of fees in-lieu of sidewalk construction shall be maintained in a special revenue fund. Funds are to be spent solely on the installation and maintenance of sidewalks and curb ramps within districts zoned for single-family residential use.~~

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**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: City Manager's Office  
Category: Discussion  
Department Head: Michelle Jordan  
DOC ID: 1945

**SCHEDULED  
ACTION ITEM (ID # 1945)**

**Item Title:**

Consideration of and possible action on the endorsement of the recommendations of the Ad Hoc Municipal Facilities Committee - Submitted by Karl Miller, Director of Parks, Recreation, and Facilities.

**Background/Summary:**

The Ad Hoc Municipal Facilities Committee met on the following dates and discussed the following topics:

- March 21, 2016
  - o Departmental Space Program Requirements
  - o Exterior Elevation Considerations
- March 31, 2016
  - o Consensus from March 21, 2016
  - o Site Configuration
  - o Campus Strategy
  - o Floor Plans
  - o Interiors
  - o Massing
  - o Exterior Materials
- April 7, 2016
  - o Consensus from March 31, 2016
  - o Floor Development Plan
  - o Interior Design Approach
  - o Building Massing Update
  - o LEED Strategy
- April 21, 2016
  - o Consensus from April 7, 2016
  - o Floor Development Plan
  - o Building Elevation Development
  - o Exterior Material Palette Discussion
  - o Interior Material Palette Discussion
- April 28, 2016
  - o Consensus from April 21, 2016
  - o Floor Development Plan
  - o Building Elevation Development
  - o Interior Material Palette Discussion
- May 12, 2016
  - o Consensus from April 28, 2016
  - o Floor Development Plan
  - o Building Elevation Development
  - o Interior Material Palette Discussion
  - o Town Hall Meeting Presentation

The accomplishments of the Committee have provided guidance, recommendations, and considerations in all areas of design that PGAL will incorporate into the remaining portions of the project, including construction documentation.

**Previous Council Action Summary:**

A Town Hall Meeting was held on May 16, 2016 to present the activities and recommendations of the Committee and hear public comments.

**Fiscal Impact:**

N/A

**Recommendation:**

Karl Miller, Director of Parks, Recreation, and Facilities recommends Council accept and endorse the recommendations of the Ad Hoc Committee's work between March 21, 2016 and May 12, 2016.



**Mayor and Council**

7008 S. Rice Avenue  
Bellaire, TX 77401



Meeting: 06/06/16 05:30 PM  
Department: City Manager's Office  
Category: Discussion  
Department Head: Michelle Jordan  
DOC ID: 1940

**SCHEDULED****ACTION ITEM (ID # 1940)****Item Title:**

Consideration of and possible action on the revised square footage and cost estimate of the Police and Municipal Courts Building - Submitted by Karl Miller, Director of Parks, Recreation, and Facilities.

**Background/Summary:**

Jeff Gerber, Chief Executive Officer with Pierce Goodwin Alexander & Linville, and Mark Christensen with Christensen Building Group, LLC will present an update for the Municipal Facilities Project, specifically focused on the updated cost and size of the Police and Court Building.

During the schematic design phase of work, an evaluation of the types and sizes of spaces originally programmed into the Police and Court building was evaluated against current and projected needs. The original Facility Master Plan for the project was completed in the Fall of 2012. A review of this evaluation was completed through a series of weekly meetings with PD and Court staff during early 2016. Additionally, Police Administration went on a tour of the League City Police Station (also designed by PGAL), which helped to inform the Design and Owner team of current needs and standards relevant to police infrastructure. A re-evaluation of the Room Data Sheets is underway while touring the current building and in user group worksessions.

The process of schematic design has been a discovery process, informing the design team and the City of Bellaire of the current and future needs of the Police Department in much greater detail. The resulting knowledge and information has allowed the PD staff and PGAL to determine room sizes and configurations that will allow for a positive work flow and will not negatively impact delivery of services. Additional space needs have also been identified that will enable the department to provide the necessary training opportunities.

Through this process, additional space needs have been identified. The most significant increase of spaces sizes can be seen in the jail area, and this additional space is critical in order to provide a safe area for PD staff to work as well as to meet the anticipated Jail Standards. Additional space was added to the CID area, allowing adequate individual and communal work space. Patrol division also needed an increase in support space and locker room layout and space. An additional training room and a physical fitness training room have also been included in order to help maintain a premier workforce.

The additional square footage needed to accomplish the needs of the Police Department result in an increased cost of approximately \$1,767,440. There is no impact to the overall schedule of the project.

**Previous Council Action Summary:**

May 2014 - Council chose the CMAR process.

September 2014 - Council approves PGAL design contract.

September 15 2015 - Council selected the site plan after recommendations were received by the Ad Hoc Committee.

February 1, 2016 -Council was present for a Town Hall meeting which included an update on the progress of the project, and updated schedule, and a comparison between the original 2013 budget and the estimated 2016 budget. At that point, Council understood that an increase in the budget in the amount of \$3,838,649 was needed, and directed staff to pursue options for a November 2016 Bond election.

**Fiscal Impact:**

An additional cost of approximately \$1,767,440 is necessary to provide the facilities needed by the Police Department, which will bring the total additional funds needed for the entire project to \$5,606,089.

**Recommendation:**

Karl Miller, Director of Parks, Recreation, and Facilities recommends Council consider and accept the revised square footage needs of the Bellaire Police Department and the revised cost for the facility.

**ATTACHMENTS:**

- City Council Presentation 06062016 (PPTX)

# Scenario Schedule Summary Comparison

	July 2013	Scenario 2 February 1, 2016	Scenario 2 Updated
<b>Bond Election</b>	November 2013	November 2016	November 2016
<b>Construction Start</b>	December 2014	February 2017	February 2017
<b>Total Project Budget</b>	\$13,081,000	\$16,919,649	\$18,687,089
<b>Additional Funding Required</b>		\$3,838,649	\$5,606,089
<b>Occupancy Date</b>	July 2016	September 2018	September 2018

## 2016 Project Budget February Impact Summary

1. **Schedule Delay Impact: \$668,258**
  - 2 additional years of inflation
2. **Cost Escalation Adjustment: \$768,372**
3. **Temporary Relocation Costs: \$409,040**
  - Jail
  - Move Costs
  - Technology
  - Temporary Improvements
  - Temporary Trailers
4. **Building Size Impact – 4,200 SF: \$1,129,470**
  - Additional Lobby
  - Additional Restrooms
  - Jury Assembly
  - Defendant Conference Room
  - Break Room
  - 2 Offices
5. **Total Project Cost Impact: \$3,838,649**

## 2016 Project Budget for Expanded PD/MC

### 1. PD Building Size Increase – 4,100 SF: \$1,571,579

- Additional Jail Male Cell Capacity (8 verses 12 now proposed)
- Additional Jail Female Cell Capacity (4 verses 6 now proposed)
- Additional Jail Booking Cells
- Additional Jail Support
- Additional CID Support Space
- Additional Patrol Support Space
- Additional Locker Room Space

### 2. Total Project Cost Impact: \$1,767,440

# Bellaire Municipal Buildings: Scenario 2

